

Request for Quotation (RFQ) on Flood Defense Structure Pre-Bid Conference Meeting Minutes

Project “Developing Climate Resilient Flood and Flash Flood Management Practices to Protect Vulnerable Communities of Georgia” #00076540

Date: 16 September 2016

Pre-bid conference meeting on RFQ on Flood Defense Structure was held on 16 September 2016, in UN House, Conference Room.

Meeting was held by:

Ivane Tsiklauri – Project Manager



Natia Lipartiani – Project Admin Finance Assistant



Following company representatives attended the meeting:

1. JSC “Spetshydromsheni” represented by David Navdarashvili;
2. Ltd “Mshenebeli L.M.2009” represented by Zaqro Oniani.

During the meeting the content of RFQ, including all respective Annexes, was presented and potential bidders were guided how to submit the bid in an accurate manner and in accordance to RFQ requirements. It was noted that Language of submitted Bid, including all required documentations, excluding the ones that are issued by government entities should be English.

Together with the guidance how to submit the bid, several important issues were highlighted:

- **Site Visit** – site visit is not organized by the contracting authority, though bidders are strongly encouraged to visit the site;
- **Bid Validity** – 90 days from the last day of bid submission (starting from 23 September 2016) is set for Bid Validity period (per RFQ);
- **Latest Expected Date of completion of works** – 90 days from signing Civil Works Contract by both parties;
- **External risks (flooding and unfavorable weather conditions)** – in case the company fails to complete works within contract end date, liquidated damages shall be imposed (according to respective section). However, if the reason of delay will be unfavorable weather conditions (flooding, heavy rain followed by river level rise), which may/can require short-term suspension of the construction work, in agreement of both parties, works can be postponed based on proper written justification and confirmation from the contractors supervising engineer and UNDP civil engineer, together with submission of the letter from meteorological station. However, the total number of days for completion of the works (90 days per RFQ) will not be changed by this;
- **Warranty issue** – any defects identified during the warranty period, which starts after completion of works and continues for 2 years (according to RFQ), will be assessed by expertize services and respectively identified responsible party shall be responsible for the loss; it should also be considered that current BOQ is foreseen for the risk of floods with 100 year return period;
- **Currency and exchange rate Issue** – preferred currency of the bid is USD (per RFQ), though for bids submitted in other currencies than UNDP preferred currency, conversion will be done based on UNORE, on the date of the Bid Opening. Bidders must indicate the currency in the submitted proposals. Bid and/or contract amount will not be affected by any USD/GEL exchange rate variation and/or inflation;

- **Contract Payment and Quality Management** – UNDP project engineer will periodically visit the site for quality assessments and also will certify each deliverable/phase in accordance with RFQ requirements and submitted work schedule/Gantt chart. Payment to the contractor will be conducted after certification of UNDP project engineer on completion of each phase of works. For local companies all contractual payments will be made in GEL according to UN Official Rate of Exchange (UNORE) at the date of payment. UN Official Rate of Exchange (UNORE) can be seen on the following link: <https://treasury.un.org/operationalrates/OperationalRates.php#G>.
- **License/certificate for stones/boulders and technical data sheet for gabion boxes and mattresses** – respective license/certificate on stones/boulders (*from the manufacturer if company does not itself have certificate*), as well as technical data sheet for gabion boxes and mattresses as stipulated in BOQ should be submitted within the RFQ deadline;
- **Tender Evaluation and contract award criteria** – technical responsiveness of the bidder per RFQ requirements and lowest price offered.

At the end of the meeting question was raised from one of the attendees in regard to technical specification of the stone, namely which kind of stone, rubble or cobble should be used for construction, on which meeting organizers responded that stone to be used for construction can be cobble or rubble, though with volume weight of 2.6 t/m³, as stipulated in BOQ.

Pre-bid conference meeting minutes will be shared with the companies who attended the pre-bid conference meeting, as well as will be uploaded online on web-pages where RFQ is already posted. Following see respective links: http://procurement-notice.undp.org/view_notice.cfm?notice_id=32669 and <http://jobs.ge/122428/>.