



Tbilisi, 19 April, 2019

*Empowered lives.
Resilient nations.*

Pre-Bid Conference Minutes

Tender on Provision of Accommodation and Conference package

18 April 2019, Thursday 12:00 PM

UN Conference Hall

UNDP Representatives:

Ms Nana Jamburia, UNDP Procurement/Logistics Team Leader

Ms. Nino Chichinadze, UNDP Procurement/Logistics Associate



Participants:

- 1. Mancho Busse, Betsy's hotel**
- 2. Tornike Mdivnishvili, Sanatorium Tskaltubo**
- 3. Ana Bokeria, M Group/Kvareli Lake**
- 4. Mariam Katsiashvili, M Group/Kvareli Lake**
- 5. Nicole Shaduri, Hotel Borjomi - Likani**
- 6. Salome Kvaratskhelia, Hotel Marco Polo Gudauri**
- 7. Mamuka Turmanidze, Hotel Sputnik Batumi**
- 8. Ketevan Nadareishvili, Hotel Crowne Plaza Borjomi**
- 9. Teona Chikaidze, Radisson Collection Hotel, Tsinandali Estate**
- 10. Eka Litanishvili, Radisson Blu Iveria Tbilisi**
- 11. Natia Gogvadze, Hotel Alaznis Veli Telavi**
- 12. Nutsa Tseruashvili, Lopota Spa Resort**
- 13. Ani Mgebrishvili, Ramada Encore Tbilisi**
- 14. Lika Davitashvili, Tskaltubo Plaza**
- 15. Tamuna Kandelaki, Ramada Encore Tbilisi**



16. Maka Tskhomelidze, Mercure Tbilisi Old Town, Ibis Styles Tbilisi Center

17. Mako Chkoidze, Dreamland Oasis Chakvi

The pre-proposal conference took place on 18 April 2019, Thursday at 12:00 PM 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.

It has been explained that Long Term Agreement (LTA) will be a corporate agreement of prices for minimum one year with possibility of extension for one additional year. Exact contracts will be signed additionally with hotels case by case with UNDP (CO and projects) or other UN agencies who will be using this LTA.

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 three years or other document (official financial statement) proving turnover.

Detailed bank account statement/report is not required.

Q: was raised about how to complete Section 6 - Returnable Bidding Forms 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.

Hotel can provide seasonal price breakdowns if applicable.

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 prices indicated in financial proposal should be VAT excluded. Regarding the 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 minimum one (minimum 20 persons package) or more desirable conference packages.

Q: Whose CV's should be included in bid

A: CVs of persons who will be the contact/responsible persons working with UNDP.

Q: What should be submitted in case of Joint Venture

A: Bidder should provide signed letter of intent to form a joint venture or JV/Consortium/Association agreement

Q: Can newly opened hotels participate in the tender or hotels that will be opened in nearest future

A: Newly opened hotels should provide requested documentation and prove qualification requested by ITB if they are part of the Global Chain as stated in ITB. But hotels that will be opened in nearest future can not participate or included in bid.

At the end of the meeting explanations have been made regarding forms G: Hotel Technical Description and Policy and H: Security Requirements. It has been explained that bidders should provide general information regarding to the hotel's capacity including number of the rooms with single and double occupancy; accessibility of the hotel for the persons with disability (conference room, how many rooms are adopted, etc.); Hotel should fully meet security requirements listed in the form H.

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