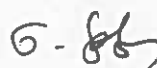


4 March 2020

Pre-Bid Conference
Tender – RFP Institutional Needs Assessment of the Supreme Council of Ajara (SCA)
UNDP Project “Consolidating Parliamentary Democracy in Georgia”
Wednesday, 4 March 2020, 14:00 hrs, UN Conference Hall

UNDP Representatives:

Ms Nino Chichinadze, UNDP Procurement/Logistics Associate



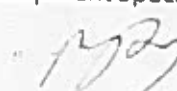
Ms Sophie Guruli, Parliament Project Manager



Ms Nino Tzagareishvili, Parliament Project Institutional Development Specialist



Ms Irine Urushadze, Parliament Project Officer (in Ajara)



Ms Tinatin Suladze, Parliament Project Administrative/Finance Assistant



Participants:

Ms Mariam Khubashvili, PMCG

Ms Eka Gvinjilia, PMCG

Mr Giga Kharebava, GEPRA

Ms Maya Shishniashvili, Innova

Ms Salome Machavariani, Innova

Mr Irakli Mizandari, GEC

Mr George Simongulashvili, GEC

Ms Sandra Ivanauske, Norway Registers Development AS (via Skype)

Mr Slava Gromlyuk, Public Administration International (PAI) (via Skype)

The aim of the pre-bid conference was to provide information to the potential bidders about the announced tender and answer their questions about the contents of the requested consultancy services as well as procedural aspects related to submission of proposals.

The conference was opened by Sophie Guruli, Parliament Project Manager who provided a brief overview about the project “Consolidating Parliamentary Democracy in Georgia” with a particular focus on the support activities planned for the Supreme Council of Autonomous Republic of Ajara (SCA) and objectives of the requested consultancy services.

The introduction was followed by the Q&A session:

Q: During the assignment does the company need to look into the power split between the SCA and Parliament of Georgia?

A: Since there are no major functional interconnections between the two institutions, there is no need to focus on this subject.

Q: Is it expected that the team is composed by Georgians only or the international consultants are allowed too?

A: It is advisable that the international company employs a local staff for easy operation, moreover that most of the documents to be analysed are in Georgian.

Q: Are there any requirements regarding the number of days for the consultants to be involved?

A: There is no pre-defined amount of days. The bidder is free to propose the number of days according to its own methodology.

Q: Can you let us know the range of the budget for the assignment?

A: UNDP does not provide information on the budget range.

Q: As the project is funded by the European Union, to what extent is the EU Delegation in Georgia involved in the consultancy?

A: UNDP is solely responsible for the implementation of the project and it informs and reports to the EU Delegation about the process. The donor is not engaged in the contents of the consultancy.

Q: Is the company allowed to include additional team members? If yes, how are the additional team members evaluated?

A: The company is free to propose additional team members along the required minimum amount of three consultants. The need of the additional team members must be well justified in the proposal. The additional team members will not be scored during the evaluation process.

Q: Does the communications component of the consultancy target both internal and external communications in the SCA?

A: Yes.

Q: The assignment includes different workshops. Does company need to include the costs of the venue, catering, etc in the budget?

A: SCA will provide the venue for the workshops. Any other related costs, such as catering, need to be included in the proposed budget.

Q: If the bidder forms the consortium, how will the years of experience be calculated and scored? Will the years of experience of both companies be summed up?

A: Only the experience of the leading company – the bidder – will be evaluated and scored.

Q: How much will the SCA be involved in the activity, and what are the risks of their low interest and participation?

A: Inclusion of the SCA component in the new EU-UNDP Parliament project was decided upon a strong request of the SCA leadership who realizes the need for institutional strengthening but is in a need of external support. We do not expect that all the members and staff of the SCA will be equally interested in the project, however, there is commitment from the Chair of the SCA and Head of Apparatus for full engagement. It is also critically important to ensure participatory and consultative process during each stage of the activity. Project Officer Irine Urushadze will be actively involved in the process and act as a mediator between the SCA and winning company, including for ensuring the SCA's full engagement.

Q: Can experience of conducting the similar assignments with non-public organizations be relevant while evaluating the company's experience?

A: It is important for the company to have the experience of conducting similar assignments with public organizations. However, in the proposal, the company shall list its experiences of working with other (non-public) organizations as well.

Q: Is there any limitations for the period when similar assignments were conducted and/or length of the assignment?

A: There are no such limitations.

Q: As the RFP requires at least two permanent staff in its consultancy division, is it mandatory that these permanent staff are included in the proposed team?

A: It is not mandatory to have permanent staff included in the proposed team. The proposed consultants also do not need to be permanent staff of the company.

Q: Has the SCA already outlined the areas which they need to be addressed?

A: The given needs assessment exercise is the starting point for the SCA which shall give them a full picture about their strengths, weakness and needs.

Q: How many copies of the documents need to be submitted? Is an audit letter mandatory?

A: Only one copy of the bid needs to be submitted. The technical and financial proposals need to be submitted in separate envelopes - both sealed and respectively marked. In case the company doesn't meet any of the minimum requirements and receives zero score in any of the evaluation criteria, the proposal will not be considered as eligible and a sealed (un-opened) envelope with a financial proposal will be sent back to the bidder.

The audit letter is not mandatory as the Georgian legislation does not oblige the companies to have annual financial auditing. No-debt letter and other financial documents can be submitted in Georgian. Bank letter on company turnover shall be submitted without detailed transaction history.

Q: As the clients usually take longer time to review the reports and give feedback, the activity often extends in time which might also affect the budget. How feasible is the provided timeframe for the consultancy?

A: We cannot rule out delays, however, it will be important to fit into the provided timeframe for two main reasons: (1) the needs assessment exercise shall lay basis for the SCA's institutional strategy which shall be developed in 2020; (2) 2020 is an election year and the SCA aims to finalize the needs assessment before the pre-electoral period starts close to summer.

Q: To what extent is the SCA ready to work and engage with external stakeholders?

A: Since the SCA is motivated to engage in the project, there is expectation that it will be also willing to work with the stakeholders. Besides, within the EU-UNDP project frames, the Institute for Development of Freedom of Information (IDFI) will be facilitating the cooperation between the SCA and local civil society to launch open governance-related activities at the SCA. This shall be helpful for the needs assessment process as well.

Q: Since the subcontractors are not evaluated, is there a need to submit the full documentation for subcontracted company?

A: In the proposal the bidder needs to submit only the profile of a subcontracted company and the contract (notarized) with the subcontractor.

Q: As it takes several days to deliver the envelopes from abroad by post, is it possible to extend the deadline for submission of the proposals?

A: The bidder is responsible to submit the proposal within the deadline and send proposals considering days needed for delivery.

(Note: please consider the above answer for the question as after verifying once again with the UNDP Operations, all the proposals shall be delivered within the provided deadline)

After all the questions raised by the participants were addressed, the pre-bid conference was closed. The minutes of the pre-bid conference will be shared with the participants.