



# Annex 1 – Technical Specification and Description of Deliverables (Amended version)

## 1. General information

### **Title of the assignment:**

Ensuring the provision of accommodation, catering, and conference halls for awareness-raising meetings for Food Business Operators (FBOs)

### **Goal of the assignment:**

The general goal is to support the smooth implementation of awareness-raising meetings for FBOs organized by the National Food Agency (NFA).

The objectives are:

- Ensure (by proper coordination and hotel booking) that key employees from NFA central office will have adequate accommodation and adequate breakfasts/dinners during awareness-raising meetings in regions.
- Ensure (by proper coordination and respective ordering) that all attendees of awareness-raising meetings for FBOs will have lunches, and coffee and tea in demanded quantity and quality during the meetings.
- Ensure (by proper coordination and respective ordering) that NFA will have the possibility to use for their awareness-raising meetings in regions adequate conference halls in all cities where it will be required.

Note – This assignment is implemented within the framework of the EU-funded project „Support to the Food Safety and SPS sector in Georgia under ENPARD IV“, which is jointly implemented by the Czech Development Agency (CzDA) and FAO.

### **Background:**

With more than 500 employees and a wide portfolio of activities, NFA is the key entity responsible for food safety in Georgia.



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**2. Specific information****Target group:**

The main beneficiary is the respective NFA unit which will be supported by the service provider in the organization of awareness-raising meetings for FBOs.

Other beneficiaries are all attendees of awareness-raising meetings for FBOs.

**Schedule of awareness-raising meetings for FBOs and quantitative information about required services**

	<b>Accommodation</b>	<b>Food</b>	<b>Coffee/Tea Break Catering</b> (meaning provision of coffee and tea)	<b>Conference hall</b>
<b>April – Mtskheta-Mtianeti (Saguramo)</b>				
1 <sup>st</sup> day – Training in Saguramo (6.4.2023)		Georgian or regional cuisine – lunch for 35 people at hotel in Saguramo (6.4.2023).	Coffee/Tea Break Catering for 35 people at hotel in Saguramo.	In hotel
2 <sup>nd</sup> day – Training in Saguramo (7.4.2023), End of regional trip		Georgian or regional cuisine – lunch for 35 people at hotel in Saguramo (7.4.2023).	Coffee/Tea Break Catering for 35 people at hotel in Saguramo.	In hotel
<b>April – Samtskhe-Javakheti (Borjomi)</b>				
1 <sup>st</sup> day – Arrival to Borjomi (27.4.2023)	Accommodation from 1 <sup>st</sup> night to 2 <sup>nd</sup> day for 5 NFA employees from central office in Borjomi (27.4-28.4.2023).	Dinner for 5 NFA employees from central office at hotel in Borjomi (27.4.2023).		
2 <sup>nd</sup> day – Training in Borjomi (28.4.2023), End of regional trip		Georgian or regional cuisine – lunch for 35 people at hotel in Borjomi (28.4.2023).	Coffee/Tea Break Catering for 35 people at hotel in Borjomi.	In hotel



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		Dinner for 5 NFA employees from central office at hotel in Borjomi (28.4.2023).		
<b>May – Imereti (Tskaltubo, Kutaisi) and Racha-Lechkhumi and Kvemo Svaneti (Ambrolauri)</b>				
1 <sup>st</sup> day – Arrival to Tskaltubo (15.5.2023)	Accommodation from 1 <sup>st</sup> night to 2 <sup>nd</sup> day for 5 NFA employees from central office in Tskaltubo (15.5-16.5.2023).	Dinner for 5 NFA employees from central office at hotel in Tskaltubo (15.5.2023).		
2 <sup>nd</sup> day – Training in Tskaltubo, Moving to Kutaisi (16.5.2023)	Accommodation from 2 <sup>nd</sup> night to 3 <sup>rd</sup> day for 5 NFA employees from central office in Kutaisi close to Kutaisi Public Service Hall – Hotel (16.5-17.5.2023).	Georgian or regional cousine – lunch for 35 people at hotel in Tskaltubo (16.5.2023).  Dinner for 5 NFA employees from central office at hotel in Kutaisi (16.5.2023).	Coffee/Tea Break Catering for 35 people at hotel in Tskaltubo.	In hotel
3 <sup>rd</sup> day – Training in Kutaisi, moving to Ambrolauri (17.5.2023)	Accommodation from 3 <sup>rd</sup> day to 4 <sup>th</sup> day for 5 NFA employees from central office in Ambrolauri (17.5-18.5.2023).	Georgian or regional cousine – lunch for 35 people in Kutaisi at hotel or in restaurant which is close to Public Service Hall in Kutaisi (17.5.2023).  Dinner for 5 NFA employees from central office at hotel	Coffee/Tea Break Catering for 35 people in Public Service Hall’s meeting/conference room in Kutaisi.	Public Service Hall, o USD



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		in Ambrolauri (17.5.2023).		
4 <sup>th</sup> day – Training in Ambrolauri (18.5.2023)	Accommodation from 4 <sup>th</sup> night to 5 <sup>th</sup> day for 5 NFA employees from central office in Ambrolauri (18.5-19.5.2023).	Georgian or regional cousine – lunch for 35 people at hotel in Ambrolauri (18.5.2023).  Dinner for 5 NFA employees from central office at hotel in Ambrolauri (18.5.2023).	Coffee/Tea Break Catering for 35 people at hotel in Ambrolauri.	In hotel
5 <sup>th</sup> day – Training in Ambrolauri (19.5.2023), End of regional trip		Georgian or regional cousine – lunch for 35 people at hotel in Ambrolauri (19.5.2023).  Dinner for 5 NFA employees from central office at hotel in Ambrolauri (19.5.2023).	Coffee/Tea Break Catering for 35 people at hotel in Ambrolauri.	In hotel
<b>May/June – Guria (Ureki) and Samegrelo-Zemo Svaneti (Anaklia)</b>				
1 <sup>st</sup> day – Arrival to Ureki (12.6.2023)	Accommodation from 1 <sup>st</sup> night to 2 <sup>nd</sup> day for 5 NFA employees from central office in Ureki (12.6-13.6.2023).	Dinner for 5 NFA employees from central office at hotel in Ureki (12.6.2023).		
2 <sup>nd</sup> day – Training in Ureki (13.6.2023)	Accommodation from 2 <sup>nd</sup> night to 3 <sup>rd</sup> day for 5 NFA employees from central office in Ureki (13.6-14.6.2023).	Georgian or regional cousine – lunch for 35 people at hotel in Ureki (13.6.2023).	Coffee/Tea Break Catering for 35 people at hotel in Ureki.	In hotel



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		Dinner for 5 NFA employees from central office at hotel in Ureki (13.6.2023).		
3 <sup>rd</sup> day – Training in Ureki, Moving to Anaklia (14.6.2023)	Accommodation from 3 <sup>rd</sup> night to 4 <sup>th</sup> day for 5 NFA employees from central office in Anaklia (14.6-15.6.2023).	Georgian or regional cousine – lunch for 35 people at hotel in Ureki (14.6.2023).  Dinner for 5 NFA employees from central office at hotel in Anaklia (14.6.2023).	Coffee/Tea Break Catering for 35 people at hotel in Ureki.	In hotel
4 <sup>th</sup> day – Training in Anaklia (15.6.2023)	Accommodation from 4 <sup>th</sup> night to 5 <sup>th</sup> day for 5 NFA employees from central office in Anaklia (15.6-16.6.2023).	Georgian or regional cousine – lunch for 35 people at hotel in Anaklia (15.6.2023).  Dinner for 5 NFA employees from central office at hotel in Anaklia (15.6.2023).	Coffee/Tea Break Catering for 35 people at hotel in Anaklia.	In hotel
5 <sup>th</sup> day – Training in Anaklia (16.6.2023), End of regional trip		Georgian or regional cousine – lunch for 35 people at hotel in Anaklia (16.6.2023).  Dinner for 5 NFA employees from central	Coffee/Tea Break Catering for 35 people at hotel in Anaklia.	In hotel



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		office at hotel in Anaklia (16.6.2023).		
<b>July – Adjara (Batumi)</b>				
1 <sup>st</sup> day – Arrival to Batumi (17.7.2023)	Accommodation from 1 <sup>st</sup> night to 2 <sup>nd</sup> day for 5 NFA employees from central office in Batumi close to Batumi Public Service Hall (17.7-18.7.2023)	Dinner for 5 NFA employees from central office at hotel in Batumi (17.7.2023).		
2 <sup>nd</sup> day – Training in Batumi (18.7.2023)	Accommodation from 2 <sup>nd</sup> night to 3 <sup>rd</sup> day for 5 NFA employees from central office in Batumi close to Batumi Public Service Hall (18.7-19.7.2023).	Georgian or regional cuisine – lunch for 35 people at hotel or in restaurant which is close to Public Service Hall in Batumi (18.7.2023).  Dinner for 5 NFA employees from central office at hotel in Batumi (18.7.2023).	Coffee/Tea Break Catering for 35 people in Public Service Hall's meeting/conference room in Batumi.	Public Service Hall, 0 USD
3 <sup>rd</sup> day – Training in Batumi (19.7.2023)	Accommodation from 3 <sup>rd</sup> night to 4 <sup>th</sup> day for 5 NFA employees from central office in Batumi close to Batumi Public Service Hall (19.7-20.7.2023).	Georgian or regional cuisine – lunch for 35 people at hotel or in restaurant which is close to Public Service Hall in Batumi (19.7.2023).  Dinner for 5 NFA employees from central office at hotel	Coffee/Tea Break Catering for 35 people in Public Service Hall's meeting/conference room in Batumi.	Public Service Hall, 0 USD



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		in Batumi (19.7.2023).		
4 <sup>th</sup> day – Training in Batumi (20.7.2023), End of regional trip		Georgian or regional cuisine – lunch for 35 people at hotel or in restaurant which is close to Public Service Hall in Batumi (20.7.2023).  Dinner for 5 NFA employees from central office at hotel in Batumi (20.7.2023).	Coffee/Tea Break Catering for 35 people in Public Service Hall's meeting/conference room in Batumi.	Public Service Hall, 0 USD

**Technical specification:**

- **Implementation mode:** The assignment is based on the idea that the service provider will pre-book requested services (accommodation, dinners, lunches, coffee/tea break catering<sup>1</sup>, conference halls) for awareness-raising meetings for FBOs in demanded quantity and quality to ensure availability of requested services, and freeze the price.

After the end of every tour<sup>2</sup>, the service provider will submit CzDA one summarized invoice, which will include all paid costs as well as a fee for the service provider's coordination, booking/ordering services. CzDA will provide payment for respective invoices maximally 30 days after the receipt of the invoice.

To ensure smooth coordination, the physical presence of a respective employee of service provider in respective regions during awareness-raising meetings is recommended (not required).

- **Specifics of particular cities (Saguramo, Borjomi, Tskaltubo, Ambrolauri, Ureki, Anaklia):** In the above-mentioned cities the services will be always provided by one hotel. Example 1 – in Ambrolauri, NFA employees from the central office will be accommodated in a particular hotel, which will provide also lunches, dinners, a

<sup>1</sup> By coffee/tea break catering is meant provision of coffee and tea.

<sup>2</sup> By tour is in the context of this document meant: 1 – Tour in Mtskheta-Mtianeti in April. 2 – Tour in Samtskhe-Javakheti in April. 3 – Tour in Imereti/Racha in May. 4 – Tour in Guria/Samegrelo-Zemo Svaneti in June. 5 – Tour in Adjara in July.



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conference hall, and coffee/tea break catering. Example 2 – in Borjomi, NFA employees from the central office will be accommodated in a particular hotel, which will provide also lunches, dinners, a conference hall, and coffee/tea break catering.

In above-mentioned cities, services will be provided by following hotels:

- Saguramo (Sevsamora)
  - Borjomi (Borjomi Likani Health & Spa Centre)
  - Tskaltubo (Tskaltubo Plaza Hotel)
  - Ambrolauri (Metekhara)
  - Ureki (Kolkhida Resort & Spa)
  - Anaklia (Anaklia Resort by Pratap's Signature)
- In case of proper justification (for example, hotel reconstruction, full capacity, request from CzDA, etc), services can be ordered from different hotels of the same quality – minimal quality requirements are specified in the section Minimal Quality Requirements. Usage of different hotel has to be approved by CzDA.

- **Specifics of particular cities (Kutaisi, Batumi):** In the above-mentioned cities, the NFA employees from the central office will be accommodated close to the Public Service Hall office (max 6 minutes by walk). As conference halls for awareness-raising meetings will be used Public Service Hall's meeting/conference rooms (free of charge). Lunches will be served at hotel or in restaurants that are near to Public Service Hall office in particular cities (max 5 minutes by walk). Coffee/Tea break catering will be organized by the service provider in the Public Service Hall's meeting/conference rooms (in a sensitive way to don't disturb the operations of the Public Service Hall).

In Kutaisi and Butami, services will be provided by following hotels:

- Kutaisi (Continental Hotel)
  - Batumi (Best Western Premier Batumi)
- In case of proper justification (for example, hotel reconstruction, full capacity, or a request from CzDA. etc), there is a possibility to choose different hotels of the same quality in Kutaisi and Batumi. However, alternative hotels have to be located close (max 6 minutes by walk) to Kutaisi/Batumi Public Service Halls. Usage of different hotel has to be approved by CzDA.
- **Outsourcing:** Whole assignment is based on the idea of outsourcing. The service provider is expected to use his/her network of contacts and knowledge of the local environment to support the smooth implementation of awareness-raising meetings for FBOs.
  - **Language:** Knowledge of Georgian and English is required as the service provider will communicate with NFA as well as CzDA.

- **Minimal quality requirements:**

- Accommodation:
- Requested hotels are indicated above in the section “specifics of particular cities”. If it will not be possible to use requested hotels, the service provider can in particular locations offer different hotels of the same quality. Following minimal quality requirements should be followed: The hotels where will be accommodated employees





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from NFA central office will be at least 3 starts hotels with a reception and conference hall (the conference hall condition doesn't apply to Batumi and Kutaisi). The market price of 1 night available at servers such as Booking will not be lower than 35 USD per person. Stay in hotel will include breakfast. Every employee from NFA central office will have his/her own hotel room. All employees will be accommodated at same hotel during all regional tours.

- Lunches/dinners: Lunches and dinners will be in the style of Georgian cuisine (each portion will include vegetable, meat and cheese) or dishes typical for particular region can be served.
- Conference Hall: Capacity of at least 40 persons, digital projector for presentations, air conditioning system.
- **Responsibilities of service provider - summary:** The role of the service provider is to ensure that:
  - Employees from NFA central office will have adequate accommodation and adequate breakfasts/dinners during all awareness-raising meetings in regions.
  - All attendees of awareness-raising meetings for FBOs will have lunches, and coffee and tea in demanded quantity and quality during the meetings.
  - NFA will have the possibility to use for their awareness-raising meetings in regions adequate conference halls in all cities where it will be required.

The main tool how to achieve the above-mentioned is booking/ordering of services.

The responsibility of the service provider is also to guarantee the price – 22.133 USD. CzDA will pay the selected service provider only 22.133 USD. Offered price is all-inclusive.

### 3. Deliverables

1 <sup>st</sup> Deliverable	<p>Documentation confirming that the service provider supported awareness-raising meetings in Mtskheta-Mtianeti by:</p> <ul style="list-style-type: none"> <li>- Provision of meals – lunches</li> <li>- Provision of coffee/tea break catering</li> <li>- Provision of conference halls</li> <li>- Coordination</li> <li>- Booking/Ordering services</li> </ul> <p>(All in dates, quantity and quality which is described in section 2)</p> <p>Documentation for this deliverable will have the form of a document, which will include information about which services were provided in which quantities, and price</p>	<p>(Deadline) 17.4.2023</p> <p>2.495 USD</p>
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	breakdown. The document will be signed and stamped by the service provider and hotel.	
2 <sup>nd</sup> Deliverable	<p>Documentation confirming that the service provider supported awareness-raising meeting in Samtskhe-Javakheti by:</p> <ul style="list-style-type: none"><li>- Provision of accommodation</li><li>- Provision of meals – lunches and dinners</li><li>- Provision of coffee/tea break catering</li><li>- Provision of conference halls</li><li>- Coordination</li><li>- Booking/Ordering services</li></ul> <p>(All in dates, quantity and quality which is described in section 2)</p> <p>Documentation for this deliverable will have the form of a document, which will include information about which services were provided in which quantities, and price breakdown. The document will be signed and stamped by the service provider and hotel.</p>	(Deadline) 8.5.2023  2.306 USD
3 <sup>rd</sup> Deliverable	<p>Documentation confirming that the service provider supported awareness-raising meetings in Imereti and Racha-Lechkhumi and Kvemo Svaneti by:</p> <ul style="list-style-type: none"><li>- Provision of accommodation</li><li>- Provision of meals – lunches and dinners</li><li>- Provision of coffee/tea break catering</li><li>- Provision of conference halls</li><li>- Coordination</li><li>- Booking/Ordering services</li></ul> <p>(All in dates, quantity and quality which is described in section 2)</p> <p>Documentation for this deliverable will have the form of a document, which will include information about which services were provided in which quantities, and price breakdown. The document will be signed and stamped by the service provider, hotels, restaurants (and eventually other relevant entities).</p>	(Deadline) 29.5.2023  5.405 USD
4 <sup>th</sup> Deliverable	<p>Documentation confirming that the service provider supported awareness-raising meetings in Guria, and Samegrelo-Zemo Svaneti by:</p> <ul style="list-style-type: none"><li>- Provision of accommodation</li><li>- Provision of meals – lunches and dinners</li><li>- Provision of coffee/tea break catering</li><li>- Provision of conference halls</li><li>- Coordination</li><li>- Booking/Ordering services</li></ul>	(Deadline) 26.6.2023  5.991 USD

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	<p>(All in dates, quantity and quality which is described in section 2)</p> <p>Documentation for this deliverable will have the form of a document, which will include information about which services were provided in which quantities, and price breakdown. The document will be signed and stamped by the service provider and hotels.</p>	
5 <sup>th</sup> Deliverable	<p>Documentation confirming that the service provider supported awareness-raising meetings in Adjara by:</p> <ul style="list-style-type: none"> <li>- Provision of accommodation</li> <li>- Provision of meals – lunches and dinners</li> <li>- Provision of coffee/tea break catering</li> <li>- Coordination</li> <li>- Booking/Ordering services</li> </ul> <p>(All in dates, quantity and quality which is described in section 2)</p> <p>Documentation for this deliverable will have the form of a document, which will include information about which services were provided in which quantities, and price breakdown. The document will be signed and stamped by the service provider, hotel, restaurant (and eventually other relevant entities).</p>	<p>(Deadline) 30.7.2023</p> <p>5.936 USD</p>

EU-funded project “*Support to the Food Safety and SPS sector in Georgia under ENPARD IV*” is subject to VAT-free certificate.

The price (22.133 USD) includes:

- Accommodation for above-specified dates in quantity and quality which is described above;
- Lunches and dinners for above-specified dates in quantity and quality which is described above;
- Coffee/Tea break catering for above-specified dates in quantity and quality which is described above;
- Availability of Conference halls for above-specified dates for NFA needs in quantity and quality which is described above;
- Booking/ordering services, management, coordination, communication with NFA and CzDA

The responsibility of the service provider is also to guarantee the price 22.133 USD.