



PROJECT:

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

RFP – Impact Assessment of the Project

Pre-Bid Conference Minutes

12 May 2021

12:00 – 13:00

Conference conducted via Zoom

Attendees Present:

	Name	Organization
1	Konstantine Kobakhidze	UNDP
2	Lika Alavidze	UNDP
3	Mariam Berianidze	PMCG
4	Khatia Mamukashvili	IPM
5	Arsen Gogatadze	PWC
6	Mariam Machabeli	ACT
7	Tatia Kartlelishvili	IPM
8	Mariam Tlashadze	IPM

Mr. Konstantine Kobakhidze, UNDP, briefly provided the background of the project and discussed the specific outputs of the announced RFQ – Impact Assessment of the Project, as well as activities envisaged under it. The main goal of the Mid-term and Final Impact Assessment are to collect, analyze and provide traceable information on wider economic effects of the project: “Modernization of the VET and Extension System related to Agriculture in Georgia” on farmers, VET students and rural households.

Ms. Lika Alavidze, UNDP, provided a technical overview of the RFQ application process, specifically emphasizing that the submitted sealed and stamped envelopes must contain all required documents listed in RFQ. She reminded the participants that if the offeror does not meet any of the minimum requirements stipulated in the RFQ they will be automatically disqualified. That is why it is crucial to reflect all relevant experience and requirements (if such is available) in provided documentation.

Questions and Answers Session

- **Should the bidder provide their quotations only for Mid-Term impact Assessment or both for Mid-Term and Final Impact Assessment?**

Bidders are expected to submit quotations for both assessments, Mid-Term and Final, as stated in RFQ.

- **In TOR it was stated that Assessment process should include control groups, is it assumed only for mid-term or for final as-well?**

As per terms of reference, control groups should be included in both mid-term and final Assessments.

- **Is contact information of project beneficiaries (who should be interviewed) available?**

Contact information of beneficiaries, farmers, and students (VET graduates) will be provided to the winner of the tender by project's implementing partners.

- **Is it allowed to propose one person on two positions, for example is it possible that one of the experts is the team leader and he/she combines other functions as well?**

Proposing one person for two positions is acceptable, as long as he/she meets requirements for both functions, and it will not affect the quality of work.

- **Are bidders allowed to submit their proposal online via e-mail?**

As stated in RFQ bidders are requested to submit proposals in sealed and stamped envelopes to UN Country office, Eristavi str. 9, Tbilisi, Georgia. Online submission is not allowed for this RFQ.

- **Is the bidder requested to provide financial offer separately for Mid-Term and Final Impact assessment or one financial offer should cover costs for both assessments?**

Bidders are expected to fill Annex 3 - TECHNICAL AND FINANCIAL OFFER – SERVICES where price of each deliverable should be defined and additionally fill the table of breakdown of fees, which is a more detailed list and it should include all costs for both mid-term and final impact assessments.

- **What are the criteria of assessment process of proposals? Is it as usual, based on the 70% technical offer and 30% price weight distribution?**

As stated in RFQ The Contract will be awarded to the lowest price substantially compliant offer. Thus, among bidders with complaint proposals, one with the lowest price will be announced as the winner.

- **Should the CVs of proposed personnel be in specific format or are bidders flexible in this matter?**

In this Case there is no specific format of CVs required, therefore bidder is flexible to choose any format suitable for them, just make sure that CV contains relevant information that meets requirements set forth in RFQ.

Signatures:

Konstantine Kobakhidze
Project Manager

A handwritten signature in blue ink, appearing to read 'K. Kobakhidze', with a long horizontal stroke extending to the right.

Lika Alavidze
Admin. Finance Assistant

A handwritten signature in blue ink, appearing to read 'L. Alavidze', with a horizontal line underneath.