

Meeting Minutes

Pre-Bid Conference

RFP on Preparation of Design of Flood-Prevention Measures in Town of Lagodekhi, Village Pirveli Maisi and Town Kobuleti.

Date, Time: January 31, 2020. from 15:00h until 17:00h PM, Geo Time (GMT+04);

Venue: MHEWS Project office in Tbilisi /Skype;

Attendees: **From UNDP Georgia;**

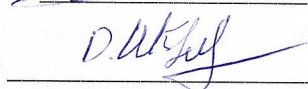
Tornike Phulariani, Project component team leader



Levan Gagua, Proc. & Contr. Assistant



Dimitri Ukleba, Project Local Engineer



Representatives of the following companies attended in person;

1. Hidro Dizayn, Mustafa Tabakoglu (Georgian Branch of Turkish Company);
2. Projectmshencompany LTD (Georgia). Raul Razmadze- General Director, Niko Balakhashvili – Civil Engineer;
3. DMT Group (Germany). Giorgi Obololashvili – Regional Manager;
4. IM Lub Engineer (Georgia). Zaza Mamatsashvili – Project Manager;
5. Mshenebeli LTD (Georgia). Tamaz Gogoladze Engineer, Tamaz Namoradze - Engineer;
6. Kocks Consulting GmbH (Germany). Irina Kvenetadze - Project Assistant.

Representatives of the following companies attended in online/via Skype;

1. NFB Engineering and Construction Company (Turkey). Bora Turan - Managing Director.

1. Announcements

The meeting with introduction, briefing of MHEWS project and the Request for proposal.

Where addressed: Funding source, Duration, deadline, method of submission, criteria of selection (**minimum requirement, etc.**)

2. Discussion

- 1) Question N1 – Is RFP available in Georgian Language? In what language should we submit the proposal?

Answer N1 – Georgian version of RFP is not available. Working language of UNDP Georgia is English. The proposal should be submitted in English, design document and reports itself should be represented in two languages - Georgian and English. In the budget form given in the RFP, other costs section includes translation costs which may face the contractor during representing the deliverables.

- 2) Question N2 – Are there available coordinates of the sites?

Answer N2 - Coordinates are indicated in the ToR, (Note: Coordinates of all 3 sites were distributed to all participants during the pre-bis meeting). Project international expert highlighted during pre-bid meeting that given coordinates are starting point of works, which may be extended according to site examination depending on current situation of river basins.

- 3) Question N3 - Is it mandatory to introduce International Experts for the RFP?

Answer N3 – It is not mandatory to propose International Team of experts, the bidder can freely use local experts, whose qualification and background meet the RFP requirements.

- 4) Question N4 - Please provide explanation whether it is allowed for JV, consortium or association to participate in the bidding. Is it mandatory that proposed experts should be employed full time in the Company?

Answer N4 - Scope of works are not complex and envisages only design works which could be implemented by one company without forming a JV with other companies. Therefore, participation of JV, Consortium or Association was not foreseen in our RFP.

In case the bidder will form the JV with other company, all entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.

While representing your proposals, it is not mandatory that staff proposed by the company to be full time employers. A bidder may introduce national staff and other experts as well, which are not employed full time and deemed appropriate by the contractor to meet the requirements as spelled out in the RFP. It is mandatory to represent CVs according to

provided forms and the proposed personnel should signed availability and That provided data correctly describe their qualifications, experiences, and other relevant information

- 5) Question N5 – Is it possible to extend a bid submission deadline?

Answer N5 –Project considered 3 weeks for the preparation of proposals, which is realistic and sufficient period. Therefore, at this stage we do not consider extending bid submission deadline.

- 6) Question N6 - Is sub-contracting allowed in RFP? Can bidder use sub-contractor's financial and other capabilities to meet RFP requirements?

Answer N6 – Sub-contracting is allowed, moreover in RFP budget template there are some services, which can be outsourced by bidder and rendered using subcontractor. For detailed regulation please refer to Annex 3 General Terms and Condition for Contracts clause N10. The bidder cannot use sub-contractor's financial and other capabilities to meet RFP requirements.

- 7) Question N7 – On the execution phase can we consider extension of current execution deadline – 5 months?

Answer N7 - According to RFP the contractor is expected to finalize works in 5 months, also to follow implementation plan (Activity Schedule) given in RFP. In case third party circumstances, which are not under contractor's control and could not be foreseen, there may be consideration of extension of existing deadline.

- 8) Question N8 - What are payment terms and conditions? Also, is it requested to represent bid security? Can you disclose approximate budget of the project?

Answer N8 – According to RFP payment will be made in 6 instalments based on deliverables with assigned percentage.

Bid security is not requested in this RFP. Unfortunately, we cannot disclose any estimation or budget of the project, it should be proposed by the bidder using 2 budget forms given in RFP.

- 9) Question N9 - Is it possible to consider revising Activity schedules given in RFP?

Answer N9 – Activity schedule is based on the best practice, realistic scheduling of tasks, interconnection between deliverables and tasks within the RFP and also between other services and activities which should be carried out by MHEWS project during 2020 and 2021

years, therefore revision of the activity plan cannot be under consideration, however the activity schedule is preliminary and is based on the optimistic target start date of works - March 20, 2020. The activities might be re-scheduled according to actual contract award date, however, interconnection between tasks carried out should be maintained unchanged.

- 10) Question N10 - Should annual turnover required in RFP be based on earnings from Design work services rendered by the company, or any other source of income and expenditure are acceptable?

Answer N10 – RFP does not specify the source of income. The bidder is expected to represent bank letter certifying annual turnover figure only, not the source of income or expenditure.

- 11) Question N11 - Can you provide editable forms of Budget and CVs?

Answer N11 – All available forms in editable format will be distributed to pre-bid participants right after pre-bid meeting. These forms are: Budget template for River Achkva, Budget template for Rivers Tskhenistskali and Lagodekhskhevi, Form for submitting service provider's proposal, CV Templates, Cost Breakdown form, Activity schedules for all 3 rivers.

- 12) Question N12 – During pre-bid conference following questions were received by E-Mail by the company representative attending via skype:

- a) Is there historical tidal data observation available? Or will an ocean model be developed to determine 1% AEP storm tide level?
- b) Will a hydraulic model and surveying be required also for Kintrishi river (up to the Ackhva river)?
- c) Is the hydrometeorological data available for basins of the project sites?
- d) Is there a digital river cadaster database available along the right of way of the channels?
- e) There is no information about environmental impact assessment? Will it be required
- f) It is indicated in TOR that the consultant will set up a HEC-HMS model for Kobuleti.
Is it also required to set up HEC-HMS models for Lagodekhi and Pirveli Maisi for hydrological analysis?

Answer N12

- a) Generation of the ocean model to obtain the tidal data is not required. Alternative source and/or method for derivation of the tidal data in need is acceptable;
- b) Survey and hydraulic modeling of the relevant section of the River Kintrishi will be required;
- c) Yes; such data for hydrological analysis is available in local releases;
- d) Yes; such data is available online on the website of the relevant authority;

- e) The successful bidder(Designer) will be working in close collaboration with the environmental staff of UNDP project during the design implementation;

The designer is not to prepare Environmental Impact Assessment component of the design;

All of the available data and information with regard to the Environmental issues will be shared to the Designer;

- f) HEC-HMS modeling is required for each of the river sites in reference.

- 13) Question N13 – Is the contractor/designer is expected to produce environmental impact assessment report?

Answer N13 – At the stage of tendering and contract execution the bidder/contractor is not expected to produce Environmental impact assessment. While implementing activities the contractor/designer is expected to closely cooperate with GCF Project environmental and social safeguard experts (Both – National and International) during the identification options and impact multi-criteria analysis.

- 14) Question N14 - Will received scores and shortlisted candidates list be disclosed after finalizing evaluation process?

Answer N14 – Scores received by the bidders will not be disclosed, neither will shortlisted candidates' credentials. In case a bidder does not pass minimum technical criteria, the bid will be disqualified from the evaluation process and represented financial bid will remain unopened and will be returned to the bidder.

To summarize the pre-bid meeting all participants were addressed to pay attention to the following issues:

1. Technical and financial proposals should be represented totally separately according to RFP;
2. In technical proposal there should not be any indication of budgetary figures;
3. Project budget breakdown must be represented using the forms provided in RFP;
4. CVs of proposed personnel should be represented according to provided forms.

