



Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun Svizra

Swiss Agency for Development  
and Cooperation SDC



Empowered lives.  
Resilient nations.

**PROJECT:**  
**MODERNIZATION OF VOCATIONAL EDUCATION AND TRAINING (VET) SYSTEM  
RELATED TO AGRICULTURE IN GEORGIA (VET PHASE 2)**

**RFP - Drafting the sub-legal acts, supporting the Ministry and stakeholders in  
introducing new policies on vocational training/retraining and on the provision of  
integrated 4th level vocational programs**

**Pre-Bid Conference Minutes**

17 July 2019

11:00 – 12:00

**Project Office, 7 Mtskheta Str., Tbilisi, Georgia**

**Attendees Present:**

	<b>Name:</b>	<b>Organization</b>
1	Konstantine Kobakhidze	UNDP
2	Tamar Kitiashvili	UNDP
3	Mariam Begiashvili	UNDP
4	Aleksandre Megrelishvili	Deloitte & Touche LLC
5	Nino Taliashvili	4L
6	Eka Gvinjilia	PMCG
7	Nutsa Bezhuashvili	PMCG
8	Teona Zhizhiashvili	PwC Georgia
9	George Svanadze	EY

Ms. Tamar Kitiashvili, UNDP, briefly provided the background of the project and discussed the specific objectives of the announced RFP, as well as activities envisaged under it. UNDP encourages consortiums to apply due to the amount of work anticipated under this contract. Ms. Kitiashvili described two components under the ToR. One Activity under the RFP envisages drafting of the sub-legal acts and the second one involves the support to the general secondary learning outcome implementation in the secondary VET. It was emphasized that stakeholder engagement, especially the involvement of the private sector in validation workshops while developing sub-legal acts would be important. The specific sub-legal act that the second Activity implementation will be based on will be issued officially at the legislative herald of Georgia website in a couple of days, as well as shared with all interested parties, including the pre-bid conference participants. For logistics and planning purposes, Ms. Kitiashvili disclosed that at the pilot stage, the selected company will have to work



with 5-6 colleges from the regions (Kakheti, Samtskhe-Javakheti, Mtskheta-Mtianeti, Kobuleti, Foti, and Senaki) and other 5-6 colleges from Tbilisi, total 10-11 colleges.

Ms. Mariam Begiashvili, UNDP, provided a technical overview of the RFP application process, specifically emphasizing that the submitted Technical Proposal and the Financial Proposal envelopes must be completely separate and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall:

- i. Bear the name and address of the bidder;
- ii. Be addressed to UNDP as specified in the BDS
- iii. Bear a warning that states "Not to be opened before the time and date for proposal opening" as specified in the BDS.

Ms. Begiashvili reminded the participants that if the offeror does not meet any of the minimum technical qualification criteria/requirements defined in the forms 1, 2, and 3 of the Technical Proposal Evaluation, it will be given score (0) zero and will be automatically disqualified and there is no more need for further evaluation of disqualified offeror. In regards to the minimum criteria related to the applicants previous experience, in case of consortiums, the applicant organization should note closely whether the leading company should meet the minimum requirement or if it is allowed that at least one of the members of consortium meets the requirement (indicated on pages 20-22 of the announced RFP).

### **Questions and Answers Session**

**1. Can key experts appear in different companies' proposals simultaneously?**

No, proposals submitted by two (2) or more Bidders shall all be rejected if some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel does not apply to subcontractors being included in more than one Proposal.

**2. Can the proposal include the services provided by international consultants?**

It can, however, due to the nature of the work, contract duration and the need to be well-aware of the local context and legislation related to VET sector, it is recommended to involve local experts, unless the international expert to be involved is familiar with local context.

**3. Is there any specific country case on which the new VET legislation is based on?**

No, each component of the legislation takes into consideration different country models, however, there is no one model that the legislation is based on. Each sub-legal act is based on best practice of different country models, but mainly the VET legislation was developed to best fit the Georgian context.

**4. Can one expert undertake the responsibilities of another expert if the former meets the minimum requirements for both experts?**

Yes.

**5. Could the company submit the letter from the Revenue Service that no debt exists towards the budget in the Georgian language?**

Yes.

**6. In the case of consortiums, are all members of consortium exempted from paying taxes?**

The contract will be concluded with the lead company nominated in the proposal. UNDP Georgia is exempted from paying taxes, therefore, the budget should include prices without VAT.



**7. In case of consortiums, should all the members fill out Returnable Forms B & C each separately?**

No, only the lead company should fill out the Form B: Bidder Information Form. In case of Form C, the lead company must fill the form out indicating its partners in the relevant sections.

**8. What are the shares of financial and technical offers?**

As the RfP states, 30% and 70%, respectively.

**9. What is the formula to calculate the financial offer score?**

As indicated in the Section 2: Instruction to Bidders, paragraph 30. Evaluation of Technical and Financial Proposals on page 13 of the RFP, a combined scoring method is used with the following formula for the rating of the Proposals:

Rating the Technical Proposal (TP):

$$\text{TP Rating} = (\text{Total Score Obtained by the Offer} / \text{Max. Obtainable Score for TP}) \times 100$$

Rating the Financial Proposal (FP):

$$\text{FP Rating} = (\text{Lowest Priced Offer} / \text{Price of the Offer Being Reviewed}) \times 100$$

Total Combined Score:

$$\text{Combined Score} = (\text{TP Rating}) \times (\text{Weight of TP, e.g. 70\%}) + (\text{FP Rating}) \times (\text{Weight of FP, e.g., 30\%})$$

**Signatures:**

**Konstantine Kobakhidze**  
**VET Project Manager**

  
\_\_\_\_\_

**Tamar Kitiashvili**  
**Deputy Manager/VET Advisor**

  
\_\_\_\_\_

**Mariam Begiashvili**  
**M&E, Grants Assistant**

  
\_\_\_\_\_