

Meeting Minutes

Pre-Bid Conference


REP on Elaboration of Legal and Institutional Framework for Multi-hazard Early Warning System and Climate Information

Date, Time 9 August 2019 at 3PM Tbilisi Time

Venue UN House in Tbilisi /Skype

Attendees UNDP

Salome Lomadze, Project Manager 

Nino Sherozia, Project Fin/admin Associate 

Dain Kim, UNV for M&E 

Representatives of the following companies attended in person:

ASB Georgia,
REC Caucasus,

Representative of the following company attended online/visa skype
Ecosustain

1. Announcements

During the meeting the following issues were discussed:

- Introduction to the project objectives under which the RfP was announced;
- Introduction to the RfP objectives and details: assignment duration, deadline for submitting the proposal, method of submission, criteria of selection (minimum requirement, etc.)
- Form of submitting the proposal: separate envelopes for Technical Proposal and Financial Proposal, no financial information should be indicated in the Technical Proposal otherwise the bidder will be disqualified.

2. Questions:

1) Question from Ecosustain; is it possible to submit the proposal by online system?

Answer; the proposal should be submitted by post, courier or hand delivery. Only printed paper form will be accepted.

UNDP

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- 2) Question from ASB Georgia; required qualification for national experts is quite strict. Finding some suitable person from outside of government might be complicated. Is it interdicted that we hire one of the government employees?

Answer; yes, it is. The person who will involve in the project should not be a civil servant. A side job is even prohibited by the law for the government officials.

- 3) For REC Caucasus, the TOR was clear, except turnover and budget, does the request for annual turnover correspond to tentative budget for the assignment?

Answer: Request for annual turn over is to evaluate financial standing of the company, not related to budget of the assignment.