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Tbilisi, 24 March, 2017

Pre-Bid Conference Minutes

Tender on Provision of Accommodation and Conference package

24 March 2017, Friday, 12: 00 a.m.

UN Conference Hall

UNDP Representatives:

Ms Nana Jamburia, UNDP Procurement/Logistics Team Leader



Participants:

- 1. Nutsa Monadirishvili, Adjara Group/Holiday Inn, Rooms Hotel Kazbegi**
- 2. Mako Lekishvili, Travel Shop "SC Travel"**
- 3. Lela Chekurishvili, Rixos Borjomi**
- 4. Natalia Khatiashvili, Hotel Rixos Borjomi**
- 5. Tatuli Gulbiani, Hotel Marco Polo Gudauri**
- 6. Nutsa Tseruashvili, Hotel Lopota hotel**
- 7. Natia Gogvadze, Hotel Alaznis Veli**
- 8. Roland Sandadze, Betsy's hotel**
- 9. Mancho Busse, Betsy, hotel**
- 10. Lado Vibliani, Hotel Tksaltubo Plaza Hotel**
- 11. Maia Makhatadze, Hotel Continent Cron Palace**
- 12. Ketevan Nadareishvili, Hotel Crowne Plaza Borjomi**



The pre-proposal conference took place on 24 March, 2017 Friday at 12:00 at UN House conference hall. The aim of the meeting was to clarify both content-wise and procedural issues concerning the Invitation to Bid for the potential companies/hotels.

The conference was opened by Nana Jamburia, UNDP Procurement/Logistics Team Leader and provided the brief overview on conditions of tender announcement, UNDP regular procedures of the bid evaluation and covered the submission details of the tender.

The meeting participants reviewed once again the list of documents to be submitted and the evaluation criteria.

The introduction was followed by the Q/A session:

Q: was raised about submission of document issued by the Bank reflecting annual turn-over of the hotel.

A: It was once again clarified that UNDP requires only a letter issued by respective bank reflecting annual turn over of USD 150 000 (per year) for the last two years.

The bank account statement/report is not required.

Q: was raised about how to complete Section 6-Technical Bid Form-of the ITB.

A: It was clarified that the company/hotel should complete only those fields given under this section that are related to brief description of the hotel, its experience, track record and any other information or comments regarding the Bid and its implementation.

Q: was raised about payment terms and VAT

A: Payment will be done in Gel according to UN official exchange rate at the date of payment.

As for the VAT payment, the following should be taken into account:

- Payments done by UNDP to the contractor through bank transfer should be excluded from VAT since UN is exempted from all direct taxes.
- In case of individual reservations done by UNDP using corporate rates, guests are responsible to cover the room charges and any other associated costs, including taxes. UNDP will prepare the reservation letter indicating that the guest is responsible to cover the room charges.

Q: was raised about partial bidding



A: Despite the fact that the tender document explained conditions of partial bidding, it was once again clarified that proposals should include rates for individual/group reservations in addition to one or more desirable conference packages.

Since all issues in regard with the submission package were clarified, the meeting was announced to be closed.