

8 May 2019

**Pre-bid conference minutes**



*Empowered lives.  
Resilient nations.*

In the scope of the UNDP Fostering Decentralisation and Good Governance at the Local Level in Georgia (DGG) project, a pre-bid conference on the RFP for Promoting Participatory Urban Development through Youth Engagement was held in the UN House conference room, 9 Eristavi Street on 8 May 2019 at 11:00 (Georgia local time). The meeting lasted for one hour and the following parties were represented:

**From the UNDP:** Anna Keadze, Capacity Development Expert, DGG  
Giorgi Nasrashvili, Good Governance Expert, DGG

**Attending companies** (Attendance sheet attached):

International Association Civitas Georgica  
ACT  
ICCC  
Solidarity Fund PL  
World Vision Georgia  
GEPRA  
Innovations for Development  
Womenability

In the beginning, Anna Keadze gave an overview of the major activities to be covered by the project, explaining the rationale of the announced RFP. An emphasis was made on the importance of keeping the financial information separate from the technical information to avoid accidentally revealing the figures in the technical proposal since this automatically excludes companies from participation in the RFP. The companies were also reminded of deadlines for submitting their proposals, after which the representatives from the companies introduced themselves and the Q&A session started.

**Q1: Regarding the number of persons who will participate in the study visit – will the five winning teams along with one representative from each municipality participate in the study visit, or just one final winning team?**

**A:** The competition will have one winning team in each municipality. In total, five winning teams will participate in the study visit. Besides, one representative from each target municipality will also accompany the teams.

**Q2: Shall we also include MRDI and UNDP representatives in this study visit?**

**A:** Yes. One representative from MRDI and one representative from UNDP will also participate in the study visit.

**Q3: Is there any preference in countries for the study visit?**

**A:** There is no preference. It is up to the offerors to decide; however, the selection of the country needs to be well justified, and the proposals shall demonstrate why the chosen city/municipality is the best place for the study visit.

**Q4: Is there any preference for local or international organizations?**

**A:** There is no preference.

**Q5: Are international organizations with the locally registered branches eligible to apply?**

**A:** Yes, international organizations with or without local branches are eligible to submit their proposals.

**Q6: Is the deadline for receiving concepts and projects within the framework of the competition already defined?**

**A:** This deadline will be part of the rules of the competition, which will be developed by the selected organization in cooperation with the Ministry of Regional Development and Infrastructure (MRDI).

**Q7: In case of joint proposals, should all members of the joint venture meet the requirements set in the RFP?**

**A:** Parties of the joint venture should meet the requirements cumulatively.

If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.

The description of the organisation of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement.

A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between a) those that were undertaken together by the JV, Consortium or Association; and b) those that were undertaken by the individual entities of the JV, Consortium or Association.

**Q8: Does the letter confirming financial turnover need to be signed by the bank?**

**A:** Bidders should provide an official letter from the bank evidencing financial turnover for the last 3 years.

**Q9: What is implied by the requirement of experience in implementing projects of a similar nature?**

**A:** Offerors are required to have an experience of implementing at least two projects that had similar characteristics as the project to be implemented within the framework of this RFP.

**Q10: How these five municipalities were selected to implement the project? Are Mayors or other local decision-makers open to be engaged in this project?**

**A:** The target municipalities were selected by the Ministry of Regional Development and Infrastructure (MRDI), which will be the main partner during the implementation of the project. The MRDI will also ensure communication with respective municipalities.

**Q11: Are we flexible to update the TOR and include a local study visit to Georgian municipalities with good experience?**

**A:** Bidders can offer additional activities that they deem appropriate; however they should ensure that all activities and requirements provided in the TOR are sufficiently addressed and included in the proposal.

**Q12: Is there a specific deadline for the evaluation of the proposals?**

**A:** There is no specific deadline; however, we aim to start the implementation of the project mid-June. Hence, evaluation of the proposals and signing of the contract need to be completed by that time.

**Q13: If the coalition is a newly established legal entity and does not have three-year experience, but its members have this experience separately, how can they apply?**

**A:** Legal entities submitting proposals should meet the minimum requirements. Thus, even though the coalition member organizations may have the 3-year experience, if the applicant coalition is a legal entity without the required experience, it will fail to meet the minimum requirement.

**Q14: Do the experts need to be the employees of the applicant organization or can we hire independent experts?**

**A:** Experts are not required to be the employees of the organization; however, bidders shall provide written confirmation from each person that they are available for the entire duration of the contract.

**Q15: In the evaluation of the proposals, do you engage the Youth Department under the Ministry of Education since they have extensive experience of working in the municipalities?**

**A:** We cannot provide you with the information about the composition of the evaluation committee.

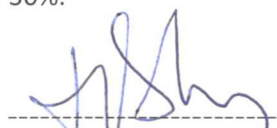
**Q16: Is there a desirable number of teams to participate in the competition?**

**A:** Selected organization should aim to engage the maximum possible number of young people in the competition.

**Q17: Do you have a fixed budget for the project?**

**A:** No, the budget for the activities should be offered by the bidders. UNDP cannot disclose the information about the estimated cost for the project. Selection of service provider will be based on the Combined Scoring method – where the qualifications and methodology (Technical Proposal) will be weighted a maximum of 70% and combined with the price offer (Financial Proposal) which will be weighted a maximum of 30%.

Anna Keadze:



Giorgi Nasrashvili:

