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Project title: Development of Georgia's Fourth National Communication and Second Biennial Update Report to the UNFCCC

Pre-bid conference minutes on RFP: For elaboration of "National Circumstances" and "Mitigation" sections of Georgia's Fourth National Communication to the UNFCCC. Venue: UN House 9 Eristavi str Tbilisi, Georgia

Date/Time: 12, August 2019 15:30 Tbilisi Time

The meeting lasted for 1 hour. The Pre-bid conference began with Shalva Amiredjibi-Project Manager giving an overview about the Project: Development of Georgia's Fourth National Communication and Second Biennial Update Report to the UNFCCC. He covered the major activities of the project and explained the rationale of the announced RFP. Also widely talked about the Terms of Reference of above mentioned RFP.

Nino Chichinadze Procurement and logistics associate pointed to the importance of keeping the financial information separately from technical information. Failing to do so or accidentally exposing any financial information in technical proposal will automatically disqualify bidders from further evaluation in the tendering process.

Nino Chichinadze also explained technical details of registration: How to register; that at first the password given in the RFP document needs to be entered in the system and then the password can be changed. In case of failure to register, displayed screenshots should be sent to the email addresses indicated in RFP. UNDP technical support team will assist to solve the issue or fix it.

E&E programme associate Davit Samunashvili emphasized to send all the queries in written to the emails pointed in RFP, one of the reasons is that other organizations might be experiencing the same problem and UNDP can share the solution to all the participants.

Nino Chichinadze: All the document should be posted online. You can zip all the documents. Please do not forget to point out in all the presented CVs the availability of persons and their signature.

Davit Samunashvili went through RFP in details explaining each and every bullet.

Shalva Amiredjibi asked representatives of attending organizations to make sure that minimum requirements of RFP are met. He wished success to all of the attending organizations and thanked them for participation.

UNDP Representatives:

Project Manager Shalva Amiredjibi

Project associate Liana Turkia

E&E programme associate Davit Samunashvili

Procurement/logistics associate Nino Chichinadze

Attending Organizations:

REC Caucasus Fundraising and Donor Coordination Officer Mikheil Kurdadze

WEG lead researcher Giorgi Mukhigulishvili

PMCG Project Officer Nino Kopaliani

The questions asked and responses given:

#	Questions	Responses
1	Question about the budget: Should it be in excel or word	We have the form as an example, please fill free to submit any form that includes minimum required information/budget (you can add e.g. experts and their costs, but please explain the need/logic) and please make sure budget is signed and stamped.
2	How many (thematic) consultants can there be?	You can have as many as you need (more than 1/logical). Please justified any additional consultant or cost indicated in the submitted budget.
3	What expenses can be included in the budget.	All the expenses that are needed (e.g Travel exp) can be included with justification.
4	VAT exemption/how does this work	The price provided in proposal by the company should be excluded of VAT.
5	Question about overhead	In Case Overhead is included in proposal the % should be reasonable and based on company/organization experience.
6	Is audit required?	No audit is required.
7	One of the requirement is no debt towards the budget.	You must present the document from Revenue service of Georgia in this regard.

8	In case of new information is available right after submission of final deliverable can there be any updates added on this stage?	No information can be updated upon submission of the final report. Report can be only updated in the process of its elaboration.
9	What do you recommend? What currency should be used in the contracts with our consultants.	Contract between UNDP and the organization should be in USD and will be paid in GEL as per UNDP exchange rate effective at the moment of payment. But you can maintain internal contacts in accordance with general practice of your organization.
10	Should we express our interest in the tender in written form?	No official notification is needed. The company should register in the e-tendering system and submit their proposals before the deadline.
11	Can the team leader be the same person for both RFPs.	Yes, if the time management will be justified.
12	Is Georgian a must for all the team members under RFP?	At least Team leader should be fluent in Georgian and English. And expert also should be fluent in Georgian (at least 1).
13	Can 1 organization participate in 2 tenders?	Yes 1 organization can participate in both RFPs. It is allowed for several organizations to participate as coalition.
14	How should Gender issue be reflected in both RFPs?	UNFCCC encourages parties to reflect the gender specific issue related to climate change in their reporting.
15	Is there a requirement or need of elaboration of mitigation Scenarios within the assignment?	Mitigation scenarios are being elaborated under other projects (CAP). Contractor should be in close cooperation with all parallel projects to reflect their findings and avoid overlaps and inconsistencies.