

**REQUEST FOR EXPRESSIONS OF INTEREST**  
**GEORGIA**  
**Rehabilitation and Increasing Energy Efficiency measures for Public Schools in Tbilisi**  
**Loan/Grant No. LD 1885**

**Detailed Design Preparation for the Construction and Increasing Energy Efficiency measures for #114 Public School in Tbilisi**

**Reference No: CEB/EE/CS/LCS/02-2019-1**

Georgia (hereinafter referred to as "the Borrower") has received a loan from the Council of Europe Development Bank (hereinafter referred to as "CEB") and grant from E5P towards the cost of the **Rehabilitation and Increasing Energy Efficiency measures for Public Schools in Tbilisi** (Project).

The main Objective of the Project is the comprehensive rehabilitation of public schools in Tbilisi and the introduction of energy efficiency in the education sector infrastructure. The project activities should include improvement of safety measures, strengthening and full energy-efficient rehabilitation of school buildings and facilities in compliance with modern standards.

The Municipal Development Fund of Georgia is a legal entity of public law responsible for implementation of various infrastructure projects financed by International Financial Institutions and Government of Georgia.

The Municipal Development Fund of Georgia, in the capacity of Client, seeks **consulting services for the Detailed Design Preparation for the Construction and Increasing Energy Efficiency measures for #114 Public School in Tbilisi**.

The purpose of this assignment is to develop the detailed design, cost estimation, and full set of standard bidding documents for procurement of works, ready to tender in line with the CEB Guidelines for Procurement (2011 edition), for construction and increasing of energy efficiency measures for N114 public school in Tbilisi.

The specific objectives provided in this assignment include, but are not limited to:

- Prepare detailed designs (architectural, engineering, structural, interior, electrical, plumbing, technological, heating-cooling-ventilation, organization of construction etc.) and technical specifications including all necessary data collection, surveys and analysis to cover all aspects of detailed design;
- Technical specifications,
- Technical reports;
- Bills of quantities – BoQs (priced and unpriced);
- Work schedule and bidding documents preparation etc.

Estimated budget available for the Assignment is GEL 231,000, including VAT.

The tentative duration of the assignment is 24 weeks.

The Municipal Development Fund of Georgia as an Implementing Agency now invites eligible consulting firms ("Consultants") to express their interest in providing the Services. Interested Consultants should provide **information/evidences** demonstrating that they have the required qualifications and relevant experience to perform the Services. Expression of interest should cover, but not limited to: corporate profile, years in business, experience relevant to the project activities, key staff resources, and core business.

Consultants will be short-listed in accordance with the Restricted Procedures for Consultancy services specified in the CEB's Guidelines: Guidelines for Procurement of Supplies, Works and Services, September 2011.

The short list shall comprise from 3 to 6 candidates.

No more than one application can be submitted by a legal person whatever the form of participation (as an individual legal entity or as leader or member of a Joint Venture submitting an application). In the event that a legal person submits more than one application, all applications in which that person has participated will be excluded.

**Documentation to be submitted:** Information, formalities and documents necessary for an appraisal of the minimum economic and technical standards required from the Consultant:

— Candidate details stating corporate name, legal status, address, telephone and fax numbers, e-mail address, contact person, VAT number (should a grouping be involved, each member of the grouping must be clearly identified). Furthermore in the case of a group EOI (whether via JV or sub-contracting, clearly indicated in the EOI), the aforementioned document must be included for each member of a group of firms and the name of the lead company must be stated. Sub-contracting will be allowed up to 30% of the contract value. (The experience of sub-consultants will not be taken into account while evaluating the corporate experience of the consultant) (Form 1),

— The staffing numbers of the company (or each member of a group of companies) must be broken down in tabular form showing the number of individuals in each category with prime capability in the following fields: Key experts: (a) Team leader (b) Chief Architect (c) Chief Structural Engineer (d) Chief Thermal Engineer; Non-key experts: (e) Geodesist (f) Geologist (g) Electrical Engineer (h) Architect (i) Structural Engineer (j) Thermal Engineer (k) Plumbing Engineer (l) Cost Estimator. (Form 2),

— A statement of overall annual turnover for consultancy services in the past 3 financial years since January 2016 (in case of not having audited data for the year 2018, company's records will be accepted), confirmed by Certified Auditor. Candidates who came into existence after this date shall submit a statement covering the period since the commencement of their activities (Form 3),

— A list of completed projects in the past 5 years involving detailed design projects (contracts) for educational buildings construction/rehabilitation (including energy efficiency measures). (Use Form 4).

Interested consulting firms must submit the Reference Letter from the employers for all completed project submitted in Form 4.

The Reference Letter shall include the following information:

- Project name;
- Description of the consultancy services carried out by the consulting firm;
- Implementation period of the consultancy service;
- Value of the Consultancy Services provided by the consulting firm.

— Signed Covenant of Integrity (Form 5).

*Note: the MDF reserves it's right to verify submitted references and use obtained information for evaluation purposes.*

Interested Consultants may obtain Standard Forms at the following link:

<https://drive.google.com/file/d/1EAPnM-En52p0joCYOKa0DHAIjLZtLx30/view?usp=sharing>

### **The shortlisting criteria are:**

The following selection criteria will be applied to all candidates. In the case of applications submitted by a joint venture, the lead partner shall meet not less than 50 per cent of all the qualifying criteria for financial and technical capacity. The joint venture must satisfy collectively the criteria for professional capacity, for which purpose the relevant figures for each of the partners shall be added to arrive at the consortium's total capacity:

- a) Financial capacity of candidate:

- The average annual turnover of the candidate must exceed 500,000 (Five Hundred Thousand) GEL for the last 3 financial years (2016, 2017 and 2018).
- Positive financial results in the last three years (2016, 2017 and 2018), which shall be assessed as follows: (i) net worth shall be positive in each year, (ii) liquidity ratio shall be more than 1 (one) in each year; and (iii) each year shall be profitable.

b) Technical capacity of candidate

- The candidate for the last 5 years should have successfully completed at least 1 (one) detailed design project (contract) for educational buildings construction/rehabilitation (including energy efficiency measures). The contract cost should be at least 100,000 GEL in consultancy fee value.

c) Professional capacity of candidate:

- The Consultant shall have a strong and experienced team of professionals, including but not limited to:

N	Expert Position	Quantity
	<b>Key Experts</b>	
K-1	Team Leader	1
K-2	Chief Architect	1
K-3	Chief Structural Engineer	1
K-4	Chief Thermal Engineer	1
	<b>Non-Key Expert</b>	
NK-1	Geodesist	1
NK-2	Geologist	1
NK-3	Electrical Engineer	1
NK-4	Architect	1
NK-5	Structural Engineer	1
NK-6	Thermal Engineer	1
NK-7	Plumbing Engineer	1
NK-8	Cost Estimator	1

**The selection criteria are:**

On the basis of the applications received, at least 3 and at most 6 candidates will be invited to submit detailed proposal for this contract.

If more than 6 eligible candidates meet the above selection criteria, the relative strengths and weaknesses of the applications of these candidates must be re-examined to identify the 6 best applications for the tender procedure. The only factor which will be taken into consideration during this re-examination is:

The cumulative value of the contract amounts of the completed service contracts (proportion carried out by the candidate) of the projects (in GEL) fulfilling technical capacity criterion.

**Note: the MDF reserves it's right to verify submitted references and use obtained information for evaluation purposes.**

Consultants may associate with other firms (Please take into account that form of association shall be either sub-consultancy or Joint-Venture and submission must clearly indicate the nature of the association. The experience of sub-consultants will not be taken into account while evaluating the corporate experience of the consultant).

The consultants are strongly recommended to limit their Expression of Interest to 30 pages. Company brochures may be included as an Annex, and will not be affected by the limit of 30 pages.

A Consultant will be selected in accordance with the Selection Based on the Least Cost Selection (LCS) method. Under this method, a “minimum” qualifying mark for the “quality” is established. The minimum qualifying mark shall be 75% out of 100%. Proposals, to be submitted in two envelopes, will be invited from a short list. Technical proposals will be opened first and evaluated. Those securing less than the minimum qualifying mark will be rejected, and the financial proposals of the rest shall be opened. The firm with the lowest price shall then be selected.

The Client reserves the right to make an addendum to the contract that will be signed as a result of the tender and under the same conditions (price, duration, etc.) as the current tender. In case there are additional assignments for the project Detailed design assignments under the “Rehabilitation and Increasing Energy Efficiency measures for Public Schools in Tbilisi”, those will be limited to a value and duration equal to the current contract.

Expressions of interest must be delivered in English in a written form to the address below (in person, by mail, or by e-mail) by **May 10, 2019, at 14:00**.

**Municipal Development Fund of Georgia**  
**Attn: Mr. George Shengelia, Executive Director of MDF**  
**150 David Agmashenebeli Av., 0112, Tbilisi, Georgia**  
**Tel.: +99532 2437001 or/02/03/04**  
**E-mail: [procurement@mdf.org.ge](mailto:procurement@mdf.org.ge)**

**Note: In case of any complaints regarding the tender, please, address this issue directly to the Tenders Dispute Board under MDF.**