



Pre-proposal Conference Minutes

RFP for Elaboration of a comprehensive Master Plan for the Development of Mountain Mtirala and Village Korolistavi, Ajara AR, Georgia

In the scope of UNDP “Improving Rural Development in Georgia ENPARD 3” (IRDG) project a pre-proposal conference was held via skype on 8 July at 15:00 (GMT). The skype conference lasted for an hour and the following participants were presented:

From the UNDP:	Ivane Shamugia, IRDG Project, Capacity Development Coordinator Vakhtang Kontselidze, IRDG Project, Ajara Component Coordinator Merab Svanidze, IRDG Project, Ajara Component Officer
From Ajara Tourism Department:	Tinatin Zoidze, Head of Tourism Department of Ajara AR
Attending Companies:	Strelka KB (Russia) HIDRIA Ciencia (Spain) CITYFÖRSTER (Holland) BDO (Georgia)

The aim of the conference was to clarify questions related to the announced RFP for the potential proposers. Vakhtang Kontselidze, Project Coordinator welcomed pre-proposal conference participants and thanking prospective proposers for their participation. He made a brief overview of the services under ToR and overall objective of the assignment to be undertaken under the contract, specifically, the contractor is expected to provide support in elaboration of an integrated and detailed Master Plan for the development of Mountain Mtirala and Village Korolistavi reflecting the ecotourism, rural tourism and environmental sustainability aspects in alignment with income generation opportunities and sustainable management of the protected area. The potential proposer noted that Terms of Reference was quite clear.

The following questions were asked during the consultation meeting:

1. **Q: First question was about quality assurance procedures: When in working period will be organized a consortium, is it necessary for all members of the consortium to provide quality assurance procedures or is it enough for only one front member company will have it?**

A: Since there will be only one designated lead entity in a joint venture, it is required to present one quality assurance procedure which will guarantee the consistency of products and services provided to UNDP and its partner organizations.

2. **Q: Next question about an initial data: Do you have a list about initial data that will be provided?**

A: Yes, there are some information already available, all statistics data, information about the village and all contacts data what has Department of Tourism and Resorts of Ajara AR will be provided.

3. **Q: Shall you provide topographic schemes and topographic information of the area?**

A: It is not available, Department of Tourism and Resorts of Ajara AR doesn't have topography of the area yet.

4. Q: What is level of detailization of architectural drawings that is mentioned in the ToR?

A: The winner company should provide us only concept of designs for the proposed infrastructure, not a detailed drawing as construction architectural designs but only detailed concept of designs.

5. Q: Will be the ToR more detailed or is this the final version of the ToR?

A: No, this is final version of the ToR, no review will be conducted.

6. Q: Is the Master plan proposed structure final or some parts can be adjusted or restructured?

A: If there will be some changes which includes an information which is necessary for the better Master plan, it is possible to change some chapters, divide or merge some chapters etc.

7. Q: Next question about certification procedure: here was mentioned that in consortium only one member company should have a quality assurance procedure, is it required that the leading company should provide the certificate or a sub-contractor can provide quality assurance procedure for all consortium participants?

A: Certificates demonstrating that the organization adheres to the international standards of quality management and control are not obligatory. The bidder must provide descriptive information on the quality assurance structure and procedure which is followed within the organization to ensure that the client will receive a consistent product or service under this RfP.

8. Q: In the estimation of an input it is mentioned two workshops, in the description of tasks we see need of more workshops.

A: According to ToR, the winner company is required to conduct at least two workshops, first validation workshop related to a baseline information report that includes desk study results and field trip findings and second workshop related to draft Master Plan and respective Action plan, but if winner company sees that two workshops are not enough, they can add workshop costs in financial proposal.

9. Q: What requirements are related VAT, Income and other taxes?

A: Financial proposal should and must be excluded from VAT and other indirect taxes, other taxes are company obligatory.

10. Q: Are there any specific minimal requirement regarding maps, any scales, formats etc?

A: There are not any strict requirements regarding map formats. It must be easy visible and understandable for a tourist.

11. Q: In the ToR is stated that deliverable 1 should be submitted in English, Deliverable 2 and 3 should be submitted in Georgian and in English and Deliverable 4 should be submitted in Georgian and maps should be developed in Russian as well. Does this requirement is dedicated only to maps or to rest all deliverables and for routes and trails road signs? Should the road signs be delivered in Georgian, English and Russian as well?

A: The road signs must be in Georgian and English. Only trail maps are required in Georgian, English and Russian.

12. Q: Question about video material? It is required that Video material should reflect the process of going through each route (beginning, end and crucial points). In the video must

be shown all trails along the way? Should that video made for tourist attention or for technical reason to inform about things were observed in those roots.

A: No, the winner company has to make a video of the interesting places and if there are any special spots if company would like to inform a tourist, it can be security reasons, or if there are special places tourists have to pay attention etc. It is not necessary to make video for the entire rout. The videos purpose mainly is for internal use, it has informative meaning.

Q: About topographic maps, maps of routes, is it preferred to prepare in topographic profile?

A: Yes, we need working files of the topographic maps to have opportunity to add new trails later, or to change some routes. Also, to have electronic files that we can upload to webpage, so tourists can use.

13. Q: About documentation to be provided, how many hardcopies we must deliver, are there any specific requirements about formats, map size, construction plans etc.?

A: About hardcopies quantities, we need two copies of a project and printing materials, also electronic version of documents. About the formats and size of material is depends on you, maps should be representative and easily readable.

14. Q: Is it sufficient to submit a Certificate of Completion or it has to be a letter of recommendation signed by a client? Or can we submit signed by client Certificate of Completion it is not a typical Letter of Recommendation but is very similar?

A: Usually we receive signed letters of recommendation. Signed contractor's past performance report or certificate of a successful completion of similar assignments/projects as those required by the RFP is also acceptable.

15. Q: If we will have further questions, will we have an opportunity ask a question and clarify an issue later or this is just only opportunity we have?

A: Yes bidders can submit their questions or request for clarifications via email at Vakhtang.kontselidze@undp.org , 5 days before the proposal submission deadline.

16. Q: The payment schedule does not foresee a down payment, can you consider it?

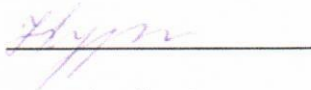
A: No, advance payment cannot be considered, payments will be done accordingly to the payment schedule.

17. Q: Are the stakeholders already identified, or the winner company must identify them?

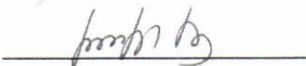
A: Stakeholders are already identified. The list of the stakeholders will be provided by Department of Tourism and Resorts of Ajara AR and they will support to make connection with the stakeholders.

The UNDP project representatives thanked the attendees for showing their interest. The meeting was

Ivane Shamugia



Vakhtang Kontselidze



Merab Svanidze



Tinatin Zoidze

