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**SELECTION OF CONSULTANTS**

**REQUEST FOR PROPOSALS**

**RFP No.: KVA/CMC/ 01-2018**

**Selection of Consulting Services for:  
Concept Design of the Kvareli Hotel**

**Client: INVINO**

**Country: Georgia**

**Project: Kvareli Hotel**

**Issued on: August, 2, 2018**

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## Section 1. LETTER OF INVITATION

RFP No. KVA/CMC/ 01-2018;

Tbilisi, Georgia

To: Selected Circle of Consultants

Dear Participants,

The purpose of this Request for Proposal is for Kvareli Hotel to receive proposal from qualified companies capable for providing the consulting services (hereinafter called “Services”): “Conceptual Design for Kvareli Hotel”. More details on the Services are provided in the Section 2 of the present document “Scope of Services”.

It is not permissible to transfer this invitation to any other firm.

A firm will be selected under **Quality and Cost Based Selection Method** and in a Full Technical Proposal as described in this RFP.

The RFP includes the following documents:

Section 1 - Letter of Invitation (Present Document);

Section 2 – Instructions to Consultants

Section 3 – Scope of Work

Section 4 – Form of Financial Proposal

Section 5 - Standard Forms of Contract

The participant is kindly requested to inform back by e-mail within 5 days upon receiving present RFP:

- (a) that Letter of Invitation have been received; and
- (b) whether participant is intended to submit a proposal

Details on the proposal’s submission date, time and address are provided below

Yours sincerely,

Giorgi Ioseliani

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## **Section 2 Instructions to Consultants**

### **General Considerations**

The Client intends to select a Consultant for the described services. The shortlisted Consultants are invited to submit a Design, Technical and a Financial Proposal, for consulting services required for the assignment described in the Scope of Works. The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Consultants (ref: Section 5 - Standard Forms of Contract).

The Consultants should familiarize themselves with the local conditions and take them into account in preparing their Proposals.

The Client will timely provide, at no cost to the Consultants, the inputs, relevant project data, and reports required for the preparation of the Consultant's Proposal.

The Consultant is required to provide professional design, at all times holding the Client's interests' paramount, strictly avoiding conflicts with other assignments or its own corporate interests and acting without any consideration for future work.

The Consultant has an obligation to disclose to the Client any finding, situation, failure, inconsistencies of actual or potential conflict that may impact the design that will serve the best interest of its Client.

### **Cost of Preparation of Proposal**

The Consultant shall bear all costs associated with the preparation and submission of its Proposal, and the Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Client is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultant.

### **Language**

The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Consultant and the Client, shall be in English.

### **Validity of the Proposal**

The Consultant takes full responsibility that its Proposal remains valid during 45 (forty-five) calendar days after the Proposal submission deadline.

During this period, the Consultant shall maintain its original Proposal without any change, including the availability of the Key Experts, necessary for implementation of the requested services, the proposed rates and the total price.

The Client will make its best effort to complete the negotiations within the proposal's validity period. However, should the need arise, the Client may request, in writing, all Consultants who submitted Proposals prior to the submission deadline to extend the Proposals' validity.

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## Clarification and Amendment

The Consultant may request a clarification of any part of the RFP until 17.08.2018. Any request for clarification must be sent in writing, or by standard electronic means, to the Client's address indicated above. The Client will respond in writing, or by standard electronic means, and will send written copies of the response (including an explanation of the query but without identifying its source) to all shortlisted Consultants. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so and send respective notifications to the addressee. If the amendment is substantial, the Client may extend the proposal submission deadline to give the shortlisted Consultants reasonable time to take an amendment into account in their Proposals.

## Financial Proposal

The Financial Proposal shall be prepared using the Standard Form provided below. It shall include all costs associated with the assignment, including (a) remuneration for Key Experts and Non-Key Experts, (b) reimbursable expenses etc. No price adjustment will be considered for the present assignment.

The Consultant and its Sub-consultants and Experts are responsible for meeting all tax liabilities arising out of the Contract. The Consultant may express the price for its Services in the currency or currencies as stated in the **Data Sheet below**. The Contract is a Lump-Sum form, the Consultant is deemed to have included all prices in the Financial Proposal, so neither arithmetical corrections nor price adjustments shall be made.

## Submission, Opening and Evaluation

The Consultant shall submit a signed and complete Proposal comprising the documents and forms in accordance with the present RFP. The submission can be done by mail to the following address: [s.jishkariani@tenderers.net](mailto:s.jishkariani@tenderers.net)

An authorized representative of the Consultant shall sign the originals of the submitted documents.

Any Proposal or its modification received by the Client after the deadline shall be declared late and rejected.

From the time the Proposals are opened to the time the Contract is awarded, the Consultant should not contact the Client on any matter related to its Proposal.

Any attempt by shortlisted Consultants or anyone on behalf of the Consultant to influence improperly the Client in the evaluation of the Proposals or Contract award decisions, may result in the rejection of its Proposal.

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## Anticipated Time Schedule

1	Issue of the RFP:	August 10, 2018.
2	Clarifications for project:	August 13, 14 2018.
3	Deadline for submission of proposals:	September, 10, 2018.
3	Expected date and address for contract negotiations: Address: 33, I. Chavchavadze Av, Tbilisi 0179, Georgia;	September, 17, 2018.
4	Expected date to Start Detailed Design:	September, 20, 2018.

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## Section 3. Scope of Services

### Introduction

“CMC” (Construction Management & Consulting) is arranging architectural contest to receive conceptual design solutions of the Hotel in Kvareli and is accepting proposals in response to this Request for Proposal in order to find a qualified source to provide Conceptual Design. Our goals with this design are:

- To achieve original solution which will differ from the lifestyle hotel styles in the Kakheti region;
- To be an appealing destination for both locals and international tourists
- To be an appealing destination for both leisure and business travelers;
- To ensure we adapt The Hotel design and brand elements to the project;
- To ensure we integrate local elements in order to have a real sense of place;
- To build the best meaningful community of weekenders from Tbilisi region;
- To attract the most exclusive private events outside of Tbilisi;
- To integrate a hotel and contemporary art gallery and built-in modern style wine cellar in common concept.

The objective of this Request for Proposal is to locate a source that will provide the best overall value to CMC. While price is a significant factor, other criteria will form the basis of our award decision, as more fully described in the Evaluation Factors section of the Scope of Works attached.

### General Requirements/Brief:

#### Location & Project

The project is located in Kvareli is a town in north-eastern of Kakheti Province at 153 km, about 2 hours from Tbilisi, a region in the eastern part of Georgia. It is very well known for its wine culture.

The project is on a land of 46 ha (18 ha of the total area is currently used for vineyards) with diverse nature.

#### Vision for the Hotel

Create a Modern, boutique location, that entertains to give people experiences. From outdoor yoga, swimming, walking, events, spiritual and corporate, with of course the integration of wine, vineyards, and contemporary Art as a red line through the project.

#### Required Accommodations:

Approximately 60 rooms plus/minus 5 rooms.

#### Required Leisure Facilities

Fitness Centre;  
Outdoor swimming Pool  
Bicycle Routes;  
Dinner retreat spots;

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Hunting, fishing & hiking activities;  
Electronic cars & carriages;  
Hover Boards;  
Gardening;  
Art Gallery;  
Outside Event & Wedding area;  
Terraces;

Please keep in mind, all areas should be developed to be revenue generating, and also attractive for possible guest from other hotels, to come and use facilities for the day.

**Required F&B facilities:**

Terrace bar  
Restaurant  
Backyard Café  
Barbecue Heaven  
In house Wine shop  
Modern cave  
Healthy snacks  
Culinary Masterclass spots  
Venue for indoor and outdoor gathering such as weddings

**Required Retail facilities:**

Inclusion of a Wine Cave/Cellar - classic but modern, and to be used for F&B, shop, Events and tastings and Art Gallery.

Contemporary Art Gallery - is an important part of this project. The gallery's building includes a modern design cellar (semi basement or basement level). The expository part and the other facilities should overlook lake (indicated on photos attached).

Events will be mostly in this building (although this will be up to designers to propose most suitable solutions in accordance with proposed concept). Also, the rational solution of the infrastructure required for catering.

We assume that each floor area of the gallery will be 500-800 sq.m.

Accordingly, the hotel and gallery should be presented in the unified concept in the documents.

**Required business facilities**

Conference room & facilities  
Screening Room (should be use for leisure as well)  
Business Centre

**Experiential**

We create spaces and experiences that cater to the individuality of each guest. Our expertise in fine living is expressed through our expert use of color, space, and memorable details.

We are genuine and honest in our design. We don't exaggerate; we don't try to be something else. We simply envelop our spaces with design that we believe in: comfortable, chic, contemporary.

The Hotel design approach is unique and timeless, crafted to blend luxurious comfort with local cultures. The outcome is authentic spaces that reflect the House values of warmth, inclusiveness, and excellence

**Target audience**

Local and International tourists with leisure purposes (mainly wellness and recreation) in week-ends and holidays  
Local and International business events, incentives, team building on week days  
Expats who would like to learn more about the country side of Georgia.

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### **Look & Feel**

Low Rise

Modern but warm

Grey but with some colors - Mediterranean in the country side, I.e. grey, white, and modern, with use of materials that give a homey softness.

Raw & Crafted

Stimulating & Comfortable

Embracing nature

Transparency

### **Inspiration places**

<https://www.sohofarmhouse.com>

<https://chateau-la-coste.com> & <https://www.youtube.com/watch?v=09dQPWfcke0>

<http://www.l-and.com/landvineyards>

<https://www.torredelalma.com>

### **Deliverables:**

**Design Review should be made on both Schematic and Design Development Stages.**

**For the Concept Design of the Kvareli Hotel we are requesting:**

- **Sketch for Hotel and Art Gallery with built-in wine cellar (Location is indicated on the photos attached).**
- **Hotel, Wine Cellar and Art Gallery layout sketch;**
- **Min. 1-2 renders for Interior;**
- **Min. 3-4 renders for Exterior;**
- **Technical Proposal;**
- **Photo collage;**
- **Mood Board;**
- **Price Proposal;**

**Detailed Scope of Work is attached.**



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## Section 4 – Form of Financial Proposal

Participant of the architectural contest should provide conceptual decision with respective deliverables as mentioned above. Successful contesters' financial proposal will be discussed, clarified and awarded. Bidder shall submit the remuneration for the Services as envisaged below. This is a fixed fee (the "Fee") inclusive of all project expenses that might be incurred by the Consultant for the number of site visits and on-site presence during design phases as described above.

The currency applicable to the Agreement is United States Dollar (USD \$) inclusive of VAT  
The Fee is inclusive of all and any expenses that might be incurred during provision of services as mentioned in the Appendix 1.

For avoidance of any doubt, no whatsoever expenses and/or cost shall be charged by the Consultant additionally to the Fee for the Time for Completion of the Services as agreed in this Agreement (reference Clause 1 1.11 of the Particular Conditions hereto).

### 2.2. Payment terms - FEE

The Fee shall be paid in instalments, under the following payment schedule:

PAYMENT	SUBMISSION STAGE	DURATION	FEES, USD (INCLUDING VAT)
Installment # 1	SD Development Stage Report	10-Sep-2018	
Installment # 2	DD Development Stage Report	10-Feb-2019	

**Total: \_\_\_\_\_ USD**

Payment for each respective Phases as these are outlined in Clause 2.2 of the present Appendix, shall be made after all deliverables of the Services have been delivered fully, dully and on time.

The amount(s) due shall be paid within 15 days after the issue date of the Consultant's invoice which must be presented for payment together with the acceptance protocol evidencing that the services for the respective Phase, Stage and/or Part is completed to the Client's satisfaction, signed by both Parties;

The Client shall not unreasonably withhold the signing of the acceptance protocol and shall sign it within 5 working days after its submission.

If the Client considers that the Services are performed to the required quality the Protocol shall be signed with "NO OBJECTIONS";

Should the Client consider that defects are found in the Services, the Client will sign the protocol stating remarks and the deadline for rectification of the detects;

The Acceptance Protocol shall describe in a comprehensive manner the Services that have been delivered by the Consultant.

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- i) The final documents delivered by the Consultant.
  - ii) If defects. are noted in the acceptance protocol, the payment shall not be validated until rectification of the noted defects will be acknowledged by both Parties in writing.
  - iii) In any cases, no payment shall be made if the respective invoice(s) is (are) not accompanied by a signed bilateral acceptance protocol - clean of any remarks and delivered final documents by the Consultant.
  - iv) All amounts are VAT included.

*Signed by the parties:*

**AUTHORISED SIGNATURE(S) OF CLIENT**

Signature:

Name:

Address:

\_\_\_\_\_

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**AUTHORISED SIGNATURE(S) OF CONSULTANT**

Signature:

Name:

Address:

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\_\_\_\_\_

ID: \_\_\_\_\_

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## **Section 5 - Client/Consultant Model Services Agreement;**

### **General Conditions of the Contract: FIDIC – Client/Consultant, Model Service Agreement: 4<sup>th</sup> Edition 2006 (White Book) Including Particular Conditions.**

1. **Particular Conditions** (will be elaborated based on the terms of RFP as envisaged above.

#### **A. Additional Clauses**

1. The consultant and all its deliverables must be in compliance with the: standards and requirements set by the Employer and respective legislation of Georgia.
2. The Consultant shall fully cooperate with the Operator and/or any other consultant or third parties engaged in the project, by providing information and documents requested, ensuring Client is dully and on time informed of all considerable circumstances connected with the project within the Scope of Services of the Consultant;
3. Consultant shall make Confidential any information related to the business of the Client. The Consultant shall not make use of such Confidential Information for Purposes outside the Scope of Services prescribed in the Appendix 1 without prior consent of the Client during the terms of the agreement and 5 years thereafter.