

25 June 2019

Pre - proposal conference minutes



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In the scope of UNDP FRLD Phase 2 a pre-proposal conference was held in UN House Conference Room, 9 Eristavi Street, on **25 May 2019 at 15:00 (Georgia local time)**. The meeting lasted for about half an hour and the following parties were represented:

From the UNDP: Tinatin Tkeshelashvili, Project Manager, FRLD 2
Natia Meladze, Monitoring and Evaluation Specialist, FRLD 2

Attending companies (please see the attendance sheet attached):

ACT - Analysis and Consulting Team
West Communications and Business Support Solutions (via Skype)

At the beginning, Natia Meladze thanked the participants for their interest in the RFP and gave a short overview of the scope, objectives and expected deliverables of the RFP as well as the key requirements to focus on while working on the proposal. An emphasis was made on the importance of keeping the financial information separate from the technical information to avoid accidentally revealing the figures in the technical proposal, since this automatically excludes companies from participation in the bid. The companies were also reminded of the deadlines and the local and global websites where the RFP is posted, after which the participants of the pre-bid conference introduced themselves and Q&A session started.

Q1: (ACT) Is the currency of the proposal USD or GEL (as the payment methodology was indicated in GEL)?

A: The currency of the Financial Proposal is USD, while the payment will be made in USD equivalent in GEL as per UN exchange rate.

Q2: (ACT) Can you share the word file of the ToR?

A: We will make the ToR available for you in Word format upon consultation with UNDP's Procurement Team.

Q2: (West Communications and Business Support Solutions) What kind of support can be expected from UNDP on the ground during the implementation of the survey?

A: UNDP will be able to provide the winning company with comprehensive information related to the local context as well as the project materials, previous study results and other information relevant to the RFP, while the winning company shall be responsible for overall administration of the study, including respective logistical arrangements.

Tinatin Tkeshelashvili:

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Natia Meladze:

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