



Tbilisi, 7 November, 2019

*Empowered lives.
Resilient nations.*

Pre-Bid Conference Minutes

Tender – RFP Mediation Training and Consultancy Services for Efficient Institutionalization of Mediation in Georgia

6 November 2019, Wednesday 03:30 PM

UN House

UNDP Representatives:

Nino Chichinadze, UNDP Procurement/Logistics Associate

Liana Kartsivadze, UNDP ADR Project Manager

Ketevan Uridia, UNDP Legal Expert on ADR

Irina Mikeladze, UNDP Administrative/Finance Assistant

Participants:

- 1. Giorgi Tsertsvadze ADR Center**
- 2. Joachim Muller, CEDR (by skype)**

The pre-proposal conference took place on 6 November 2019, Wednesday at 03:30 PM at UN House. The aim of the meeting was to clarify both content-wise and procedural issues concerning the Invitation to Bid for the potential companies.

The conference was opened by Liana Kartsivadze, UNDP ADR Project Manager and provided the brief overview on objectives of the assignment, scope of work and expected output.

It has been explained that all required documents listed in annex 2 should be provided, otherwise the service provider will be eliminated. It has been clarified that service provider shall meet all minimum technical requirements. If an offeror that does not meet any of the minimum requirements will be automatically rejected, without further review. The Project Manager underlined that technical proposal and financial proposal must be completely separate and that the price should not be shown in technical proposal. The Project Manager also suggested



to indicate the exact roles and position of proposed staff in the project and indicate if roles of several requested consultants/experts will be performed by one individual.

The introduction was followed by the Q/A session:

Q: The RFP lists the expenses that shall be borne by UNDP, however flights and per diem and meals is not specified. Does this mean that these expenses can be requested?

A: Flights and per diems are not covered by UNDP, they should be included in financial proposal. However, meals will be provided only during trainings/workshops days as well as in country transportation in case trainings will be conducted outside Tbilisi.

Q: Deliverable 5 includes training of the ethics committee and disciplinary model. According to the timeline the obligation of submitting disciplinary model comes before the mission to Georgia, is it correct?

A: Disciplinary model shall be submitted and then discussed on the workshop, therefore obligation to submit comes before the mission to Georgia.

Since all issues in regard with the submission package were clarified, the meeting was announced to be closed.