

**Minutes of pre-bid conference
proposal for**

**We kindly request you to submit your proposal for
“Supporting of E-work Market Development for Rural Areas”**

Project: Improving Rural Development in Georgia

**Date: 13-November-2020, 12:00 a.m.
Via Zoom Conference**

**UNDP Project: Improving Rural
Development
in Georgia**

Giorgi Tsimintia (Coordinator for Economic
Diversification)
Liliana Gureshidze (Liaising and Administrative Assistant)

Attendees: PMCG

Eka Gvinjilia (Project Manager)
Nata Aptsiauri (Project Officer)
Nutsa Bezhuashvili (Project Officer)

Key Information

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

- Project background
- Purpose of the Tender

The overall objective is to assess e-work market demand of enterprises (from cities of: Tbilisi, Batumi, Kutaisi, Rustavi and Poti), as well as to support matching this demand (from rural labor force of the municipalities: Keda, Khulo, Borjomi, Akhalkalaki, Tetritskaro, Kazbegi, Lagodekhi and Dedoplistskaro).

Q and A session:

Q 1: I have downloaded all submitted document, though couldn't find the application for submission of the proposal, could you please refer?

Answer: you can find **form for submitting service provider's proposal** incorporated in the announcement document, under Annex 2.

Q 2. Do you have a budget determined in advance?

Answer: No, the RFP is a tender modality, and any hint regarding the project price is a violation.

Q 3. What is the evaluation process?

Answer: We apply a two-stage evaluation, first stage is a Technical evaluation of the submitted proposals. Technically responsive bidders will be requested to provide financial proposal passwords. The one, who will have the highest combined score, will be awarded the contract for services.

Q4: Are the face to face interviews mandatory? Perhaps, we should substitute it with the online ones?

Answer: We require online interviews.

Q5: Can the bidder offer additional activities regarding social media promotion campaigns?

Answer: The announcement states the required Social media campaign tools to be applied to this project. The activities were planned considering Covid-19 restrictions, and accordingly, we advise referring to that.