



Minutes of Pre-Bid Conference

Invitation to bid **Procurement of LIDAR Surveys**

Project: Strengthening Climate Adaptation Capacities in Georgia

Date: 16 July 2020
Time: 16:00 (GMT +4)
Venue: Zoom Meeting

Participants :

UNDP Georgia:

Salome Lomadze	Project Manager
Nino Sherozia	Admin/Finance Associate
Juan Fernandez Sainz	Independent Expert

Handwritten signatures in blue ink are visible next to the names of the participants. There are three signatures, one for each participant listed in the table.

Representatives of the following companies:

- Mymobile+ LTD, Georgia
- GIS & RS Consulting Center GeoGraphic Ltd., Georgia
- DSM Soft (P) Ltd, India

The bidders were informed that the minutes of the meeting will be uploaded into the etendering system and in case of additional questions all the bidders may submit written clarification requests by email no later than 7 days prior to the submission deadline.

In addition, the bidders were provided with clarifications on evaluation process of the bids, particularly that evaluation will be conducted through review of the technical proposal, i.e. compliance with the technical requirements indicated in the ITB and availability of the required supporting documents and finally the price of the technically responsive bid. Thus, bidders were informed to use the provided checklist of the documents while submitting the bid. Importance of bid security form was emphasized as well, since absence of the latter would result in rejection of the bid.

Bidders were also consulted on how to complete the price schedule form within the ITB, particularly indicating that professional fee costs currently indicate the total number of the working days for specific tasks, meanwhile the bidders would be able to provide the breakdown of the days between the experts working on the specific tasks, however the total of the number of days for the task offered by the bidder should not exceed the total of the number of days indicated in the ITB form.

During the meeting the following questions were asked by the bidders:

- *Coverage area: whether the coverage area of 6,630km² was final or extension might be expected*
Response: The coverage area was defined using different resources based on which GIS polygons were created, thus no further extension of the area was expected.
- *Availability of Appendix A files*
Response: Two bidders could not find the Appendix A files; however it was clarified that the files were attached within the tendering announcement link which included the Appendix A with ZIP folder of GIS polygons for the coverage area, in shape file format; One bidder confirmed availability of the files and informed that they had downloaded the shape files;
- *Need for additional license or permits for capturing data for the river Enguri, since it is close to the breakaway region of Abkhazia*
Response: Before start of the flights, the selected company must obtain permits from Civil Aviation Agency of Georgia, who will provide all the information on the requirements and restrictions, if any related to flights;
- *Data security issue: in case of Consortium being located outside of EU country would it be possible to transfer data for further data processing by consortium member company located in India while data capturing is provided by another?*
Response: In case the **company's** bid is submitted as Joint Venture/Association/Consortium with clearly defined roles and responsibilities between partners, the data could be transferred to any member of the Consortium for further processing.
- *The start of the contract is indicated as September with duration of 6 months, is there any considerations for extension of the contract duration?*
Response: 6 months were defined as sufficient time for completion of the assignment, however issuance of the contract and start of the works will depend on existing restriction from COVID19 by that time.
- *When is the deadline for submission of the hardcopy of the bid security?*
Response: Since electronic submission through tendering is required, a scanned copy of the bid security should be uploaded in the system. If the bid security is not found alongside with other documents uploaded in the system, the offer shall be rejected. The original of the bid security must be sent via courier or hand delivery to the address indicated in the ITB no later than one week after submission deadline.