

Q/A for RFP on Elaboration of Unified Multi-hazard Mapping and Risk Assessment Methodologies and Technical Support in Multi-hazard Mapping and Risk Assessment

- 1. Q.** When we would form a joint venture/association of firms for this procurement, and there is a clear leading firm who fulfills all the criteria for financial standing, is it necessary for all other partners in the JV/association to submit statements of annual turnover? Similarly, for the statements of recommendation/satisfactory performance, will it suffice for only the lead firm to submit the documentation or do all partners in the JV/association need to do the same?

A. As you may see in Section 4 evaluation criteria JV/Consortium Association members should meet the requirements for financial standing cumulatively in case of turnover and for current ratio at least lead partner should have 1 or above. However, since all entities that comprise JV/Consortium or Association are subject to the eligibility and qualification assessment by UNDP, relevant documents should be provided by all partners.
- 2. Q.** Regarding the financial information, all our balance sheets are in CHF, therefore do we need to convert CHF to USD if so, which rate should we use? Since 2016, there has been parity (or almost parity) between CHF and USD, therefore can we leave the financial data in CHF?

A. Financial information, balance sheets may be in other currency than USD, however please provide exchange rates for each respective year.
- 3. Q.** I have a question for being crystal clear regarding the field trips for the international experts: at the question 9) you explained that there will be no field trip for any international experts whereas at the question 15) you said that the selected company must organize training courses. So, the NEA trainees will make trips outside Georgia to join the company in its own country for receiving training. Is it right? In this case, all the transport and accommodation costs for NEA trainings shall be charge to UNDP but not to the Company. Is it right too?

A. To answer your question, by field trips of the consultants referred to in the minutes is meant field trips to regions of Georgia, where hazard mapping is expected to be conducted, which will be done by the staff of relevant governmental institutions. Though the experts will have travel missions to Georgia but only to Tbilisi, where NEA and EMS (main stakeholders) are based. Respectively, the trainings for staff members from relevant governmental institutions should be organized in Tbilisi Georgia, thus no travel is needed for staff members to the training.
- 4. Q.** Have there been any tender clarifications or scope amendments, other than those shown on the [procurement website](#)

A. No amendments were made to the scope of the RfP, the latest request for clarifications with answers you may find [here](#)
- 5. Q.** The pricing template includes for rates and time - Table 2 - Professional Fees. In addition to the experts, we have a range of technical and support staff that we propose to deliver this project. Please can you confirm if it is acceptable to expand this table to cover the full proposed complement of our team.

A. Bidders may add additional technical staff for fulfilment of the tasks envisaged in the ToR and administrative staff, that company considers necessary for fulfilment of the task, however please consider that the costs can be subject to review and approval from UNDP side

6. **Q.** Please could we request an extension of time of one week. Whilst this is not essential, it will help us finesse our proposal.
A. No extension of the submission deadline is possible
7. **Q.** I remember in the meeting there was a discussion about possible cooperation with other companies for this project. My question is if we form a consortium with another company, is it necessary for the leading company of the consortium to have attended the pre-bid meeting?
A. Attendance on the pre-bid conference is not mandatory and it is for the potential bidders or consortium members if interested. To answer your question, no it is not necessary for the leading company of the Consortium to attend the prebid meeting.
8. **Q.** I understand it is a part of an SDC project on Strengthening Climate Adaptation Capacities in the Southern Caucasuses - as described [here](#). Although Armenia and Azerbaijan are mentioned, the focus is clearly on the Georgian State. Given that the project description on the SDC website, more or less appears within the ToR for RFP 58448, I'd like to ask if there is a reason why the potential budget (for RFP 58448) is relatively small with respect to the budget of the SDC project description on the web?
A. Indeed, the assignment is one of the activities under SDC funded project "Strengthening CCA Capacities in Georgia" which is part of the SDC's program. However, the project that is implemented by UNDP covers only Georgia as you have rightly indicated in your email. Regarding the costing, please be informed that no financial information may be disclosed during the RfP announcement since competitive price is part of a bid evaluation process in combination with technical evaluation.
9. **Q.** There is one curious item in the ToR, which specifically requests compliance with ISO 9001 (or equivalent). Could you comment on the specificity of this request, as it is unusual - Was this on the recommendation of an external consultant?
A. ISO 9001 (or equivalent) on quality management is the mandatory requirement considering the scale and complexity of the required service.
10. **Q.** Could you please indicate whether an external consulting company (or an affiliate thereof) was involved in preparing or suggesting the scope of the RFP terms of reference, and if so, are those consultants eligible to bid? Also, in connection to the latter, if an external consultant has been involved in any similarly related work in Georgia to the RFP (e.g. supporting NEA or EMS), could you be so kind as to share the reports?
A. The RfP was developed by the UNDP and no external consulting company was involved. Any external consultant supporting in developing of a RfP is not eligible to participate in the bid, this would have caused disqualification of a bidder. Additional resource information for the RfP you may find within the ToR of the announcement.