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Minutes of Pre-Bid Conference

REQUEST FOR PROPOSAL

Elaboration of Unified Multi-hazard Mapping and Risk Assessment Methodologies and Technical Support in Multi-hazard Mapping and Risk Assessment

Project: Strengthening Climate Adaptation Capacities in Georgia

Date: 18 June 2019
Time: 15:00 (GMT +4)
Venue: UN House

Participants :

UNDP Georgia:

Salome Lomadze
Davit Samunashvili
Nino Sherozia

Project Manager
Programme Associate
Admin/Finance Associate

Three handwritten signatures are present next to the roles of Project Manager, Programme Associate, and Admin/Finance Associate.

Representatives of the following companies through Skype call:

- Global Remote Sensing
- NFB Engineering, Consulting, Construction, Tourism and Informatics Trade Limited Company
- IMAGEO SRL
- Antea Group
- T.G. Masaryk Water Research Institute

Representative of the following company presented on the meeting:

- Bureau Veritas

During the meeting the following issues related to the tender were discussed:

➤ **Overview of RFP ToR**

Response: Main objectives of the RfP is development of unified multi-hazard mapping and risk assessment methodologies and technical oversight and quality assurance of hazard mapping and risk assessment to be conducted by national implementing partner, National Environmental Agency (NEA) for hazard mapping and Emergency Management Service (EMS);

- *Role of NEA in hazard mapping and number of staff and responsibilities for non-delivery in case of NEA will not implement it tasks*

Response: NEA and EMS will be responsible for hazard mapping and risk assessment respectively under technical oversight and quality assurance from selected service provider; though service provider will not be responsible for delays from NEA in hazard mapping works the service provider will be responsible to provide the final product, **hazards maps**, within the deadlines indicated in the ToR of the RfP;

- *Information on the number of staff and capacities of NEA in hazard mapping*

Response: the information was not ready-made, all the issues related to ToR should be provided in written and after review from project's Chief Technical Advisor the answers will be uploaded;

- *Review of RfP clauses*

Response:

1. *Checklist of bidding forms:*

Two separate envelopes signed and duly stamped should be submitted. In case the financial information is included in the Technical proposal the bid proposal will not be considered.

Technical Proposal that includes:

A: Technical Proposal Submission Form

B: Bidder Information Form

C: Joint Venture/Consortium/ Association Information Form

D: Qualification Form

E: Format of Technical Proposal

H: Proposal Security Form – amount specified in RfP in a form of Bank Guarantee

Financial Proposal:

F: Financial Proposal Submission Form

G: Financial Proposal Form

2. Form D table for Financial Statement should be supplemented by audited financial statement (balance sheets, including all related notes, and income statements) for the given years;
3. In case of JV/Consortium cumulative turnover of USD 800,000 per year will be calculated
4. Deadlines:
 - Deadline for clarifications/questions – 7 days prior submission deadline
 - Submission deadline 11 July, 12 pm GMT+4 not extension is foreseen

- *Availability of word file for whole RfP document.*

Response: Only PDF version of the RfP can be available, word files of the Returnable Bidding Documents are attached to the RfP announcements;

- *Bid title in case of Consortium.*

Response: 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.

- Start of the contract:

Response: Second half of August 2019

- Can Insurance Guarantee considered as Bank for Bid security?

Response: Only Bank guarantees will be accounted as bank for Bid security.

