

Nana Jamburia

From: Magdalena Nowakowska
Sent: Thursday, February 21, 2019 11:01 AM
To: info@publicity.ge
Cc: Marika Shioshvili; Nino Kakubava; Georgia Procurement Unit
Subject: RE: Questions related to the RFP for "Campaign Advancing Decentralization, Good Governance at Local Level, Self-Governance and Local Economic Development"

Good morning,

Thank you for expressing your readiness to participate in the RFP for "Campaign Advancing Decentralization, Good Governance at Local Level, Self-Governance and Local Economic Development".

Below, please, find the answers to your questions.

Budget related questions:

- The Bidder Company should include any relevant costs related to planning and implementing of the campaign into the financial proposal, including all costs related to the staff involved in the process.
- The Company overhead fee may be envisaged either as a separate budget line or included into per daily unit price.

TOR related questions:

- All target regions indicated in the ToR should be covered by the interventions of the campaign, though interventions may differ as per specific regions.
- The printing/production fees should be provided in the budget form; the Contractor will be responsible for developing, design and production of all materials related to the campaign. All costs should be reflected in the budget cost breakdown.
- The Contractor will be fully engaged and responsible for the campaign implementation process, in close cooperation with the relevant UNDP staff.
- The payments charts reflects the schedule of submission of deliverables and will be part of the agreement with the Contractor.

Best regards,



Magda Nowakowska
UNDP Communication Specialist
Cell: +995 598 822544
Tel.: +995 322 306137
4 Abashidze Street
Tbilisi, Georgia 0179
www.ge.undp.org

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From: info@publicity.ge <info@publicity.ge>

Sent: Wednesday, February 20, 2019 2:26 PM

To: Georgia Procurement Unit <procurement.geo@undp.org>

Cc: Magdalena Nowakowska <magdalena.nowakowska@undp.org>; Marika Shioshvili <marika.shioshvili@undp.org>;

Nino Kakubava <nino.kakubava@undp.org>

Subject: Questions related to the RFP for "Campaign Advancing Decentralization, Good Governance at Local Level, Self-Governance and Local Economic Development"

Dear Colleagues,

Please find Questions related to the RFP for "Campaign Advancing Decentralization, Good Governance at Local Level, Self-Governance and Local Economic Development":

Budget related questions:

- On page 9 of the RFP, cost breakdown by component budget template is provided listing key personal services, but also provides a room for additional potential staff. Should it be understood that, this can be used for staff, such as accountant? Or provision of cameraman, or photographer as relevant? (or this services will be provided by the project separately?)
- Also, should company overhead fee be included in the budget template as a separate budget line, or should be included / as loaded expense under the per daily unit price?

TOR related questions:

- Is it correct understanding, that both projects (Fostering Regional and Local Development and Fostering Decentralization and Good Governance at the Local Level) have different targeted locations? Also, as campaign approaches, all targeted regions should be equally covered, right?
- On page 20 of the TOR, under section "C.2. Expected outputs and deliverables" it says that in the frame of the assignment, contractor should produce specific visual materials, including promo videos, print and online materials. Should it be understood that, the printing/production fees also should be provided in the budget form? Or this service will be procured by UNDP separately and contractor will be engaged in developing/design and consulting processes only?
- On page 20 of the TOR, under section "C.2. Expected outputs and deliverables" it does not clearly state if contractor firm should be engaged in campaign implementation process. Please advise.
- On page 22, schedule of payments chart is provided. Should it be understood that this is an illustrative example and that the trimline, reporting, as well as payment schedule will be agreed between the parties once the selection is completed?

Kind Regards,

Revaz Natroshvili

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