

**United Nations Development Programme
Regional Bureau for Europe and the CIS
Regional Service Center**

Date: Monday, October 05, 2020
Reference: UNDP IRH-202007-ITB-13-CONSTRUCTION OF PUMP STATION
Subject: Pre-Bid Conference – Meeting Notes
Meeting Date: Monday 5th of Oct 2020 at 11:00 am Tbilisi time. The zoom address for this meeting is: <https://undp.zoom.us/j/8259365377>

Dear Sir/ Madam,

Please find Pre-Bid Conference Meeting Notes of UNDP IRH-202007-ITB-13-CONSTRUCTION OF PUMP STATION tender and be informed that being posted on relevant procurement websites in accordance with our standard practices:

| List of Attendees | | |
|--|--------------------------------------|-----------------------|
| Companies | Representative | Signatures |
| Ltd "Hydromsheni" | Maka Kavtaradze, Levan Chaava | |
| JSC "SPETSHYDROMSHENI" | Ia Burchuladze | |
| Ltd: Investigation, Design, Construction | Zurab Sikharulidze, Levan Kemashvili | |
| | | |
| UNDP IRH | Tugce Akpek | <i>Tugce Akpek</i> |
| | | |
| UNDP Kura II | Mary M. Matthews | |
| UNDP Kura II | Ahmed A. Elseoud | <i>Ahmed Elseoud</i> |
| UNDP Kura II | Maka Julakidze | <i>Maka Julakidze</i> |
| UNDP Kura II | Lana Manjgaladze | <i>Lana</i> |

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| | Questions | Answers |
|----|--|---|
| 1 | In the bid documentation, info on similar works – river crossings, river bank protection, are these works considered as similar works? | Yes, any hydraulic works on the river are considered as similar works. |
| 2 | Potential bidder wanted to confirm participation but couldn't enter the system as lost ID, wrote a letter, but haven't received any response | Account will be reset, with account and password issue resolved asap. |
| 4 | Potential bidder asked to reconfirm that only the forms are to be submitted? Should the supporting documents be indicated in the forms? | Yes, along with all supporting documentation, which should be indicated in the forms. Forms A-H must be followed and filled, to see what is required. Section 3: bid sheet data, states the conditions of the tender, also lists what documents need to be submitted along with forms A to H. |
| 5 | Form G – bank guarantee document, needs to be provided to UNDP Georgia address, but potential bidder could not see contact information | Refer to data sheet section 3 ; contact details of the UNDP Georgia, address: Kuchishvili street 4 |
| 6 | Form H: capacity and type of pump station | Specification of the pump; the answer should indicate if the proposed system fits within the set parameters |
| 7 | Sound Financial Stand (minimum acceptable Current Ratio 1.0) | Answer: rate of losses against profits should be in balance with each other; the balance for the last 3 years; should write the answer and write the details + summary of accounts |
| 8 | Signatures – what kind and should every page / every document be signed | Digital approval of documents is being used now; all documents filled and signed by the authorized person; should be signed and stamped; scan and upload; only the last pages |
| 9 | Last three years – do they include 2017-18-19? | Yes |
| 10 | Currency should be USD? | Yes, all prices must be in USD; Form A requires a total amount to be stated separately; |
| 11 | Clarification requested on UNGM ID and vendor of UNDP | All offices announce their tenders in UNGM platform, so all companies must register in this system; UNDP vendor means that if you have any existing contract with UNDP, and if it exists, it must also be recorded in the document. |
| 12 | Can hard copies be submitted if e-registration failed | No, only electronic registration and submission is accepted, so any technical problems must be sent to IRH to resolve this, at least 2 days in advance. |

Thank you and best regards,

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