

Meeting Minutes

Pre-Bid Conference

REP on ICT consultancy services for the preparation of technical specifications for the development and implementation of the centralized Multi-hazard Early Warning System of Georgia.

Date, Time 23 October, 2019 at 15:00h PM, Tbilisi Time (GMT+4);
Venue MHEWS Project office in Tbilisi /Skype;

Attendees From UNDP Georgia;

Nino Sherozia, Admin. & Fin. Associate

Levan Gagua, Proc. & Contr. Assistant

Eugen Platita Project System and Technology
International Expert (Via Skype).

Representatives of the following companies attended in person;

1. GEC JSC,
2. LLC CITI,
3. PMCG.

Representatives of the following companies attended in online/via Skype;

1. BRLingenierie (France),
2. PMCG partner from Estonia,
3. RMSI Private Limited (India).

1. Announcements

The meeting with introduction, briefing of MHEWS project and the Request for proposal.

Where addressed: Funding source, Duration, deadline, method of submission, criteria of selection (minimum requirement, etc.)

2. Discussion

- 1) Question N1 - What are Architecture of ICT and main deliverables?

Answer N1 - The RFP is first steps of the MHEWS project and main deliverable is to create detailed technical specifications for the Project and based on this software development company will be contracted in order to implement the system. Explained 4 major aspects and outputs of ToR.

- 2) Question N2 - Can We propose an alternative / additional personnel like risk management staff?

Answer N2 -It is mandatory to propose personnel required by RFP, but company can propose additional personnel for the proper fulfillment of the task.

- 3) Question N3 - Is it possible to disclose the approximate Budget of the project?

Answer N3 – For this acquisition / RFP we cannot disclose estimate budget. It should be offered by bidders.

- 4) Question N4 - Is it possible to get more information about MHEWS project?

Answer N4 - You can mail us what kind of information are you interested and we will supply it accordingly, also you can visit UNDP web site, where is given information about ongoing projects including MHEWS project.

- 5) Question N5 - Is it mandatory to that bidder is Local Georgian Company?

Answer N5 - According to RFP The bidder must have a local office in Georgia or at least a consortium partner, which is a registered company in Georgia – Registration paper or tax payment certification (Minimum Requirement);

- 6) Questions N6:

- 6.1 Please confirm if the lead partner of JV or Consortia should be registered in Georgia;
- 6.2 Should the lead partner be eligible for the qualification criteria listed in RFP (e.g. minimum 5 years of experience related to ICT Consultancy with at least one project specifically in analysis and design of software solutions)? Or is it sufficient if one of the JV members meet the minimum criteria?
- 6.3 Should one of the team members have international experience or is it sufficient to have local expertise considering they meet the requirements of RFP?

Answer N6 for each section of the questions:

- 6.1 RFP doesn't specifies, that lead partner of JV or Consortia should be registered in Georgia, therefore it is not mandatory, that Georgian local company should be JV leader, it can be a member of JV or Consortia member with specific role as indicated in RFP (Refers to RFP p.8 A - Qualifications of the Service Provider – “ *The bidder must have a local office in Georgia or at least a consortium partner, which is a registered company in Georgia – Registration paper or tax payment certification (Minimum Requirement)*”

6.2 Please refer to RFP p.36-37 JV & Consortium section – “ All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.”, therefore lead partner and all entities of JV or Consortium should meet eligible and qualification criteria envisaged by RFP;

6.3 Please refer to RFP p.9-11 Qualification of key personnel – There is no requirement for the team members to have international experience, therefore it is sufficient to have local expertise considering they meet the RFP minimum requirements.

- 7) Question N7 - Who are stakeholders of the project? And what are interaction between current announcements (Legal framework and Multy hazard mapping etc) and this RFP?

Answer N7 - Listed all stakeholders of the project , namely Ministry of Environmental Protection and Agriculture of Georgia (MEPA), Ministry of internal affairs including LEPL 112, etc.

- 8) Question N8 - Please clarify whether the IMPORTANT NOTE printed on page 37 of the RFP is applicable to: (a) lead member of JV/Consortium, (b) non-lead members of JV/Consortium, and/or (c) subcontractors of either a single bidder or any JV/Consortium member?

Answer N8 - According to RFP “The Company, which will be hired to perform this assignment, is NOT eligible for further development, implementation and deployment of the centralized Multi-hazard Early Warning System of Georgia”. Therefore the Company, which will be hired to perform this assignment, is NOT eligible for further development, implementation and deployment of the centralized Multi-hazard Early Warning System of Georgia. The requirement printed on p.37 is applicable to (a) lead member of JV/Consortium, (b) non-lead members of JV/Consortium, and/or (c) subcontractors of either a single bidder or any JV/Consortium member.

- 9) Question N9 could you Please send editable version of the forms. template of technical and financial proposal?.

Answer N19 - It will be sent directly to you, on the provided E-Mail.

To summarize the pre-bid meeting all participants were addressed to pay attention to the following:

1. Technical and financial proposals should be represented separately according to RFP;
2. In technical proposal there should not be any indication of budgetary figures;
3. Project budget breakdown must be represented using the form provided in RFP;