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31st October 2019, 17:00

UN House conference room, 9 Eristavi Street, Tbilisi, Georgia

RFP for the Design and Implementation of Business Education Module for young entrepreneurs in Abkhazia

Pre-bid conference minutes

In the scope of the UNDP Horizons Project a Skype pre-bid conference of the RFP for the Design and Implementation of Business Education Module for young entrepreneurs in Abkhazia was held in the UN House conference room in Tbilisi with the Skype connection with the project office in Sukhumi. The pre-bid conference started at 17:00 GEO local time and lasted for approximately 45 minutes, and the following parties were represented:

UNDP representatives:

Maia Bibileishvili, Finance and Administrative Associate

Giorgi Vardishvili, CPR Team Leader

Ivana Leginja, Consultant to support programme implementation, Project Manager a.i.

Amina Enik, Project Officer

Attending companies (Attendance sheet attached):

Deloitte Academy - Skype

SDL Corp - Skype

The pre-bid conference began with Giorgi Vardishvili giving an overview of the major activities to be covered by the project and explaining the rational of the announced RFP. Furthermore, the importance of keeping the financial information separate from the technical information was emphasized, as well as exercising caution in accidentally revealing any financial information in the technical proposal. In addition it was clarified on the exact time, and date, and address of the proposal to be submitted in sealed envelope via courier services only. Failing to conform would automatically disqualify bidding companies from further evaluation in the tendering process.

Following this, representatives of the companies introduced themselves and the Q&A session started.

Number	Bidder	Question	Response
1	Sohag Lahiri	What is the facility and equipment available for the course programme implementation? Are there computers (PCs) provided for participants with excel or any other Microsoft programme/application?	UNDP will provide the premises, internet access and equipment (laptops and PCs) per each participant of the course. All modules of the course programme will be carried out at Business Education Center.
2		If the company/organization without full 5 years of a proven track record can participate in the competition?	Only those companies/organizations that have full 5 years of a proven track record as operational companies are considered as eligible bidders. As a result, due to not fulfilling one of the key requirements of the call, the SDL Corp decided to withdraw from the meeting.
3	Olga Obraztsova, Marina Kudryavtseva	Who is the party with whom selected organization is signing the contract with?	UNDP CO Georgia
4		Is there any shareholder structure?	UNDP Georgia is an international organization and there are no shareholders involved.
5		What is the contract terms and condition? Is there a chance to discuss and change terms of the contract? Is there any reputation issues if selected company doesn't agree on terms of the contract and not sign it?	UNDP has its standard general terms and conditions of the contract. The contract terms, articles and conditions cannot be changed. The contract is followed by annexes that describe in details what and how activities are planned for implementation. After selection process is completed, the company works with UNDP on consultancy base before signing the contract, which when both parties enter into official agreement. Thus, there is no reputational risks nor obligation prior to signing the contract.
6		What is the limitation of usage of developed materials to third parties?	This needs to be checked in the contract.
7		How detailed should the programme modules be described in the proposal? Can selected company/organization work with contractors to deliver the course programme? What is the language of the course programme?	It should be as detailed as it is possible in line with preliminary bullet points as per each module content given in RFP. Joint ventures are legal in line with RFP terms. The working language of the course is Russian.

8	Olga Obraztsova, Marina Kudryavtseva	When it comes to taxation topics under Finances module of the programme, should the content cover Russian or Abkhaz taxation context/regulations etc?	Overall, under Finances, taxation, accounting and reporting module, the course content should focus on general international terms and ideas in the area, rather than focusing on a particular country context. Implication of Abkhaz peculiarities in the area is an asset.
9		Can recommendation letter be in Russian?	Yes, recommendation letters can be in Russian as well, since Russian is one of the official UN languages.

In addition, for the sake of consistency the recommendation was given while preparing the financial proposal to be guided by Cost Break down sample given in the RFP as Annex 6.

Maia Bibileishvili

Giorgi Vardishvili

Ivana Laginja, Consultant to support programme implementation, Project Manager a.i.

Amina Enik

