



July 28, 2020, 15:00

Skype

Elaboration of Climate Mainstreaming Recommendations for Energy, Agriculture and Health Sectors of Georgia

Pre-bid conference minutes

In the scope of the UNDP project EU4Climate, a pre-bid conference on the RFP for Provision of Services for ***Elaboration of Climate Mainstreaming Recommendations for Energy, Agriculture and Health Sectors of Georgia*** was held in Skype in July 28, 2020, 15:00 (Georgia local time). The meeting lasted for approximately half an hour, and the following parties were represented:

UNDP representatives:

Lasha Nakashidze, EU4Climate National Coordinator

Lika Tergiashvili, EU4Climate project National/Regional Associate

Attending companies (Attendance sheet attached):

1	NGO "Environment and Development"	Nino Kheladze, kakha Bakhtadze
2	CENN	Megi Gamtkitsulashvili,
3	WEG	Giorgi Mukhigulishvili
4	PMCG	Salome Napetvaridze
5	Omnia	Maka Gelashvili

The pre-bid conference began with Lasha Nakashidze giving an overview of the major activities to be covered by the project and explaining the rationale of the announced RFP.

Following this, representatives of the companies introduced themselves and the Q&A session started.

The questions asked and the responses provided were:

QUESTIONS	RESPONSES
Can proposals be submitted by a consortium?	This type of RFP does not specify the participation of joint vectors of consortiums, but if the Bidder is going to form or have already formed a Joint Venture, Consortium or Association they shall confirm in their Proposal that they have designated one party to act as a lead entity, which shall be

	<p>evidenced by a duly notarized agreement among the legal entities, and submitted with the proposal. If they are awarded the contract, the contract shall be entered between UNDP and the designated lead entity, who shall be acting on behalf of all the member entities comprising the joint venture. If the proposal is submitted as a Joint Venture/Consortium/Association, each member should meet all minimum qualifications specified in the RFP.</p>
<p>Are there any restrictions for public Servants to participate with different organizations under proposals?</p>	<p>Yes. The eligibility of bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other bidders may result in the eventual rejection of the proposal.</p>
<p>Do the restrictions for public servants refers to the Institutions/Agencies under the Ministries?</p>	<p>In general, if the institution is under the beneficiary ministry, there is high chance that it can be considered as perceived conflict of interest as this might give some insider information during the preparation of proposal. Thus, this may lead to undue advantage to other bidders. The evaluation team will review such cases for the potential conflict of interest.</p>
<p>Is it necessary that supporting document of the proposal (e.g. company registration paper, tax payment certification) should be in English?</p>	<p>The documents provided by the relevant authorities can be submitted in original language.</p>
<p>Is it necessary to have an international expert as a Team Leader?</p>	<p>Involvement an International Expert as a Team Leader is not mandatory according to RFP. However expert with an international (outside of Georgia) experience is one of the minimum requirements as stipulated in RFP.</p>
<p>Are bidders encouraged to involve additional experts?</p>	<p>Bidders are allowed to propose the other professional team if deemed appropriate by the contractor to fulfill the requirements as spelled out in this RFP (Note: It is possible to combine several expert functions within one individual, provided that the candidate fully meets all the requirements.</p>

	Only key experts will be evaluated against the requirements stipulated in the RFP
Can the proposal include translation cost as <i>other related cost</i> ?	Yes, you can add translation cost as <i>other related cost</i> in your Financial Proposal.

Lasha Nakashidze



Lika Tergiashvili

