

24 July 2019, 2:00 PM

UN House conference room, 9 Eristavi Street, Tbilisi, Georgia



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RFP for the Development of a Performance Management System for Street Cleaning and Waste Management Services in 23 Municipalities of Georgia

Pre-bid conference minutes

In the scope of the UNDP projects Fostering Regional and Local Development Phase II (FRLD2) and Fostering Decentralisation and Good Governance at the Local Level in Georgia (DGG), a pre-bid conference on the RFP for the Development of a Performance Management System for Street Cleaning and Waste Management Services in 23 Municipalities of Georgia was held in the UN House conference room, 9 Eristavi Street on 24 July 2019 at 2:00 PM (Georgia local time). The meeting lasted for an hour, and the following parties were represented:

UNDP representatives:

Nino Kakubava, Project Manager, DGG
Anna Keadze, Capacity Development Expert, DGG
Salome Murvanidze, Administrative and Finance Assistant, DGG
Gvantsa Iremashvili, Project Officer, FRLD 2
Nana Jamburia, Procurement/Logistics Team Leader
Panos Liverakos, International Consultant

Attending companies (Attendance sheet attached):

Otar Nemsadze, Senior Consultant, PWC Georgia
Tamar Tabagari, Assistant Management Consultant, Kennedy and Smith
Nino Kopaliani, Project Officer, PMCG
Nino Esakia, Government and Policy Sector Leader, EY
Giorgi Simongulashvili, Partner, GEC
Gennadiy Axion, CEO, Softengi (via Skype)
Yuriy Shkilnyuk, Business Analyst, Softengi (via Skype)
Andrii Lukianenko, Business Analyst, Softengi (via Skype)

The pre-bid conference began with Nino Kakubava giving an overview about the DGG and FRLD2 projects. Then, Anna Keadze covered the major activities of the project and explained the rationale of the announced RFP. Furthermore, the importance of keeping the financial information separate from the technical information was emphasised, as well as exercising caution in accidentally revealing any financial information in the technical proposal. Failing to conform would automatically disqualify bidding companies from further evaluation in the tendering process. Potential bidding companies were also reminded of deadlines for submitting their proposals.

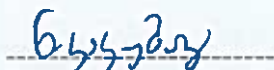
Following this, representatives of the companies introduced themselves and the Q&A session started.

The questions asked and the responses provided were:

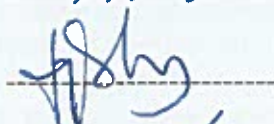
	QUESTIONS	RESPONSES
1	What was the reason for re-announcement of the RFP?	UNDP in Georgia did not receive a sufficient number of bids following the first announcement of this tender, thus it proceeded with re-advertising the RFP.
2	Does the required relevant experience imply experience in performance management or experience of performance management specifically in street cleaning and waste management?	Bidders should have demonstrated experience in developing performance management systems, preferably in the field of services. Moreover, if a company has experience in developing a performance management system for this kind of services, this will be considered an advantage.
3	Could you clarify what is meant by having experience in Georgia or the region? What is considered as a region for this RFP?	Eastern Europe, Central Asia and Caucasus countries will be considered as part of the region.
4	Is there any indication or restriction on the work-days to be used or personnel to be involved in the project? Can we involve additional experts in the team?	You are required to have a team involving at least those professional positions described in the RFP. However, prospective bidders may include additional personnel, as long as they justify the need for additional team members. Similarly, bidders are free to decide how many work-days are needed for the implementation of the tasks each team member will undertake.
5	Is it expected from the selected company to develop the e-tool?	No. The selected company will only develop the analytical module and will support the MSDA in the development of the e-tool.
6	In case of a consortium, are the credentials of all consortium members evaluated?	For some criteria, the lead company is required to meet the requirements, while for others - members of the consortium can meet the requirements cumulatively. Section 4 (evaluation criteria) of the RFP includes all details about the evaluation of consortium members.
7	If there is a service to be provided or an activity that needs to be implemented by professionals who are not part of the four-member team included in the RFP, are we allowed to add team members or purchase the service from another provider?	Prospective bidders are free to decide on including additional team members, as long as they provide adequate justification in their technical proposals. Bidders can purchase some services during the implementation of the project as necessary, however this modality should be made explicit in their technical proposals and justified appropriately.
8	Will the MSDA be responsible for developing the knowledge-sharing platform or other technical products apart from the PMS e-tool?	No, MSDA will be solely responsible for the development of the e-tool.
9	Is the best practices programme part of the contract with MSDA or with the selected company?	The best practices programme will be developed by the selected company; it is not part of the MSDA contract.
10	Have there been any additions or changes in the RFP compared to the previous call?	Main changes that have been made are the following:

		<ol style="list-style-type: none"> 1. Bidders can request clarifications 7 days before the deadline for submission of proposals; 2. Since electronic submission through the e-Tendering system is required, a scanned copy of the Bid Security shall be included along with the Technical Proposal. If Proposal Bid Security is not included with the Technical Proposal, the Proposal shall be rejected. Then, the original Bid Security document must be sent via courier or hand delivery to the UNDP (UN House, 9 Eristavi St. 0179 Tbilisi, Georgia) labelled "To Nana Jamburia, FRLD 2 RFP for PMS" before the proposal submission deadline; 3. The expected date for the commencement of the contract is 16 September; 4. The title of the software development specialist has been changed to software development specialist / systems analyst. <p>Bidders shall refer to the currently announced RFP for the procedures and requirements.</p>
11	Since translating the technical documentation might be very costly, are the company that implements the project required to provide all deliverables, including technical documentation, in Georgian and English?	Yes, all deliverables need to be provided in both languages. Therefore, prospective bidders shall include translation costs in their financial proposals.
12	What is the difference between the e-tool to be developed by MSDA and the analytical module to be provided by the selected company?	<p>The selected contractor will prepare and deliver an analytical module, which interprets the data input into the assessment system, as well as a draft interface containing all envisioned fields for data required for input into the system. This will be utilised by MSDA to develop the e-tool for the PMS.</p> <p>The contractor will have the opportunity to hold preliminary discussions and consultations with the MSDA before and during the development process.</p>
13	Can we suggest changes in the timing of deliverables or the RFP?	Prospective bidders may suggest changes in their implementation plan, as long as they are logical and realistic for the efficient implementation of the project's components. Notably, the deadlines for deliverables can also be negotiated at the contracting stage.
14	Will prospective bidders be required to develop the knowledge sharing platform?	According to the RFP the company that will undertake the implementation of this project, it will not be required to develop the knowledge sharing platform. However, the company will be expected to provide its input to the knowledge database in close cooperation with NALAG, as described in the RFP.

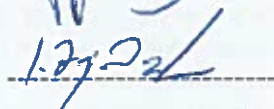
Nino Kakubava:



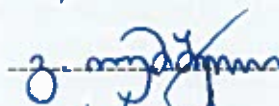
Anna Kebabze:



Salome Murvanidze:



Gvantsa Iremashvili:



Nana Jamburia:

