Meeting Minutes

Pre-Bid Conference

For the Development and Implementation of the Georgia's Centralized Multi-Hazard Disaster Risk Information System (MHDRIS) under the GCF funded project „Scaling-up Multi-Hazard Early Warning System and the Use of Climate Information in Georgia"

Date, Time: 17 June 2021, 15:00- 16:00h PM, Geo Time (GMT+04);

Venue: Zoom Application. Meeting ID: 811 7973 9930

Attendees: **UNDP Georgia represented by:**

Nino Gvazava, Project component team leader _____

Levan Gagua, Proc. & Contr. Assistant _____

Eugeniu Platita, MHEWS Project System and Technology International Expert_____

Representatives of the following national and international IT companies;
1. Twinit LLC, Gia Jgarkava (Georgia)
2. GeoGraphic LLC ,Niki Kaishauri (Georgia);
3. GeoGraphic LLC , Rezi Kenia (Georgia);
4. Softengi LLC, Sergiy Skybyk (Ukraine);
5. Softengi LLC, Oleksii Korotunov (Ukraine);

1. **Announcements**

   The meeting was opened with introduction of the meeting objective followed with briefing on MHEWS project and the assignment and the main requirements under the announced Request for Proposals (RfP). More precisely, the participants were given insight on the, outline and duration of the assignment including expected timeframes for the deliverables, funding source, proposal submission deadline and method, criteria of selection (**minimum requirement, etc.)**, CV template and budget forms.

2. **Discussion**

   Question N1 – As we understood the assignment does not require to build forecasting models for meteorological hazards.

Answer N1 – According to the ToR and the technical requirement (Annex A) there is no requirement to build forecasting model for meteorological hazards.

Question N2 – Do the system parties have APIs right now or it should be developed?

Answer N2 - This is one of the tasks of the ToR, the main data sets are already identified preliminarily in the project, but the winner company is expected to closely cooperate with the agencies and request the information about data sets, with availability of API. Some governmental agencies, for instant GeoStat already have APIs.

Question N3 - Is there available Georgian Governmental Middleware – Kind of interoperability platform?

Answer N3 – Direct interaction between the agencies in the system is already discussed and this is possible.

Question N4 – Is it mandatory the bidder to have local partner in Georgia?
Answer N4 – According to RfP In case of non-resident company, the bidder must have a local office in Georgia or at least a consortium or JV partner, which is a registered company in Georgia – registration paper or tax payment certification of local partner Company should be submitted in the proposal. This is a Minimum Requirement.

Question N5 – Is it mandatory for local partner to meet the RfP requirement on annual turnover?
Answer N5 –JV or Consortium leader should meet the requirement of Annual Turnover as per RfP - annual financial turnover - minimum 300,000 USD (per year) during the last 2 years of 2019 and 2020 (minimum requirement); Bidders should also pay attention to the terms/requirements for the JV or Consortium –Note under qualification of service provider – Annex 2, Section A.

Question N6 – Which agency will be hosting the system and who is the beneficiary of the system? What is the legal status and Emergency Management Service (EMS) ?
Answer N6 – Hosting of the system is not precisely decided at this moment; After having the precise knowledge on the hardware technical specifications the decision will be made on hosting issues. Hence, the bidder will be informed at that stage, but before the start of software development stage. Beneficiary of the system is Emergency Management Service, which is subordinate agency under the Ministry of Internal Affairs of Georgia.

Question N7 – Is the first stage of the system implementation to create concept of the system?   Is the budget of the system to be submitted after first stage of the system implementation? Because we need to do analyzes of the relevant technical requirements to

make proper calculations. Is the system in all about GIS solution or how it should be designed?

Answer N7 – The first stage is detailed analyzes and design with the involvement of relevant key experts. The budget of the project should be submitted in the proposal according to budget template provided in the RFP. The ToR includes very detailed technical specifications, which presents future architecture of the system (almost 130 pages, there are functional requirements, non-functional requirements, modules of the system, data sets, data sources and other information), therefore the bidders have sufficient information to do calculations and come up with detailed budget. The general concept of the system was also explained during the answer.

The budget is one of the important criteria for contract award, so the evaluation will be conducted based on submitted budget. We will pay attention how well the financial proposal is structured, and associated costs reasonably allocated. While developing your financial proposal please refer to the budget template included in the RFP and duly follow the existing budget lines, unit of measures, amounts, definitions etc.

Question N8 – The system envisages public information, so should it be separately placed on web or in one web there should be user access functions? Should the public portal be built with authorization? Or it should be with free access?

Answer N8 –The assignment doesn't restrict the bidders to use their own solution in this regard. Conceptually there should be 2 parts: One Public Portal (some may call it front office or whatever they like), another part is classified and sensitive information for internal users, which cannot be shared publicly. It Is the bidder's solution, which approach to use, but security issues, user's management should be taken into consideration. The public portal should be accessible without authorization, free for public users.

To summarize the pre-bid meeting all participants were addressed to pay attention to the following issues:

1. Proposals should be submitted through UNDP electronic system.

2. Project budget breakdown must be represented using the forms (-attention should be paid to the units of measures, other cost component etc.) provided in RfP;

3. CVs of proposed personnel should be represented according to provided forms and qualification and experience of proposed personnel should be clearly demonstrated with accordance to the RfP requirements, this is important for evaluation purposes.

All questions and remarks during the pre-bid conference were answered. No additional clarification was required.