**Request for Proposal –** underground parking water collecting works

**Introduction**

Tbilisi Hotels Holding LLC (THH) is undertaking a tender for underground parking water collecting works on minus two levelin Sheraton Grand Tbilisi Metechi Palace Hotel.

**Part One: Scope of work for** underground parking water collecting works

**General:**

* Minimum 10 years’ experience installation/construction MEP works.
* A good reputation company portfolio to be provided.
* Preferable reference for hotels, malls or commercial objects.
* All elements to be agreed with THH for maintenance, and durability purpose.
* Shop drawings are provided.
* Quality and brand of materials or equipment needs to be hospitality use, attached are existing systems with components.
* Any material or equipment will require approval, prior delivery, or installation.
* Any activities will require proper planning and approval with hotel operators.
* Installation in guest areas might be rescheduled on a short time notice due to hotel activities.
* Proper barricades, walls, floor, or ceiling closure to be made to eliminate any damages of exiting installation.
* All installations need to meet 5 start hotel requirements.
* Material data sheet to be provided.
* Quality and brand of materials or equipment’s needs indication.
* Recommendation for Logistic plan of construction work to be provided.
* Constructive elements installation to be provided in shop drawings, mandatory to be followed.

**Relates to the project.**

Architectural and structural works:

* Screed and partially slab to be cut out 10 cm from reinforced wall
* Removing concrete from channel
* Water channel to have slope min 0.5% - 1% toward to pumps channel
* Water channels to be plastered and sides to be waterproofed.
* Metal grills to be installed to cover the water channel
* Each corner or staircase pump channel to be made to be able to install pumps inside
* Pumps to be installed with level switch
* PPR piping to be done from pump till drainage system
* Inside shaft concrete (layer) and soil (-3 MT) to be removed shaft size 6 Metter length, 1 meter width.
* 3 sides in the shaft formwork to be made and concrete to be poured including rebar.

The contractor needs to represent following minimum staff all the time during renovation activities:

* Safety representative.
* Foreman.
* MEP engineer.
* Skilled workers.

Important notes:

* The hotel is operational therefore all activities must be coordinated with the operational team.
* Activates might be stopped depending on guest occupation to certain areas of the hotel. Pre-agreed schedule will be regularly distributed and shared with contractor.
* Priority is given to the guest contact corridors and areas.
* Contractors be flexible to hotel requirements of guest activities in certain areas.
* The participants are encouraged to contact Valerian Orbeladze v.orbeladze@rakia.ge to make site visits to evaluate physical conditions vs drawings provided.

**Part two: Methodology**

Please state your methodology for the scope of work mentioned above.

Additionally, we require confirmation of your ability to be able:

1. Signing of contract ASAP
2. Mobilization of the team on site: 7 days after contract signature

**Part three: Credentials**

Please outline your credentials, with particular focus on hospitality, expertise and experience. In addition, please provide short profiles on the team who will carry out the requested work.

**Part four: Fees**

Please confirm in table format the proposed fee for the requested scope of work listed above. Please clarify the billing policy for any additional disbursements or charges that may be passed onto THH.

**Part five: Payment terms**

Please state your firm’s terms of payment.

In case of advance payment terms Bank guarantee letter format will apply.

**Selection process**

Your proposal will be evaluated with the following weightings:

|  |  |  |
| --- | --- | --- |
| **No.** | **Proposal** | **Weighting** |
| 1 | Ability to complete the scope of work | 25% |
| 2 | Methodology | 20% |
| 3 | Credentials | 10% |
| 4 | Fees | 40% |
| 5 | Payment terms | 5% |
|  | Total | 100% |

**Form of proposal**

Your proposal should contain all the five parts outlined above, in order and in a clear presentable manner. Two original and signed copies of your proposal should be submitted in a sealed envelope to the following address: Tbilisi Hotels Holding, 0103, 20 Telavi str, Tbilisi, Georgia, Sheraton Grand Tbilisi Metechi Palace Hotel before the deadline, marked to the attention of Zviad Rusia. Please note that your proposal should not exceed 20 pages in length.

**Deadline**

The cut-off date for receiving your proposal 22nd July 2025

**Acknowledgement**

To confirm that you have received this document, please acknowledge your receipt within 2 working days by emailing the following email address: v.orbeladze@rakia.ge