

## Minutes of pre-proposal meeting

### RFP for providing support to Institutional Strengthening of the Ministry of Environmental Protection and Agriculture of Georgia

**Project: Improving Rural Development in Georgia**

**Date: 5-Jun-2019, 16:00**

**Venue: 14, Mtskheta str., Tbilisi, Georgia**

**Attending representatives of:**

**UNDP Project: Improving Rural Development in Georgia**

Ivane Shamugia (Capacity Development Adviser)  
Liliana Gureshidze (Liaising and Administrative Assistant)

**“Ernst & Young”  
“PMO”**

Ms. Nino Esakia  
Ms. Mariam Chachua  
Mr. Nick Baigent

**“PwC Georgia”**

Ms. Tamar Jakobia  
Mr. Sergi Kobakhidze

**“GEC”**

Mr. Ivane Mizandari

### **Key Information**

The representative of the project, Mr. Ivane Shamugia gave a brief presentation of:

- Project background
- Contractor’s Scope of work
- A quick reference of tools and methods that should be utilized in order to achieve objectives of the RFP
- Methodology evaluation criteria
- Request For Proposal

The basic issues were as follows:

- Practical guideline of a tendering process – participants can obtain detailed information on how to utilize the tendering system by referring to the Instruction Manual for Bidders (available on ge.undp.org website: [http://procurement-notices.undp.org/view\\_notice.cfm?notice\\_id=56156](http://procurement-notices.undp.org/view_notice.cfm?notice_id=56156))
- Practical guideline of uploading tendering documents/files – all relevant requested documents shall be submitted by Courier/Hand Delivery. Companies were reminded that Technical and Financial proposals shall be submitted in two separated envelopes. Companies that fail to submit their financial proposals according to this will be excluded from evaluation.
- Overall review of announced RFP.

- A quick reference of evaluation criteria (Technical and Financial proposals, Minimum requirements – companies that fail to meet the minimum requirements will be deemed non-responsive and be excluded from the evaluation).
- Brief description of Evaluation and selection process of the most responsive proposals

Representatives of the companies asked questions for further clarification and received answers.

Q1. What is the eligible manner of submitting proposals?

Answer: Bidders shall submit their technical and financial proposal in sealed envelopes by courier or hand delivery at 9 Eristavi Str., Tbilisi, Georgia.

Q2. Is Key personnel's proposed assignment fixed number of days or the bidder can shift it?

Answer: Total number of days are fixed, though shifting it up to bidder's consideration.

Q3. which recommendation letter is preferable for UNDP from Public or Private sector?

Answer: The content of the work based on which the entity recommends you to us shall be similar to RFP, regardless of the recommender entities' legal status.

Q4. What is the preferred language for the deliverables?

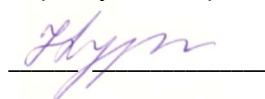
Answer: The deliverables shall be submitted both in English and Georgian Languages.

Q5. what approach does the UNDP uses while evaluating the duration of track records in organizational performance measurement, organizational development, and HRM related service?

Answer: the evaluation is based on the cumulative approach.

*please note that in the announced RFP under Technical Proposal Evaluation Form 1, paras 1.4 Relevance of Specialized Knowledge in the second section is a Typo: < at least 5 years of a proven track record in organizational performance measurement, organizational development and HRM service (10 points for every additional 1 year, but no more than 40 points)> there should be < More than 5 years of a proven track record in organizational performance measurement, organizational development and HRM service (10 points for every additional 1 year, but no more than 40 points)>*

Ivane Shamugia  
Capacity Development Adviser



Liliana Gureshidze  
Liaising and Administrative Assistant

