



Tbilisi, 25 February 2019

**Minutes of Pre-Bid Conference organized at UN House, Tbilisi, Georgia
25 February 2019, 11:00**

Organizers: Nana Jamburia, Procurement/Logistics Team Leader
Nino Chichinadze, Procurement/Logistics Associate
Nana Bochorishvili, Logistics/Registry Assistant

Participants: Guram Kachiashvili, LLC BTL
Mako Lekishvili, Travel Shop by SC Travel Ltd
Rusudan Tskhviraashvili, Travel Shop by SC Travel Ltd
Anna Karapetian, Discovery
Leniko Suladze, Levon Travel
Mariam Gorgadze, VIP BTC American Express

The pre-bid conference meeting was held on 25 February 2019, at 11:00 at UN House conference hall. The representatives of five travel companies attended the meeting.

At the beginning of the meeting the content of the RFP was discussed, and companies were guided how to submit their proposals in accurate manner and in accordance with the RFP requirements. Companies were informed additionally about web pages where RFP is allocated and full information is obtainable.

During the meeting several important issues were highlighted, and questions were raised from the side of the potential bidders. UNDP representatives answered the following questions:

Question: What is a Bid Security?

Answer: The bid security - the bank guarantee, binds an offeror to UNDP and fulfill the commitments they have made in their offer. Special form of the guaranty is attached to the RFP and it is mandatory to be included it in Technical Proposal Envelope, as tender documentation is requested to be presented in two separate envelopes – Technical and Financial. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.

Question: If the bidder organization is representative of the international company which company – local or international should present bank guaranty?

Answer: The bank guaranty should be presented by local company.

Question: How can the company present their financial turnover?



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Answer: Company should fill special section of the RFQ and prove figures with bank letter showing past three years turnover.

Question: How can the company document regarding Litigation History?

Answer: Bidder company should confirm by official signed letter that there is no consistent history of court/arbitral award decisions against the Bidder for the last 3 years.

Question: Should the company submit Audit Report?

Answer: Submission of the Audit Report is optional as auditing of the financial documents of the companies is not mandatory in Georgia.

Additionally, principals of the evaluation of the bids and obtainable points per each Evaluation Criteria have been discussed. The emphasis has been made on evaluation/interview with Travel Expert which will be conducted for responsive bidder Companies.

Companies were advised do not forget to submit all requested documentation – for this purpose they can use Section 6: Returnable Bidding Forms / Checklist.

At the end of the meeting companies were reminded that deadline for submission of the bids is March 15, 2019 (4:00 PM) and bidders are welcome to attend bid opening exercise.