

United Nations Development Programme



Tbilisi, Georgia
17 December 2020

**Project: UN Joint Programme "European Union Innovative Action for Private Sector Competitiveness in Georgia"
(EU IPSC) /00104335**

Call for Proposal (CFP):

Engaging an NGO/CSO as Responsible Party for managing business grants programme for the provision of strategic investments to packaging value chain companies that facilitate the development of packaging cluster in Imereti and Kakheti Regions of Georgia

*Minutes of Pre-bid Conference
Held on 11-December-2020, 4:00 - 5:30
Via Zoom Conference*

UNDP representatives:

Mr. George Nanobashvili, UNDP Economic Development Portfolio Team Leader

Ms. Nana Jamburia, UNDP Procurement/Logistics Team Leader

Ms. Tinatin Suladze, UNDP Programme Associate

Mr. Konstantine Chanturia, UNDP Project Manager

Mr. Malkhaz Nikolashvili, UNDP National Consultant

Ms. Nino Dzeladze, UNDP Administrative Assistant

[Handwritten signatures in blue ink: George Nanobashvili, Nana Jamburia, Tinatin Suladze, Konstantine Chanturia, Malkhaz Nikolashvili, Nino Dzeladze]

Attendees – as detailed in Attendance List, **Annex I** of this document.

Mr. George Nanobashvili, UNDP Economic Development team leader, has welcomed attendees and briefly provided the background of the project, discussed the specific objectives of the announced CFP, as well as activities envisaged under it.

Further, Mr. Konstantine Chanturia, UNDP project manager, explained that the overall objective of this Call for Proposal is to select an NGO/CSO as a Responsible Party for establishing a mechanism and managing the process of allocation of business grants to packaging value chain companies and organizations for the provision of strategic investments that facilitate the development of packaging cluster in Georgia.

Mr. Chanturia also talked in detail about the announcement and Terms of Reference of the assignment, particularly: objectives and expected outputs/deliverables, eligibility and qualification criteria, evaluation criteria and methodology (budget size & duration), selection and submission processes, and all of the remainder sections envisaged under the Terms of Reference. It was also emphasized that QB-FBS methodology implies that all proposals have the same maximum overall

price (which cannot exceed a known fixed budget amount), focusing the selection on the quality of the proposal. Thus, evaluation of all technical proposals shall be carried out, in accordance with below outlined evaluation criteria, and the entity that obtains the highest technical score shall be selected.

Ms. Nana Jamburia and Ms. Nino Dzeladze, UNDP, provided a technical overview of the CFP application process, conducted through the UNDP ATLAS e-Tendering system. It was highlighted that bidders need to go through user registration in order to submit bids. Attendants were advised to plan ahead for uploading submission electronically, in order to have technical inaccuracies, if any, handled on time. Also, attendees were shown links for helpful Guides and warned about the deadline (including the time difference with the system) under the announcements of CFP.

Other important remarks also highlighted by the UNDP representatives during the meeting were:

- Bidders were asked to submit updated CVs of qualified personnel, emphasizing credentials relevant to the announcement;
- The importance to double-check the successfully upload of the evidence supported documents in the system for the proposal to be considered;
- Since this is Quality based under Fixed Budget Selection (QB-FBS) bidders are requested to indicated USD 180,000 under the proposal budget amount, irrespective of cost distribution in Annex IV of financial proposal;
- Amounts disbursed under the RPA will be exempt from VAT.

Questions and Answers Session

Q 1: What is advised to do in the case bidders cannot log in with an existing user and password in the online e-Tendering system?

Answer: Should bidders face any technical inaccuracies while logging in the UNDP ATLAS e-Tendering system with existing user names, or creating a new user, or submitting a quotation, are requested to send an email to procurement.geo@undp.org; cc nino.dzeladze@undp.org. It will be helpful to enclose screenshots of the system for reference. UNDP country office will then raise the case for the resolution to the respective unit in New York, UNDP HQ.

Q 2: Shall the joint proposals submitted with coalition / in partnership of two or more organization be considered?

Answer: Under this particular CFP announcement, joint ventures / consortiums are not eligible to apply, since to the scope of work, anticipated under it, is considered to be carried out by one NGO/CSO. Therefore, only one submission per organization should be considered.

Q 3: What is considered under the audited financial statements for the past two years of the organization?

Answer: Interested parties are requested to submit internal audited statements, including income statement and balance sheet of the organisation to indicate its financial stability, liquidity, credit standing, and market reputation, etc.

Q4: May audit reports for the projects implemented by the NGO/CSO considered under the audited financial statements for the past two years of the organization?

Answer: No, interested parties are requested to submit financial statements of the organization itself.

Q 5: What is considered under the provision of professional services, stated under eligibility criteria?

Answer: The provision of professional services relates to the provision of professional consulting services in respective region.

Q 6: What is the legal status of the eligible organisations to participate?

Answer: NGOs/CSOs, such as non-governmental, public, charitable, non-profit organization registered in Georgi that qualify with all remainder eligibility criteria set in section VII of Terms of Reference, are welcome to apply. Interested parties are welcome obtain further clarification, concerning particular organization by contacting the UNDP office in Georgia through the following address: E-mail address: nino.dzneladze@undp.org.

Q 7: Shall the experience of similar project implementation in Tbilisi be considered as relevant experience? Also, shall the participation in the grants programme under the selection of the beneficiary applicants and provision of other related consulting services, be regarded as relevant experience? However, in that case, the organization did not process sub-granting financially, thus provided grants administrative services to the UNDP project. Will this be considered under a relevant experience; Which years of experience should be presented?

Answer: Eligible parties need to submit prove of experience, regardless of its duration or the years when it was gained, in one of the following:

- in the management of grant programmes (at least one programme with a total number of recipients over 4) in the Imereti Region, Georgia OR
- in project implementation / or execution of contracts for the provision of professional services / or credit loans in the respective Region (Imereti or Kakheti Region, depending on the CFP participated) (at least one successfully implemented regional project / or contract for the provision of professional services / or credit loan);
- in grant programmes management / project implementation / or execution of contracts for the provision of professional services / or provision of credit loan with a total budget from USD 10,000.

Q 8: What kind of contract will be signed with the awarded organization?

Answer: The Responsible Party Agreement (RPA). A template of the RPA is enclosed to the CFP, under the Annex IV of the document.

Q 9: Shall the Responsible Party receive amount entitled for the grants pool which shall later to be disbursed to beneficiaries as sub-grants?

Answer: Yes. Funds to be sub-granted will be transferred to the Responsible Party. Further, the grants pool should be allocated by the Responsible Party to grantees under the schedule of payments specified in the grant agreements. Awarded enterprises shall utilize these strategic investments, in the form of grants, matching needs for the development of their business. The RP shall monitor implementation of business projects through inspection reports based on the field visits to each sub-grantee and remote communications.

Q 10: Shall the Responsible Party notify applicants of the grant programme on the results of selection process on the behalf of RP or on behalf of the UNDP?

Answer: The RPs shall notify on the results of the grant programme to all applicants (within 10 days of the UNDP feedback) via e-mail and over the telephone, with mentioning of the CFP announcement as reference.

Q 11: Shall the evidence supporting document be translated in English?

Answer: Supporting documents may be submitted in original language of the document (for example: Registration Documents, Bank account statement, agreements issued in Georgian language etc.).

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Annex I: Attendance List

	Name	Surname	E-mail	Telephone	Organisation	Title
1	Nino	Dzneladze	nino.dzneladze@undp.org	577720620	UNDP Georgia	
2	Tinatin	Suladze	tinatin.suladze@undp.org	595451780	UNDP Georgia	Programme Associate
3	Anano	Rukhadze	Anano.rukhadze@pmag.ge	598625557	PMAG Cluster	Intern
4	Marine	Davituliani	marika.davituliani@gmail.com	599257172	WWCA HERA	Executive Director
5	Mary	Todadze	marytodadze78@gmail.com	599026595	WWCA HERA	Financial Manager
6	Ketevan	Patsatsia	keti@economists.ge	591119592	Association of Young Economists of Georgia	Executive Director
7	Ana	Chapidze	Annachapidze@gmail.com	599720519	GCRT-Kutaisi	Director
8	Zurab	Kakabadze	z_kakabadze@abco.ge	59991 5802	Association of Business Consulting Organizations of Georgia	Chairman of the Board
9	Ketevan	Tskhakaia	spectri@gmail.com	599570516	Imereti Scientists' Union "Spectri"	Executive Director
10	Natia	Katsia	natia.katsia@care.org	598687770	CARE	Operations Coordinator
11	George	Nanobashvili	george.nanobashvili@undp.org	599936909	UNDP Georgia	Team Leader
12	Salome	Nikifi	s.nikifi@gcci.ge	555960861	UTEU Kutaisi	Chief Specialist of IR and projects management department
13	Otar	Antia	o.antia@pmcginternational.com	595777055	PMCG	Private Sector Development Manager
14	Salome	Solomnishvili	s.solomnishvili@pmcginternational.com	568894993	PMCG	Project Officer
15	Kakhaber	Abzhandadze	kabzhandadze@gmail.com	599555272	Georgian Organization of the Scout Movement	Program Manager
16	Maka	Khetsuriani		577122828	ასოციაცია "ქალები რეგიონების განვითარებისთვის"	
17	Nana	Tsertsvadze	ntsertsvadze@bag.ge	599294459	Business Association of Georgia	Deputy CEO
18	ketevan	Kartvelishvili	Katie.Kartvelishvili@care.org	555125321	CARE	Marketing and communications coordinator

19	Nanuli	Ramishvili	namishvili@mail.ru	599191404	UTEU Union of Teachers "Education end Universe". Kutaisi	
20	Nika	Kapanadze	n.kapanadze@pmcginternational.com	579170065	PMC Research Center	Junior Researcher
21	Konstantin	Zhgenti	abco@abco.ge	599569337	Association of Business Consulting Organizations of Georgia	President
22	Nana	Jamburia	nana.jamburia@undp.org		UNDP Georgia	Logistics Procurement Team Leader
23	Konstantine	Chanturia	konstantine.chanturia@undp.org		UNDP Georgia	National Project Manager