REQUEST FOR PROPOSAL

Space Planning and MEP Engineering Design for a 6-Story Standalone Office Building

Issuer	SkyTel LLC, 400013748, (Tbilisi, Georgia)
Subject	Space planning and full MEP (Mechanical, Electrical, Plumbing) engineering design for SkyTel's 6-story standalone office building
Context	Required for the office layout and engineering fit-out of a standalone 6-story building (~1,900 m², currently in black frame condition) and underground parking level in Tbilisi.
Issue Date	12 November 2026
Proposal Deadline	27 November 2026
Delivery Deadline	According to the timeline proposed by the bidder and agreed upon formal engagement confirmation and delivery of architectural drawings by SkyTel
Language	English or Georgian

1. Background

SkyTel LLC is a telecommunications operator in Georgia, providing broadband fiber-optic and fixed wireless internet access, IPTV, and digital services nationwide.

SkyTel invites qualified architectural and engineering firms to submit proposals for the space planning and full MEP (Mechanical, Electrical, and Plumbing) engineering design of its standalone six-story office building in Tbilisi, Georgia.

2. Objective and Key Building Parameters

SkyTel seeks a complete space planning layout and coordinated MEP engineering design package based on the following building parameters:

Building Status: Black Frame (Shell & Core).
Design Area:

- Office Building (Full 6 Stories): Approximately 1,900 m² total (including open terraces on Floors V and VI totaling ~155 m²).
- Underground Parking: Design of the central server room and main engineering/telecommunications hub.

Functional Allocation by Floor:

- Floors I–IV: Primary workspace for approximately 200 employees (Open Space, Call Center, meeting rooms, kitchen/breakout area; on Floor IV - 3 managerial offices).
- Floor V: Standard office space (flexible layout with reserve capacity for future expansion) + open terrace.
- Floor VI: 2 isolated executive offices + large open terrace.

This engagement is limited to space planning and MEP engineering design. The project does not include 3D interior design and visualization. Specific system requirements (including low-voltage) may be refined during the project, with SkyTel providing locations and inputs where design is retained in-house.

Architectural base drawings (floor plans, sections, and existing structural information) will be provided by SkyTel after contract award and within the timeline agreed in the engagement.

3. Scope of Work

1. Space Planning: Functional zoning across all six (6) floors, partition wall layouts, and workstation/furniture placement plans (including: a Training Center, at least 2 conference rooms, and 1.80 m wide through-corridors).
2. MEP Engineering Design: Full engineering design compliant with Georgian building standards, covering HVAC (ventilation, heating, air conditioning), strong current electrical power and lighting, low-voltage systems (network/IT and access control; CCTV video surveillance design may be performed by SkyTel with locations and requirements provided for coordination), fire safety systems and water supply and sewerage networks. Final scope of individual systems is subject to confirmation during engagement.
3. Server Room Infrastructure: Specialized engineering design for the central server room on the underground level, including power redundancy (UPS), cooling capacity (oriented to typical telecom IT loads), fire suppression, and structured cabling.

4. Expected Deliverables

A complete set of coordinated Space Planning and MEP engineering working drawings (in DWG and PDF formats) and technical specifications addressed to SkyTel LLC, suitable for construction and fit-out execution across all 6 floors and the underground server/engineering hub.

5. Qualification Requirements

The bidder must be an established architectural and/or engineering design firm with an operational presence in Georgia. The bidder must have relevant experience in space planning and full MEP engineering assignments for commercial office buildings and corporate headquarters.

6. Proposal Requirements

Interested firms are invited to submit a brief proposal containing firm profile and relevant experience; portfolio of similar completed projects; names and qualifications of the lead architect; names of any proposed subcontractors; a concise description of the proposed approach, scope understanding, and any key assumptions; proposed timeline; and a fee quotation (per 1 m² or lump-sum broken down separately for Space Planning and MEP Engineering) in GEL or USD inclusive of all costs.

7. Evaluation Criteria

Proposals will be evaluated based on the following weighted criteria: relevant experience with similar commercial office projects (40%), proposed approach and understanding of the scope (25%), fee quotation (20%), and proposed timeline (15%). SkyTel may request clarifications or interviews as part of the evaluation process.

8. Submission and Contact

Proposals should be submitted by email to:

Lika Usharidze
Executive Assistant
contact@skytel.ge

Deadline for proposals: 27 November 2026

SkyTel reserves the right to request additional information, negotiate terms, or reject any or all proposals. This RFP does not constitute a binding commitment by SkyTel.