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the German Bundestag

THE REGIONAL ENVIRONMENTAL CENTRE FOR THE CAUCASUS

PUBLICATION REFERENCE NUMBER: 062/RECC/G/GIZ - 2023-EA-4.3

Contract Title: Procurement of Design, Production, and Installation Works for Road Information Signs in the Three Alazani Rivers Biosphere Reserve

Contract Type: Fee-based

Programme/Project Number: Biosphere Reserves as Model Regions for Sustainable Development – Capacity Development for Coordinated and Effective Management of the Three Alazani Rivers Biosphere Reserve in Georgia (Project ID: 81298302 / Project Symbol: 062/RECC/G/GIZ - 2023-EA)

Expected Start Date of Assignment: **Duration:** 9 May 2025, up to 2.5 Months
28 February, 2025

Reports to: Sophiko Akhobadze

Executive Director of REC Caucasus

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Background

UNESCO biosphere reserves (BRs) are model regions for sustainable development and serve as ideal instruments to support the fulfillment of the 2030 Agenda and the 17 Sustainable Development Goals. As laboratories for sustainability in practice, BRs combine the protection of natural resources with social and economic development, thereby helping to secure the future of human society.

Three Alazani Rivers BR in Georgia, as one of the first BRs in the country, was designated by UNESCO in 2022. To build capacities of BR management body and to ensure effective and coordinated management, the project “Biosphere Reserves as model regions for sustainable development – capacity development for coordinated and effective management of the Three Alazani Rivers Biosphere Reserve in Georgia” was launched in 2023.

The project is funded by the International Climate Initiative (IKI) and commissioned by the German Federal Ministry for the Environment, Nature Conservation, Nuclear Safety and Consumer Protection (BMUV), through the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) within the project "Policy dialogue and knowledge management on climate protection strategies" - DIAPOL-CE.

Trainer is tasked to design, produce and install the road information signs in the Three Alazani Biosphere Reserve.

1. General objective of the assignment

The contractor will be responsible for the design, production and installation of the road information signs and informational board in the Three Alazani Biosphere Reserve.

2. Scope of the Assignment

- Selection of locations for placing 5 road information signs at the entrances to the Three Alazani Biosphere Reserve territory and one location for informational board;
- Agreement of locations with REC Caucasus, Akhmeta Municipality, Tusheti Protected Landscape Administration, Batsara and Babaneuri Protected Areas Administrations, Ministry of Environmental Protection and Agriculture, GIZ;
- Design preparation for 5 road information signs and 1 information board;
- Preparation of installation project for 5 road information signs and 1 information board, describing installation schemes, metal specifications, cost estimates, etc.;
- Production of 5 road information signs and 1 information board;

- Installation of 5 road information signs and 1 information board at selected and agreed locations.

3. Duration

The engagement of the contractor will commence **on 28th February, 2025** and continue until **9th May, 2025**, unless terminated earlier by either party in accordance with the terms outlined in the agreement.

4. Reporting obligations: Deliverables, reporting Schedule and Estimated Time Input

The contractor should deliver the following:

Deliverable 1. Site Selection Report

- Map with GPS coordinates of proposed locations;
- Site photos and justification locations.

Deliverable 2. Design Package

- Detailed designs for 5 road information signs;
- Detailed design for 1 information board;
- Technical drawings and installation schemes (including dimensions, colors, materials etc.)
- Visualization/mockups.

Deliverable 3. Production of 5 road information signs as per approved specification and 1 information board as per approved specifications.

Deliverable 4. Installation of road information signs as per approved specification and 1 information board.

Table 1. Reporting Obligations

Report Index	N	Final Documents to be Presented Until
R1	Deliverable 1	March 7, 2025
R2	Deliverable 2	March 17, 2025
R3	Deliverable 3	April 30, 2025
R4	Deliverable 4	9 May, 2025

5. Payment Schedule and Estimated Time Input

The payment mode for the service will be applied based on delivered reports and acts of acceptance (Service Delivery Acceptance Acts) signed by both sides (RECC and the Contractor) and submitted by the Contractor of original invoices to the RECC. RECC will only make milestone payments based on the achievement of specific deliverables as specified in the time schedule for submission of deliverables as per Table 1 (Reporting Obligations). The schedule of payments is specified below.

Table 2. Schedule of Payments

Report Index for Deliverables	% of total contract ceiling for the Services (total Value of the Service)
R1	20%
R2	20%
R3	40%
R4	10%
Sub-Total	100%

Payment will be affected following the performance of services, submission of deliverables, and acceptance of services performed.

6. Costing Requirements

- The offer can be submitted in Georgian.
- Offers submitted after the submission deadline will not be considered. Bids must be submitted in GEL, bids in other currencies will not be accepted.
- Please consider that the offered price should not include VAT, and this should be indicated in the offer.
- Please submit the financial proposal according to **Annex 2**.

7. Reporting

The service provider shall report directly to the Executive Director of REC Caucasus. Consultant shall provide regular updates on the progress of assigned tasks and projects to the National Coordinator of the project “Biosphere Reserves as Model Regions for Sustainable Development – Capacity Development for Coordinated and Effective Management of the Three Alazani Rivers Biosphere Reserve in Georgia.

8. Award Criteria

Evaluation will follow quality/price-based selection:

Table 3. Evaluation Grid

Criteria	Maximum Points
Organization and Methodology	40 %
Timetable	40 %
Cost effectiveness	20 %
Total	100 %

9. Requirements on the Format of the Bid

This bid is for Georgian nationals (natural persons) participating individually or companies. Please submit your proposal (technical and price proposal) in separate files to natia.tskhovrebadze@rec-caucasus.org no later than **February 26, 2025**.

The structure of the bid (technical proposal) must correspond to the structure of the Terms of Reference (ToRs).

Please do not mention any price in your technical proposal. The specifications for pricing are defined in the price schedule (**Annex 2**). The price proposal shall be submitted in GEL, excluding VAT.

For the technical specifications of parameters, please refer to Annex 1, which is an integral part of this Technical Assignment.

10. Responsibility of REC Caucasus

- provide Bilingual content layout (Georgian and English) for informational board;
- Support project agreement of signs and lead the administrative procedures for obtaining permits with Akhmeta Municipality Infrastructure, Spatial Planning, Construction and Architecture Service, Road Department and Patrol Police for placing road information signs and information board.