

Meeting Minutes

Pre-Bid Conference

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

Date, Time 30 August 2019 at 3PM Tbilisi Time

Venue UN House in Tbilisi /Skype

Attendees **From UNDP**

Salome Lomadze, Project Manager

Dain Kim, M&E

Representatives of the following companies attended in person:

- ASB Georgia,
- REC Caucasus,
- GEOGRAPHIC
- ASB

Representative of the following company attended online/visa skype

- BRGM
- CENN
- STUCKY LTD
- BNF
- Terrasense Switzerland Ltd
- Forests, Rangelands and Watershed management Organization (FRWO)

1. Announcements

The meeting with introduction to the assignment and especially evaluation criteria according to the re-announcement of the assignment.

- The most of criteria is the same as previous announcement. The number of criteria is reduced to make it clearer. All the proposals will be analyzed by these criteria. In case a proposal does not meet one minimum requirement the proposal will be disqualified.
- Section 3 - 3.2 is the main change. It is not necessary to provide each individual expert per specific hazard. One person can be charge of several hazards. Furthermore, CV should clearly indicate all the evaluation criteria.

- Proposals should be provided in two separate envelopes for technical proposal and financial proposal, bid security should be enclosed in the technical proposal.

2. Q & A

- 1) Is there a maximum number for Joint Company? How many partners can join? And also, how old are the data in Georgia?

Answer; there is no limit for the number of Joint Venture members.

- 2) The consultant should supervise the Georgian team for generating the hazard map. However, should the consultant be involved to develop it by him/herself?

Answer; the main objective of the assignment is to develop the unified methodology and hazard mapping and risk assessment. And the other assignment is to provide technical support to preparing their hazard mapping to the governmental institutions responsible for hazard mapping and risk assessment. No direct involvement in development of the maps is expected from the service provider, only oversight and quality control.

- 3) There will be a training session to provide?

Answer; there should be an on-job training plan developed and trainings provided to the relevant staff from government institutions.

- 4) is it a scale up project of GCF? Hydraulic modeler and the vulnerability methodologies are built by GCF?

Answer; yes

- 5) Who did the Study of Rioni? Was it a company/individual? un local / un international?

Answer; it was a team of Individual consultants hired by UNDP

- 6) Is this an open tender for everyone or only for those who had already applied?

Answer; yes, it is open for everyone. The minimum requirement is in RFP. For technical proposal, the minimum is 70 % of the total score. The second stage is the evaluation for the financial proposal. Furthermore, you must keep in mind to include bank guarantees as a bid security in financial proposal. No insurance statement will be accepted. The amount and the duration should be corresponded to the one in RFP. Otherwise, it will be disqualified.

- 7) Previously submitted bank guarantees will be returned?

Answer; yes, all the documents will be returned. Every proposal should be re-submitted.

- 8) Can you explain more about the certification from a bank of the financial statements?

Answer; it should be certified bank statement or financial statements certified by chief of account. Please make sure the statements are for last three years (2016, 2017, 2018).

- 9) The duty station will be in Tbilisi. There will be a field trip?

Answer; no, Field trip will be made by national environmental agency. There will be no field trip for the international experts.

- 10) Since the duration is for 5 years, is it possible to replace the expert during the assignment?

Answer: Yes

- 11) Regarding CV, can one individual expert cover several hazards?

Answer; it is possible, If the person has the expertise for several hazards.

- 12) Is the landslide included? and the person who is expertise in the landslide can cover another similar hazard?

Answer; the landslide is included, and the expert should have the expertise for each hazard.

- 13) Who will be main partners?

Answer; the major stakeholder will be the National Environmental Agency for hazard mapping, and it will be Emergency Management Service for Risk assessment. These two will be the major stakeholders.

- 14) Regarding bid security, because one of our partners is having bonds. Can it be accepted as bid security?

Answer: Yes, bonds may be accepted as bid security

- 15) Training course will be organized by the institution?

Answer; the institutions do not organize trainings, the selected company should.

- 16) All the trainees speak English? And if the delay was occurred by different working style, who is responsible for it?

Answer; probably, not everyone will speak English. The risk management aspect should include methodology face to this kind of risks.

- 17) Is there any provision of outsourcing for the mapping?

Answer; the overall objective to increase the capacity of those who are responsible for the hazard mapping. So, there is no intention to outsource it at this stage;

- 18) Can you explain what was the main reasons that the previous bidders didn't satisfied the requirement? Which is the main default?

Answer; individual debriefings may be provided if requested. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed. Otherwise, UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action.