**Minutes of pre-bid conference**

**RFP for conducting a**

**Municipal Enterprise Survey - Coping with COVID-19 Crisis**

**Project: Improving Rural Development in Georgia**

**Date: 15-July-2020, 12:00**

**Via Zoom Conference**

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| **UNDP Project: Improving Rural Development**  **in Georgia** | Giorgi Tsimintia (Coordinator for Economic Diversification)  Liliana Gureshidze (Liaising and Administrative Assistant) |

**Key Information**

The representative of the project, Mr. Giorgi Tsimintia gave a brief presentation of:

• Project background

• Contractor’s Scope of work

• A quick reference of tools and methods that should be utilized in order to achieve objectives of the RFP

• Methodology evaluation criteria

• Request For Proposal

The basic issues were as follows:

* Overall review of announced RFP.
* A quick reference of evaluation criteria (Technical and Financial proposals, Minimum requirements

– companies that fail to meet the minimum requirements will be deemed non-responsive and be

excluded from the evaluation).

* Brief description of Evaluation and selection process of the most responsive proposal

**Q and A session:**

**Q 1**: Dear Colleagues, hello, I’m Keti Kharatishvili, I’m interested to learn more about the required sample size, as per ToR sample size should be: 100 non-farm enterprises[[1]](#_ftn1) per each target municipality? Is it a fixed number, or after designing the questionnaire we may change it respectively as it seems unrealistic for me.

**Answer:** the sample size per target municipality, indicated in the ToR is desired not must, although the total number should be 800 non-farm enterprises per each target municipality. The questionnaire will be elaborated by the winner company with the consultant hired under our project.

**Q 2:** I have one question. Could you please classify the non-farm enterprise? What does it stand for?

**Answer**: Sure, you can find the definition of non-farm enterprise on NACE, a non-farm enterprise is everything except for agriculture.

**Q** **3**. Hello, I have a technical question. As per RFP one of the Key personnel is a Monitoring and Evaluation Coordinator. We have an internal M&E specialist and also we are able to hire the external one as well. Could you advise on which one is more desired?

**Answer**: It doesn’t matter. We have no priorities in this regard.

**Q 4**. Hello, we have a technical issue, in particular, we aren’t able to register for our company.

**Answer**: Your troubleshoot was addressed to the respective unit and will be processed as soon as possible.