Request for Proposal:

*Office Equipment Procurement*

**2025 - 2027**

Kakheti Area Development Center

# 1. Introduction

## 1.1 Invitation

Your company is invited to participate in and submit a RFP (Request for Proposal) response **for Office Equipment procurement.** Kakheti Area Development Center (KADC) is inviting potential suppliers, which are all strong and highly regarded within the industry.

KADC is seeking suppliers that can offer the most cost efficient solution with a high quality of performance and sustainability.

**1.2 Information about Kakheti Area Development Center**

**Mission of the Kakheti Area Development Center:** To improve the quality of life of children, youth, and their families living in the Kakheti region through the development and delivery of need-based services.

**Vision of the Kakheti Area Development Center:**  Children and youth in the Kakheti region have the best environment for development and a dignified future.

**Values of the Kakheti Area Development Center:** Humanitarian values and democratic principles create the best opportunity to achieve the organization's goals.

**Kakheti Area Development Center's strategic objectives:**

**Objective 1:** Respond to the needs of children and families residing in the region by developing and providing appropriate services tailored to them.

**Objective 2:** Strengthen governmental and non-governmental organizations operating in the Kakheti region to enhance child welfare systems.

**Objective 3:** Provide educational and consultative services tailored to the needs of youth living in the Kakheti region.

**Objective 4:** Develop the organization's institutional capacity and ensure financial sustainability.

# 2. Project Background

## 2.1 Kakheti Area Development Center Furniture Procurement Category

Kakheti Area Development Center has historically purchased Office Equipment Category from multiple suppliers across various geographies. The intent of this RFP is to identify and engage with fewer suppliers that may service KADC needs for defined categories through a long-term agreement.

**Project country:** Georgia

**Project title:** Outsourcing Social Services in Georgia – strong CSOs for Quality Services

Soziale Dienstleistungen für vulnerable Gruppen – starke NGOs für mehr Qualität

**Private German executing agency:** World Vision Germany

**Project duration:** December 2024 – September 2027, 3 years

**Project Goal:** Improved protection and inclusion of vulnerable groups, through strengthened civil society organizations in Georgia, delivering high-quality, GESI-sensitive social services at local level.

**2.2 Kakheti Area Development Center Contacts**

Suppliers will submit any inquiries, responses of intent to bid, clarification requests and submissions related to this Application to the following KADC contact: info@kadc.ge; [mariam\_glakhoshvili@kadc.ge](mailto:mariam_glakhoshvili@kadc.ge).

Suppliers may not enter into communications with other KADC staff about this Application without the prior written permission of the individual listed above. Contacting KADC staff may result in disqualification from the Application process.

## 2.3 Our Intentions and Goals of the Application

To accomplish our goals and objectives it is anticipated that KADC may enter into multiple supplier agreements. How and with which suppliers agreements will be entered into will be at the discretion of KADC.

During the Application period, business will continue as normal from a KADC perspective and it is expected that existing agreements, pricing and service levels will be maintained by existing suppliers.

**Application Goals:**

* To identify and partner with suppliers(s) across *Georgia* through long term agreements;
* To partner with a supplier(s) with highly trained and effective customer service representatives;
* To partner with a supplier(s) that are focused on the timely delivery of customer requests;
* To achieve the most competitive pricings possible, while receiving the highest level of quality.
* To agree, set, and manage the account through a series of standard Key Performance Indicators.

# 2.4 . Instructions for Intent to Bid

It is required that suppliers notify the individual listed as KADC contact of their Intent to Bid **24 Hours** after Application receipt. After designating one person within your organization who will serve as the main contact for this process, please send an email to info@kadc.ge ; [mariam\_glakhoshvili@kadc.ge](mailto:mariam_glakhoshvili@kadc.ge) stating an intention to respond to this RFP in accordance with the defined dates and include the following contact information in the body of the email:

* Company Name
* Contact Name
* Title (optional)
* Address
* Telephone #
* Fax #
* Email Address

If your company does not plan to respond to the Application, we would appreciate an email [info@kadc.ge](mailto:info@kadc.ge); [mariam\_glakhoshvili@kadc.ge](mailto:mariam_glakhoshvili@kadc.ge) stating the reason for declining to participate in our RFP process.

4. Conditions for RFP Participation

All responses and supporting documentation shall become the property of Kakheti Area Development Center and will not be returned. KADC ultimately reserves the right throughout this process to select any servicing option that best meets its business requirements and to hold discussions with any and all respondents.

You must agree to the following conditions if you choose to respond to Kakheti Area Development regarding this Application:

* Neither issuance of this RFP nor receipt of proposal represents a commitment on the part of KADC
* KADC will not be responsible for, or in any way liable for, any costs incurred by suppliers in the preparation of any responses or presentations relating to this Application

Neither party shall use the name of the other in publicity releases, referrals, advertising, or similar activity without the prior written consent of the other.

# 5. Required Response

Suppliers need to respond in the format that KADC has provided (Excel Workbook). Suppliers must input their responses within the fields provided to them. Fields of response have been highlighted in Yellow. The provided Excel Workbook is mandatory for suppliers to complete if they wish to be considered for KADC business.

Proposals must be send the info@kadc.ge; [mariam\_glakhoshvili@kadc.ge](mailto:mariam_glakhoshvili@kadc.ge)

# 6. Evaluation Criteria

KADC will evaluate information submitted for this RFP, at its discretion.

Evaluation Criteria Include, but are not limited to:

* Quality, reputation and performance of providing Office equipment category in Georgia;
* Thoroughness of information provided;
* Demonstrated excellence in service, support and extended warranties;
* Competitive pricing with demonstrated capacity to deliver the item/services required;
* Ability to deliver the requested according to the agreed-upon timeframe;
* Capability of supplier(s) to identify all elements leading to understanding the actual landed costs by country and establish lead-time and fulfillment objectives;
* Demonstrated ability to provide account coordination and high quality customer service.