

Meeting Minutes

Pre-Bid Conference

RFP on Preparation of Development of new regulation system for non-regulated Non-timber Forest Products.

Date, Time: March 27, 2020. from 15:00h until 16:00h PM, Geo Time (GMT+04);

Venue: Pre-bid conference was conducted via Skype;

Attendees: **From UNDP Georgia;**

Tornike Phulariani, BIOFIN National Coordinator



Levan Inashvili, BIOFIN Lead/Senior Finance Expert



Levan Gagua, Proc. & Contr. Assistant



Representatives of the following companies attended via Skype;

1. Beka Koberidze, Forester – Environmental Management Group (EMGroup) - Georgia;
2. Giorgi Tokhadze, Project Manager – Environmental Management Group (EMGroup) – Georgia;
3. Mikheil Kurdadze, Project Officer – Regional Environmental Centre Caucasus (RECC) – Georgia;
4. Enrico Vidale, Wild Forest Product Manager – ETIFOR LTD – Italy;
5. Nicola Andrighetto, Project manager – ETIFOR LTD – Italy;

1. Announcements

Following items were addressed: Implementation schedule and method, Guidance on JV, Methods of submission, Methodology, Specific Outputs.

2. Discussion

- 1) Question N1 – How do you plan to implement the first output of the assignment – “the survey of the currently non-regulated and commercially used NTFPs” considering the current situation (state of emergency) in the country?

Answer N1 – According to the RFP the tentative start date of the assignment is April 20, however, the procurement process could last a little longer resulting in starting the actual assignment in the beginning of May. It is suggested that the proposed methodology does not consider the state of emergency (which is currently announced until the April 21). In case the state of emergency is prolonged, by the time of contract signature, the successful bidder will be contacted, and the new/actual timelines will be agreed.

- 2) Question N2 – In case of JV, should there be a duly notarized Agreement between the entities in the JV

Answer N2 – In the RFP, Annex 2, pages 10-11 there is clear guidance for the JV, consortium and association. It has four main bullets which should be taken into the consideration during submitting the proposal by JV. It states, that in case of JV, consortium or association a duly notarized agreement between the entities should be presented. This is to reassure, that the parties of JV are willing to conduct the specific tasks. There is no template for the agreement, however there are some important elements to be presented. The agreement should clearly define the division of tasks between the entities (This might be an annex to the contract or in specific articles of the contract).

- 3) Question N3 – Is there a CV or reference letter template, which is obligatory to use?

Answer N3 – There is no CV template. In case the company has experience of submission the CVs using UNDP template, it is better to use this template in this case as well. The template can be shared to the companies after the pre-bid meeting. The template provide notes, that give the possibility to write shorter CVs in accordance to the RFP requirements. This template makes it easier to evaluate the relevant experience of the experts.

- 4) Question N4 – The Ministry of Environmental Protection and Agriculture is working on draft forest code which also covers NTFPs. Is there any cooperation with MEPA on this?

Answer N4 – BIOFIN project is implemented in close cooperation with the MEPA. The RFP highlights that the company should work closely with MEPA as well as the Ministry of Finance. The project is aware, that the draft Forest Code includes the chapter on NTFPs, but currently there is no specific regulation proposed. This part of the Code will be enacted after January 1, 2020. It was agreed that the BIOFIN project will support MEPA in introducing the new regulation for NTFPs.

- 5) Question N5 – Is there a list of available documents on NTFPs that were prepared under the frames of BIOFIN project? Usually the available materials are provided to the bidder companies.

Answer N5 – There is no much information available at the moment, but according to the initial survey there are some documents and relevant data mostly available at the MEPA. As mentioned in the RFP, the company, which is awarded a contract should work closely with the MEPA. It is the part of the assignment to collect the available information and based on it develop the final results. Unfortunately, at the moment the project is not capable to provide such a documentation.

- 6) Question N6 – Is there a need to submit the proposals in the electronic form as well?

Answer N6 – There is no need to provide proposal in an electronic form. Only sealed envelopes (technical and financial proposals separately) should be submitted.

- 7) Question N7 – Does the TOR reflect the needs of the Ministry or should the company consult the ministry on this?

Answer N7 – The ministry has clearly communicated that they need a support to introduce the new regulation for NTFPs. For this purpose, several activities were identified in the TOR within the scope of work, such as to “Conduct a survey of the currently non-regulated and commercially used NTFPs”, “Prepare the list of the most commercially viable species”, “Propose new fees” etc. It is up to the company to propose the implementation methodology according to this scope of work. The bidder is expected to provide detailed information on how the company will address all the items and outputs listed in the RFP. The activities given in the RFP are based on the consultations between the BIOFIN Project and the Ministry. The TOR has been agreed with the Ministry as well.

- 8) Question N8 – Does the assignment envisage drafting of legislative package?

Answer N8 – The RFP includes specific output to “Introduce relevant amendments to legislation”. This includes the analysis of current regulatory framework and identification of the legislative acts, where the relevant amendments should be introduced according the proposed new regulation for NTFPs.

- 9) Question N9 – Is it possible to submit the English version of the documents first and translate all the documents by the end of the project?

Answer N9 – All the documents should be prepared in both languages by the time of their delivery. The reports submitted to UNDP should be prepared in two languages – English and Georgian.

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

1. Technical and financial proposals should be represented totally 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 forms provided in RFP;
4. In case additional staff is proposed under any output, the bidder is expected to provide detailed justification of involving additional experts in the execution of the works in the Technical Proposal – to describe and explain the necessity of their involvement, specific tasks and engagement period.