This is to inform you that the **European Union Monitoring Mission in Georgia** is going to launch a simplified tender procedure with selected tenderers for framework service contract for **the provision of integrated facility management services at FOM, Georgia.**

Construction of EUMM Field Office Mtskheta (FOM) has been completed on 25th of February 2022. Since that day the facility has been handed over to the EUMM with all electrical and mechanical installations. Currently the Facility Management (FM) related services are covered by in-house staff and by external service providers. Heating Ventilation and Air-Conditioning (HVAC) and electrical installations, including Security systems, are difficult and complex systems which requires maintenance by an external service provider. FM services shall cover 900 m2 office space and 2,000 m2 parking area at FOM.

The main aim of this framework contract is to provide and sustain integrated Facility Management (FM) support to the EUMM at Field Office Mtskheta (FOM) at Nestan Darejani street 22, Digomi Village, Tbilisi, Georgia by contracting with one professional organization to carry out the following services:

• Infrastructure operation and maintenance, including Security systems;

* HVAC system
* Electrical systems
* Time attendance and access control system
* Fire alarm system
* CCTV system
* Intrusion alarm system
* Public Announcement system

• Cleaning services;

• Snow and ice removal;

• Pest control;

• Disinfection services;

• Hygienic inspection;

As an outcome of the simplified tender procedure, EUMM expects to have one integrate service contract to organize and control all preventive and corrective maintenance activities and other related FM and Security services of FOM.

Subcontracting is allowed; however, the contractor will retain full liability towards the contracting authority for performance of the contract as a whole. Tenderers may form a Joint Venture, Consortium, or Association (JVCA).

We are currently exploring the market aiming to identify companies with the necessary capabilities to provide the above-mentioned integrated services. Therefore, the purpose of this enquiry is to identify the capacity of your company and to receive confirmation from you if your company is **able and willing** to participate in the above-mentioned simplified tender procedure.

* **First of all, please see below Administrative and Technical questions and provide answers in order to identify if your company is matching the criteria set by EUMM. Also, you can provide presentation(s) of your company.**
* **Please fill out below contact information of your company:**

COMPANY NAME :

COMPANY ADDRESS:

COMPANY IDENTIFICATION/VAT NUMBER:

WEBSITE:

NAME (point of contact):

E-MAIL (please indicate active email for sending tender documentation at a later stage if needed):

PHONE:

* **Administrative questions:**

Please provide information requested hereunder, in order to assess your eligibility. This is a **basic requirement in order to participate in our future simplified tender procedure**.

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| --- | --- | --- | --- | --- |
| **Questions** |  |  |  | **Comment** |
| What is your company’s average annual turnover over the period of 3 last years (2019, 2020 and 2021)? (Please highlight) | ≤150,000.00 EUR  | Between 150,000.00 EUR and 299,000.00 EUR | ≥ EUR 300,000.00 |  |

* **Technical questions:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Questions |  |  |  | Comment |
| How many employees are working in your company in the related services field? (Please highlight) | ≥ 5 | ≥ 20 | ≥ 50 |  |
| Does your company able to operate, maintain and repair Media HVAC system? | Please delete one of the options (YES / NO) |  |
| Does your company able to provide professional cleaning services 5 days a week? | Please delete one of the options (YES / NO) |  |
| Can your company appoint at least one Project Manager, one Site Manager, one electrical works supervisor and one mechanical works supervisor with the following qualifications?  | Please delete one of the options (YES / NO) as applicable. Project Manager (YES / NO)Site Manager (YES / NO)Electrical works supervisor (YES / NO)Mechanical works supervisor (YES / NO) |  |
| Has your company executed at least one contract in fields related to these services? if YES, what was the final budget of the implemented contract? (Please highlight)  | ≥30,000.00 EUR | ≥50,000.00 EUR | ≥70,000.00 EUR |  |
| Does your company able to provide continuously (24/7) Helpdesk service? | Please delete one of the options (YES / NO)Please detail your answer |  |

**Please provide any other useful information what you consider necessary about your company.**

* **Finally, kindly please confirm that your company expresses its interest and is willing to participate in the simplified tender procedure.**

**We acknowledge that requested information is confidential and it will only be used for EUMM internal analysis.**

**Please be informed that this information is announced as a part of market survey, and this does not imply or assure any future invitation to tender or contract.**

Please send reply on the following email address: marketresearch@eumm.eu not later than **17:00 10 July 2022 Local time in Georgia.** Prompt answer will be highly appreciated.

Should you have any question, please send it to the above-mentioned email.