




# „ORDER“

**Service provider:** Inga Paichadze  
Address: Rustavi, XII dstr. 32/33 , Georgia  
 **In Prague on** 13.5.2026

**Tel:**   
**IČO:**   
**Account n.r.:** 

**Order ref. No.** 280092/2026-14-CRA

**CzDA administrator:** Michal Broschardt **Tel.:** 

**IČO:** 75123924 **Email:** epodatelna@czechaid.cz

**Bank connection: Česká národní banka, Na Příkopě 28, 115 03 Praha 1**  
**Account no.: 0000 - 72929011/0710**

Order for services under the project of delegated cooperation "Support to the Food Safety and SPS sector in Georgia under ENPARD IV" implemented in Georgia.

We herewith order the following services related to implementation of awareness and communication related project output 1.3, specifically, we order the following services of Food Safety-related educational workshops for target groups of senior citizens and school students in Kvemo Kartli region:

**Deliverable 1: Preparation and plan of implementation**

Date of delivery: 5.6. 2026

Description of service: The service provider will prepare the plan for implementation of the series of workshops for senior citizens (Deliverable 2) and a series of workshops for children and youth (Deliverable 3) in Kvemo Kartli region.

Description of the deliverable 1:

1.1 Written plan of the workshops under activity 2 and activity 3, description of the selected partner institution (if applicable) and description of the participants' selection process.

Cost of the deliverable 1: 620 USD (According to Annex 1 to the service order)

**Deliverable 2: Series of workshops for senior citizens**

Date of delivery: 15.9.2026

Description of service: The service provider will organise a cycle of three workshops for the target group of senior citizens aged 65+, based on the methodology developed by Czech Development Agency (CzDA). Each workshop will last two hours and will additionally include a one-hour lunch break. Lunch will be provided by the service provider. Each workshop should be attended by at least 10 participants. The same participants are expected to take part in the full cycle of three meetings. In total, Deliverable 2 will target at least 10 unique beneficiaries. Full cycle of 3 meetings should take place preferably within the period of 1 or 1,5 months, with the minimum 1-week break between two meetings.

Description of the deliverable 2:

- 2.1 Attendance lists (scan copy, according to the template provided by CzDA) and photo documentation from the workshops
- 2.2 Report with analysis of pre- and post-questionnaires (form of questionnaire is provided by CzDA) and analysis of oral feedback from the participants.

Cost of the deliverable 2: 2220 USD (According to Annex 1 to the service order)

**Deliverable 3: Series of workshops for children of age 13-18**

Date of delivery: 15.9.2026

Description of service: The service provider will conduct five workshops for children and youth aged 13-18, based on the methodology developed by CzDA. Each workshop will last 90 minutes. A small snack for participants will be provided by the service provider. Each workshop should be attended by at least 12 participants. In total, Deliverable 3 will target at least 40 unique beneficiaries.

Description of the deliverable 3:

- 3.1 Attendance lists (scan copy, according to the template provided by CzDA) and photo documentation from the workshops
- 3.2 Report with analysis of pre- and post-questionnaires (form of questionnaire is provided by CzDA) and analysis of oral feedback from the participants.

Cost of the deliverable 3: 1385 USD (According to Annex 1 to the service order)

**Deliverable 4: Reporting and handover of documentation**

Date of delivery: 30.09.2026

Description of service: The service provider will submit the final narrative report on implemented services, including analysis of participants' feedback and pre-post questionnaires results (total 2-4 pages). The physical copies (originals) of the attendance lists and pre-post questionnaires for all workshops under Delivery 2 and Delivery 3 should be delivered to the office of the Czech Development Agency in Tbilisi (Shalva Radiani street 9, 0179 Tbilisi, Georgia), and the electronic database of participants should be submitted according to the template provided by CzDA.

Description of the deliverable 4:

- 4.1 Final report on implementation

4.2 The physical copies (originals) of all Attendance lists and pre-post questionnaires delivered to the office of the Czech Development Agency

4.3 Electronic database of participants according to provided template is submitted

Cost of the deliverable 4: 160 USD (According to Annex 1 to the service order)

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**Total price of the services: 4385 USD**

**Date of delivery of the services: 30.09.2026**

**Payments:**

The first payment will be made upon submission of the invoice following the delivery of all services under Deliverable 1.

The second payment will be made upon submission of the invoice following the delivery of whichever of Deliverable 2 or Deliverable 3 is completed first.


The third payment will be made upon submission of the invoice following the delivery of the remaining deliverable (either Deliverable 2 or Deliverable 3, whichever was not previously completed) together with Deliverable 4.

*Please note that the services are part of the EU project "Support to the Food Safety and SPS sector in Georgia under ENPARD IV" and the project is subject to a VAT-free certificate. Therefore, the price for the services shall be charged without VAT.*

This is VAT excluded project

Paid by invoice. Please put reference number of this order to the invoice, also include banking details necessary for payment in USD. Please send invoices to the email address provided above: [epodatelna@czechaid.cz](mailto:epodatelna@czechaid.cz). Thank you.

The contracting parties acknowledge that this contract will be published in the contract register pursuant to Act No. 340/2015 Coll., on the contract register, as the customer is an obligated entity within the meaning of this Act and agrees to its publication. The customer undertakes to ensure publication within 30 days of the signing of this contract by both contracting parties.

  
Katerina Matýšková  
Delegated Cooperation Team Leader