**Annex 1**

**Procedure of implementing the public tender**

**The subject of the public contract** is the preparation of complete project documentation for the construction of the new five-flor pavilion of the Jhvania Paediatric University Hospital in Tbilisi for the partner organisation Tbilisi Medical University.

The project documentation must be fully in line with the Georgian legislation on the construction of medical facilities and all other local regulations and applicable laws. The supplier will also arrange and pay full insurance for the project documentation.

The supplier will base its project documentation on the description of the planned construction (Annex 3 to the Contract) and the construction program (Annex 4 to the Contract). The construction program is binding for the first phase of the project preparation of the construction - the concept of the construction. Based on the created concept, the construction program, binding for the project preparation, will be updated after an agreement with the contracting authority. The project documentation must be complete and will be provided, free of errors, to the contracting authority based on a written report.

The project documentation will include the following activities specified in points 1 to 3:

1. **Concept:** created based on the construction schedule (it will describe the layout of all floors, building connection to infrastructure, appearance of the building, personnel and operational capacities), recommended scale of 1:100,

* **Preparation and creation of the project concept**

The project concept will be developed on the basis of the "Construction Program" taking into account the characteristic architecture of medical institutions, as well as the requirements, wishes and recommendations of the customer. The main attention will be paid to the effective use of funds, allocations for construction.

* **Project concept creation schedule**

Terms of works fulfilment: 01/03/2018 - 07/05/2018

* **Method of communication with the partner organisation**

We will process several variants of the sketch, which will be gradually and promptly sent to the customer for a joint discussion of the results. It is also possible to organize working meetings in our office, as well as on the construction site, and, if necessary, at the customer's workplace.

1. **Project:**
2. Architectural project – documentation for discussing and obtaining of the building permit (project of the design of the construction and all technical and medical equipment), including the interior design, recommended scale of 1:100,

* **Preparation and creation of the architectural project**

The architectural project will be developed on the basis of the "Construction Program" and the concept-sketch agreed with the customer, taking into account the requirements, wishes and recommendations of the relevant specialists and the administration of the Jhvania Paediatric University Hospital. At this stage, all specialists from neighboring professions will already be involved in the work for consultations.

* **Architectural project creation schedule**

Terms of works fulfilment: 10/05/2018 - 30/07/2018

31/07/2018 - documentation will be submitted to the City Hall for approval of the second stage - the agreement of the architectural project.

* **Method of communication and cooperation with the partner organisation**

We will process the relevant drawings, which will be gradually and promptly sent to the customer for joint discussion. The drawings will also be coordinated with the relevant specialists.

1. Obtaining the building permit and all other permits that are related and necessary for the implementation of the construction. The executor is responsible for the preparation of documents, settlement of statements of public authorities and other parties to the tender procedure necessary to obtain the building permit (BP), incl. direct cooperation with the partner organisation in the construction control process.

* **Preparation of documentation for obtaining the building permit**

The documentation will be developed by the relevant specialists on the basis of the "Construction Program" and the agreed architectural project, under the organization and monitoring of the author of the project.

* **Schedule**

Terms of works fulfilment: 01/08/2018 - 30/08/2018

31/08/2018 - Documentation will be submitted to the City Hall for approval of Stage III - issue of construction permit.

* **Method of communication and cooperation with the partner organisation**

The relevant specialists will process the drawings, which will be gradually and promptly sent to the customer.

C)Technical project – construction building project (project of statics and all professions - water, sewerage, wiring, heating, cooling, measurement and regulation and other necessary components including connections and the interior of all floors, including surveying, including all necessary surveys, etc.), recommended scale of 1: 50,

* **Preparation and creation of the technical project**

Construction documentation will be developed by relevant specialists on the basis of the "Construction Program", the agreed architectural project and construction permit under the organization and monitoring of the author of the project

* **Technical project creation schedule**

Terms of works fulfilment: 01/07/2018 – 15/08/2018

* **Method of communication and cooperation with the partner organisation**

The relevant specialists will process the drawings, which will be gradually and promptly sent to the customer.

1. **Budget:** Completed item budget of the designed building.

Budget will be developed by the relevant specialists on the basis of construction documentation.

Terms of works fulfilment: 15/08/2018 – 30/08/2018

* **Method of communication and cooperation with the partner organisation**

The relevant experts will be processed Budget. By the end of the term all documentation in the form of a printed album and digital version will be transferred to the customer.