



## Pre-bid Conference Minutes

### RFP for Elaboration of a comprehensive Master Plan for the Development of Mountain Mtirala and Village Korolistavi, Ajara AR, Georgia

In the scope of UNDP “Improving Rural Development in Georgia ENPARD 3” (IRDG) project a pre-proposal conference was held via zoom on 20<sup>th</sup> of April 2022 at 17:00 (GMT).

The zoom conference lasted for half-hour and the following participants were presented:

#### From the UNDP:

Natia Lipartiani, Procurement/Logistics Associate

Tinatin Suladze, Program Associate, Georgia ED Portfolio

Vakhtang Kontselidze, IRDG Project, Ajara Component Coordinator

Merab Svanidze, IRDG Project, Ajara Component Officer

Handwritten signatures in blue ink corresponding to the names of the UNDP representatives listed to the left. The signatures are: Natia Lipartiani, Tinatin Suladze, Vakhtang Kontselidze, and Merab Svanidze.

#### From Ajara Tourism Department (Beneficiary of the Services):

Tinatin Zoidze, Head of Tourism Department of Ajara AR

#### Attending Companies:

Andro Kortua, City Institute Georgia  
Ekaterine Khvedelidze, Black Sea Eco Academy  
Davit Paghava, BDO Consulting  
Mamuka Berdzenishvili, Tourism Institute  
Urska Starc-Peceny, ARCTUR  
Martin Sobota, Cityfoerster  
GeoGraphic

The aim of the conference was to clarify questions related to the announced RFP for the potential proposers.

**Vakhtang Kontselidze**, Project Coordinator welcomed pre-proposal conference participants and thanking prospective proposers for their participation. He made a brief overview of the services under ToR and overall objective of the assignment to be undertaken under the contract, specifically, the contractor is expected to provide support in elaboration of an integrated and detailed Master Plan for the development of Mountain Mtirala and Village Korolistavi reflecting the ecotourism, rural tourism,

and environmental sustainability aspects in alignment with income generation opportunities and sustainable management of the protected area.

**Tinatn Zoidze**, Head of Tourism Department emphasized that due to its proximity to the Batumi City as well as its location into national park Mt. Mitral has huge potential to become as a new tourist attraction in Ajara. This will allow Ajara tourism department to offer travellers visiting Ajara region more diversified ecotourism activities. She also noted that Mt. Mitral currently is not developed for tourism at all, therefore elaboration mentioned master plan with involvement of professionals is very important for the Government of Ajara AR.

**Natia Lipartiani** Procurement/Logistics Associate introduced technical aspects of the registration of the bid. Namely, it was noted that, registration on e-tendering online platform and upload of the bids in the system should be done using instructions provided in uploaded user guide and video guide for bidders; timely submission of the bids is hereby strongly recommended as this is a formal process and system will not accept any late bids, and Bidders should avoid attempting to post bids just prior to the deadline, as the Purchaser cannot guarantee help desk support at last minute; submission/upload of technical and financial proposals should be done separately, and bidders should not disclose their financial proposal and while entering financial proposal in the system bidders should insert “1” and upload password protected financial proposal, otherwise it would lead to rejection of the bid. UNDP shall request password for opening the Financial Proposal only from the Proposers who pass the Technical Evaluation as per the criteria established and disclosed in the RFP; Bidders should pay due attention to the requirements set in RFP and proposal and respective documentations should be uploaded in line to the requirement set in RFP. She also noted that if the offeror does not meet any of the minimum technical qualification criteria it will be automatically disqualified and will not be considered for further evaluation.

The introduction was followed by question-and-answer session:

- 1. Q: question was asked about procedures to forming consortium between local and foreign legal entities. As per RFP requirement the agreement among the entities should be notarized, but for international consortium to satisfy this requirement is very difficult because of timeframe.**

A: If the Bidder is a group of legal entities that will form consortium and/or association the signed declaration on the appointment of the leading entity as well as agreement on tasks distribution and delivery of actions should be submitted. It is recommended to duly notarize this declaration, however, the legal agreement between the companies with clear information on legal responsibilities, as well as tasks distribution, including provision of information which company is considered as Lead, might also be acceptable, subject to decision of evaluation committee. In addition, if any clarification might be raised in regard to agreement, evaluation committee will conduct respective clarification process. Reflection of which is lead company is required for contract award stage, namely, if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the consortium.

- 2. Q: Solicitation document does not refer to the management plan of protected areas, but we know that this plan is exist. What will be relationship between these documents in terms of legality, can the management plan be considered as a bases for elaboration of Master Pan?**

A: The RFP emphasizes that, since a large part of the target area of the development plan is located within the protected area the plan should be elaborated in conformity with the Law of Georgia on Protected Areas as well as based on other secondary legislation. As well as the elaboration process should be conducted with close cooperation and involvement of the different stakeholders including LEPL Agency of Protected Areas of Georgia.

- 3. Q: The same call for proposals was announced in 2019, what was the outcome of this call, and if is there any revised requirement under the new call to be considered?**

A: Because of the COVID-19, restrictions imposed in the country and globally was not allowing to conduct any activities envisaged by the RFP, due to this fact the evaluation committee decided to cancel the RFP on the evaluation stage and consider re-announcement. RFP is re-announced again considering that restrictions are removed/mitigated. The new RFP contains some changes, so it is advised to create proposals based on careful reading of the current solicitation documents, RFP requirements and thus submitting the proposal.

- 4. Q: The RFP was announced on 14<sup>th</sup> of April with the deadline of 27<sup>th</sup> of April. To take into consideration the complexity of services on preparation of methodology and proposals 2 weeks period will not be enough. Will it be possible to extend the deadline for submission of proposals?**

A: At this stage deadline for submission is already determined, also considering the timeframes of completion of services. However, the stated recommendation of deadline extension can be considered. It is recommended to communicate noted officially via email as well. In case decision will be made on extension, notification on deadline extension will be updated in the system, on respective announcement webpages as well as will be distributed among the participants of the pre-bid conference.

The UNDP representatives thanked the attendees for showing their interest and the meeting was closed.