

PROJECT:

**MODERNIZATION OF VOCATIONAL EDUCATION AND TRAINING (VET) SYSTEM RELATED TO
AGRICULTURE IN GEORGIA (VET PHASE 2)**

**RFP - SUPPORT THE MINISTRY OF EDUCATION, SCIENCE, CULTURE AND SPORT OF GEORGIA TO
DEVELOP ENTREPRENEURIAL VET COLLEGES IN GEORGIA.**

Pre-Bid Conference Minutes

28 July 2020

13:00 – 14:00

Conference conducted via Zoom

Attendees Present:

	Name	Organization
1	Tea Gulua	UNDP
2	Lika Alavidze	UNDP
3	Konstantin Zhgenti	Abco Georgia
4	Zurab Kakabadze	Abco Georgia
6	Soraya Boulos	BG Consulting
7	Lali Kipshidze	Kaizen Institute Georgia
8	Schustereder Johann	Schustereder Education & Competency Development
9	Monika Mańkowska	EPRD
10	Eka Katamadze	GEC corporation
11	Eliso Gotoshia	GEC corporation
12	Tinatin Gholadze	GEN Georgia
13	Nino Dvalidze	Development Consulting Georgia
14	Maya Komakhidze	PMCG
15	Arsen Gogatadze	PWC
16	Arjan Goudsblom	PRENEURZ
17	Eka Gvinjilia	PMCG

Ms. Tea Gulua, UNDP, briefly provided the background of the project and discussed the specific outputs of the announced RFP, as well as activities envisaged under it. Objective of the project is to support MoESCS in development of entrepreneurial environment in VET system by developing entrepreneurial skills of leaders and administration of VET institutions. For this objective ministry selected two colleges: Iberia (Imereti region, Georgia) and Modus (Kvemo Kartli, region). Selected organization's work should be built on the initiatives supported by the European Training Foundation and UNDP. The selected bidder's assignment consists of four outputs, namely: Model for Entrepreneurial VET colleges and action plan prepared, College Iberia and college Modus supported, Entrepreneurial VET college individual action plans developed, Final narrative report developed.

Ms. Lika Alavidze, UNDP, provided a technical overview of the RFP application process, specifically emphasizing that the submitted Technical Proposal and the Financial Proposal envelopes must be completely separate and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate.

Ms. Alavidze reminded the participants that if the offeror does not meet any of the minimum technical qualification criteria/requirements defined in the forms 1, 2, and 3 of the Technical Proposal Evaluation, it will be given score (0) zero and will be automatically disqualified and there is no more need for further evaluation of disqualified offeror. That is why it is crucial to reflect all relevant experience and requirements (if such is available) in provided documentation. Also, she stressed the importance of providing all the documents listed in Annex 2.

Questions and Answers Session

- **Could you be more precise about the content of Guidebooks/Manuals that must be created for each VET college?**

Requested documents must include guidelines and instructions for introducing entrepreneurial culture in colleges Iberia and Modus, however it's worth to mention that these guidebooks must also include general recommendations so that other colleges find it useful as well. Winner organization will work closely with the ministry about the detailed description of the principles, methodology and approaches for the introduction of entrepreneurial culture in vocational colleges.

- **Should the winner organization create syllabuses and curriculums of entrepreneurial thinking subjects for students?**

The objective of this tender is to strengthen VET college administration and lead management, not the students, therefore there is no need to create documents for students.

- **Does the service provider have to work with teachers as well?**

As stated in RFP service provider is requested to work closely with administration and lead management.

- **How many people are in the administration of colleges? Is 4-5 people realistic quantity?**

The quantity of staff members for administration differs from college to college, however there are not more than 10 people.

- **As you mentioned earlier service provider is requested to work with administration and lead management, is it permitted for service provider to offer services for teachers as well?**

It is not forbidden to offer additional services, it is up to service provider to decide whether to include them in their proposal, however any addition to minimum requirements should be well justified in their methodology.

- **Is there any budget range predefined for this tender?**

We don't define budget range, however we expect that proposed budgets will be in range of current market prices.

- **Could you please specify the meaning of the entrepreneurial culture in announced RFP, does it mean to improve management of the VET colleges or to make VET colleges more profit generating in the future?**

As you know selected VET colleges are public and their main goal is to connect education to employment rather than generate income. The objective would be to strengthen the management, however since new VET law supports income generation for VET colleges, this aspect is also encouraged to be strengthened. In order to deepen your understanding regarding this matter we recommend reviewing publications produced by European Training Foundation (ETF) while preparing the proposal. As you know selected bidder will develop an introduction

model of entrepreneurial culture in VET colleges and a general action plan, based on the ETF document. This document is currently being finalized and the final version will be shared with the selected organization.

- **If the company is created recently will it meet the minimum requirements set forth in RFP?**
As stated in RFP organization must have at least 3-year experience in modelling organizational strategic development, if the company is created less than three years ago, it will be automatically disqualified.
- **If such need arises can the winner organization suggest replacing the staff of the VET colleges?**
Our intention is to strengthen management and administration of selected VET colleges, if it is not possible to be achieved by offering guidance and training, then staff replacement will be considered, however it must be well justified and approved by MoESCS.
- **Can the deadline of submitting proposals be extended for international bidders? Or is online submission considered as alternative form?**
Deadline extension is not considered yet, however all interested parties will be informed if such need arises. Online submission is not permitted for this tender.
- **Who will be covering administrative costs like transportation, per diem and venues for workshop? UNDP or bidders should include them in proposed budget?**
Since selected VET colleges have premises for conducting workshops, it is recommended to use their facility. As for transportation costs and per diem costs, bidders can include them in their proposed budgets. If bidders include any other costs apart from mentioned in RFP, they will be considered, however they must be well justified and approved. Bidders must keep in mind that financial proposals have 30% weight in final score
- **Can organizations apply for this tender via consortium?**
For this particular tender application via consortium is not considered.
- **Are bidders allowed to offer additional staff for this assignment?**
If bidder thinks that additional staff is required for their proposed methodology, they can include them, however it should be well justified and approved by UNDP. Bidders are highly encouraged to keep competitiveness in mind while making any addition to the requirements of RFP.

Signatures:

Tea Gulua
Knowledge Management and Innovation Specialist



Lika Alavidze
Admin. Finance Assistant

