

United Nations Development Programme



Tbilisi, Georgia
2 March 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 program for the provision of strategic investments to packaging value chain companies that facilitate the development of packaging cluster in Across Georgia, with particular focus of Tbilisi and adjacent Area (as packaging hub) Georgia

*Minutes of Pre-bid Conference
Held on 26 February 2021, 4:00 - 5:30
Via Zoom Conference*

UNDP representatives:

Ms. Nana Jamburia, UNDP Procurement/Logistics Team Leader *Nana Jamburia*
Ms. Tinatin Suladze, UNDP Programme Associate *a. suladze*
Mr. Konstantine Chanturia, UNDP Project Manager *Konstantine Chanturia*
Ms. Nino Dzeladze, UNDP Administrative Assistant *Nino Dzeladze*

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

Mr. Konstantine Chanturia, UNDP Project Manager, 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. Chanturia, 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 Tbilisi and its adjacent Areas.

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 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, mainly bidders were asked:

- to submit updated CVs of qualified personnel, emphasizing credentials relevant to the announcement and note that, proposals submitted by two (2) or more organisations shall all be rejected if some key personnel proposed to be in the team of one organisation participates in more than one proposal received for this CFP process.
- to double-check the upload of the evidence supported documents in the system for the proposal to be considered.
- to indicate the USD 332,280 in the eTendering system under the proposal budget amount, irrespective of cost distribution in Annex IV of financial proposal, since this is Quality based under Fixed Budget Selection (QB-FBS).
- to assign appropriate and self-explanatory file names while uploading the documents in the eTendering system.
- To note that amounts disbursed under the RPA shall be exempt from VAT.

Questions and Answers Session

Q 1: Is the organization regarded eligible without experience in managing grants program, thus having either of experience in project implementation, or execution of contracts for the provision of professional services or credit loans?

Answer: Interested parties are requested to be "entities registered in Georgia for at least 3 years (non-governmental, public, charitable, non-profit)" and demonstrate proof of experience in either of eligibility requirements as per CFP:

- Experience in Tbilisi, Georgia in:
 - The management of grant programs - at least one program with a total number of recipients over 4 and with a total budget not less USD 10,000.
 - Or experience in project implementation (at least one successfully implemented project) with a total budget not less USD 10,000.
 - Or execution of contracts for the provision of professional services (at least one successfully implemented contract) and with a total budget not less USD 10,000.
 - Or credit loans (at least one successfully implemented credit loan) and with a total budget not less USD 10,000.

Q 2: Is the UNDP Responsible Party under other the ongoing agreement, regarded eligible to apply to the current CFP with the same personnel?

Answer: Should the bidder comply with the CFP requirements and conform with the minimum requirements of CFP eligible criteria the organization is regarded eligible and is welcome to participate in the tendering process.

Q 3: Is the organization selected under the CFP foreseen to provide training services to the beneficiaries, for the conclusion of maintenance contracts, especially for larger grants?

Answer: The selected RP is expected to provide technical support and guidance/trainings to the beneficiaries of the grant program during the application process.

United Nations Development Programme



Tbilisi, Georgia
2 March 2020

Annex 1: Attendance List

<i>Name</i>	<i>Surname</i>	<i>Email</i>	<i>Telephone number</i>	<i>Organisation</i>	<i>Title</i>
Nino	Dzneladze	nino.dzneladze@undp.org	577720620	UNDP Georgia	Administrative / Financial Assistant
Tinatin	Suladze	tinatin.suladze@undp.org	595451780	UNDP Georgia	Programme Associate
Konstantine	Chanturia	konstantine.chanturia@undp.org	595 28 30 30	UNDP Georgia	Project Manager
Ketevan	Patsatsia	keti@economists.ge	591119592	AYEG	Executive Director
Zurab	Kakabadze	z_kakabadze@abco.ge	599915802	ABCO	Chairman of the Board
Salome	Solomnishvili	s.solomnishvili@pmcginternational.com	568894993	PMCG	Project Manager
Liza	Katsiashvili	lizikatsiashvili@gmail.com	599212176	Agroservice	
Sandro	Sosiashvili		598089166	Agroservice	Technical Manager
Nana	Jamburia	procurement.geo@undp.org		UNDP Georgia	Procurement Team Leader