



Pre-bid Conference Minutes within

RFP for Measuring and addressing potential adverse impacts on biodiversity from agricultural subsidies

Project Title: Biodiversity Finance Initiative (BIOFIN) Phase II

Date: August 3, 2021

Time: 15:00 GMT +4

Participants:

UNDP

1. Tornike Phulariani – Project National Coordinator
2. Levan Inashvili – Project Lead/Senior Finance Expert
3. Gigla Ramishvili – Project Administrative and Finance Assistant

The Representative of the Company participated

1. Martin Mautner Markhof - MAUTNER MARKHOF CONSULTING KG (AGROSERVICE)

The overall objective of the RFP is to identify the company which will provide services for Measuring and addressing potential adverse impacts on biodiversity from agricultural subsidies. The respective RFP was announced on July 29, 2021 with the deadline on or before 07:00 AM (New York time), August 19, 2021.

The pre-bid conference was conducted online on August 3, 2021 at 15:00 GMT +4. The aim of the conference was to clarify questions related to the announced RFP for the potential proposers.

Tornike Phulariani, Project National Coordinator, welcomed pre-bid conference participant, introduced the UNDP representatives to the potential bidder. He provided brief overview of the overall objective of the assignment, which is to ensure proper integration of biodiversity into stimulus and post-covid recovery

measures for the agricultural sector; reform/reduce subsidies with potential adverse impacts on biodiversity; prevent future expenditures related to eliminating negative consequences; develop opportunities for agricultural subsidies with positive impacts on biodiversity finance. The winner company will conduct necessary surveys, identify types and scale of specific potential negative consequences from agricultural subsidies, incorporate biodiversity indicators into the state-funded programs implemented by Rural Development Agency and examine opportunities to introduce subsidies with positive impacts on biodiversity finance.

Gigla Ramishvili provided important highlights concerning e-tendering system:

- Bidders should make sure that all bid factors are answered and for the Bid Price 1 should be entered. Financial proposal should be uploaded as a password protected PDF attachment.
- Self-explanatory file names, organized structure and clear content corresponding to the structure of the RFP requirements should be ensured.
- Up to maximum 40 MB size zip files should be used, and file names must not be longer than 60 characters without special characters or letters from different alphabets than English.
- Bidders should avoid attempting to post bids just prior to the deadline as last-minute help desk support is not guaranteed.
- Bidder was advised to be careful when using the "Save for Later" function and procedures related to canceling and submitting bids was explained.

The introduction was followed by question and answer session:

1. Q: As bidder does not have Atlas access, has not seen detailed Terms of Reference (TOR). What should be done?
A: The TOR is attached to RFP as Annex 4 and can be found in Atlas. The problem was forwarded to support center for the second time. Clearing internet browser history, re-opening the browser and manually typing User ID and password was recommended.
2. Q: Is RFP specific to Georgia?
A: Not only for Georgia, but very specifically for the programs which Rural Development Agency is conducting now and plans to conduct in future.
3. Q: How many days is expected duration of work?
A: Overall, the duration of assignment is 14 months. Allocation of days per expert and per month is up to the Company.
4. Q: The COVID-19 pandemic situation is getting worst in Georgia. Any expectations regarding the expected days of experts to be on field. If possible, working in Georgia is preferable to have more face to face engagement. (Fully vaccinated)
A: It is up to the bidder. UNDP can not restrict anyone from any proposal. Two stages of evaluation (Technical Proposal and Financial Proposal) were explained in detail together with scoring method and ratings of the Technical and Financial Proposals.

5. Q: Are only international experts considered to be involved in the assignment?
A: Not necessarily international experts. It is up to bidder.

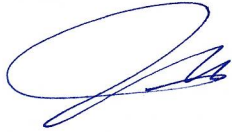
Tornike Phulariani

Project National Coordinator



Levan Inashvili

Project Lead/Senior Finance Expert



Gigla Ramishvili

Project Administrative and Finance Assistant

