



Pre-bid Conference Minutes within

RFP for Support post-COVID financial recovery in rural areas of Georgia through sustainably used NTFPs

Project Title: Biodiversity Finance Initiative (BIOFIN) Phase II

Date: May 20, 2022

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 Admin/Finance Assistant**

The representatives of the Companies participated

1. **Nino Gaprindashvili - CENN - Caucasus Environmental NGO Network**
2. **Vakhtang Kochoradze – CENN - Caucasus Environmental NGO Network**
3. **Anzor Gogotidze – Tusheti Protected Areas Friends Association**
4. **Giga Phaikidze - The SME Development Association (SMEDA)**
5. **Aslan Artmeladze - The SME Development Association (SMEDA)**
6. **Davit Paghava – BDO Georgia**

The overall objective of the RFP is to identify the company which will provide services for **Support post-COVID financial recovery in rural areas of Georgia through sustainably used NTFPs**. The respective RFP was announced on May 17, 2022, with the deadline on or before 08:36 AM (New York time), May 31, 2022.

The pre-bid conference was conducted online on May 20, 2022, at 15:00 GMT +4. The aim of the conference was to clarify questions related to the announced RFP for the potential proposers.

At the beginning of the meeting, **Gigla Ramishvili** provided important highlights concerning e-tendering system. He noted that:

- 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.
- Bidders were advised to be careful when using the “Save for later” function and procedures related to canceling and submitting bids were explained.
- Bidders should not register for a new account if they have already registered for a Bidder account before and cannot remember their credentials. Instead, they should go to the section on “Forgotten Passwords” and follow the instructions.

Tornike Phulariani, Project National Coordinator, welcomed pre-bid conference participants, introduced the UNDP representatives to the potential bidders, who also introduced themselves. He provided brief overview of the overall objective of the assignment, which is to support generation of sustainable and fair income for households (with specific focus on women) representing the

weakest link in the current supply chain, ensure conservation of plant species through sustainable use of NTFPs, maintain forest ecosystem services for future generations.

Tornike Phulariani advised potential bidders to create proposals based on a careful reading of the tender documents. He added that RFP requirements should be carefully analyzed by the bidders. Mr. Phulariani underlined the importance of providing all documents indicated in Annex 2 of the RFP and also meeting other minimum requirements by the bidders, and he noted that if the offeror does not meet any of the minimum technical qualification criteria/requirements it will be automatically disqualified and will not be considered for further evaluation.

The introduction was followed by question and answer session:

Q1. (BDO Georgia) – Davit Paghava noted that due to the login issue on UNPD eTendering portal, he could not manage to read tender document. Mr. Paghava asked the question about the possible extension of the RFP deadline.

A1. (UNDP) – Tornike Phulariani answered that current RFP is re-announcement as the first one was not successful. He added that, deadline extension depends on the number of bids submitted and if this number is not sufficient, deadline can be extended further. Gigla Ramishvili added that helpdesk support unit will contact BDO Georgia on login issue following the enquiry UNDP received.

Q2. (CENN) – Vakhtang Kochoradze asked two questions. First question was about possible modification of the percentages of the deliverables indicated in the RFP according to their interest. Second question was about the number of additional experts the bidder can propose other than listed in Annex 2 of the RFP.

A2. (UNDP) – Tornike Phulariani answered to the first question that percentage distribution is the result of careful consideration of BIOFIN team, and it cannot be changed. He also noted that the number of experts ((7) seven) in total) indicated in Annex 2 Section E: Cost Breakdown by Cost Component is enough for this assignment. However, bidders can still propose other key personnel, but with limitation of maximum additional (1) one expert. He added that, in case of proposed additional personnel, proper justification should be provided in the Technical Proposal elaborating his/her duties/responsibilities in implementation of the proposed methodology and additional personnel (if any) will be subject to UNDP review, approval and evaluation against proposed methodology. Gigla Ramishvili noted that additional information about the additional key personnel is provided at the end of Annex 2 of the RFP.

Q3. (Tusheti Protected Areas Friends Association) – Anzor Gogotidze noted that Tusheti Protected Areas Friends Association submitted their bid during the first announcement of the RFP which was not successful and asked the reasons for this. He also asked if the offeror could receive individual consultation in case of questions before the RFP deadline.

A3. (UNDP) – Levan Inashvili clearly explained that if the offeror does not meet any of the minimum technical qualification criteria/requirements defined in the sections 1, 2 and 3 of the Technical Evaluation Criteria (For Methodology, Bidders Qualification, Personnel Experience), it will be given score (0) zero and will be automatically disqualified and will not be considered for further evaluation. Mr. Inashvili added that if the bidders have any other questions during the submitting process of the bids, they can contact to Mr. Gigla Ramishvili officially and will receive relevant answers accordingly. Tornike Phulariani added that during the first announcement of the RFP, none of the bidder's proposal was identified fully technically responsive meeting RFP minimum requirements and the tender was failed. Therefore, re-announcement was recommended.

At the end of the question and answer session, UNDP representatives once again advised the potential bidders to carefully analyze all the minimum requirements provided in the RFP.

Tornike Phulariani
Project National Coordinator



Levan Inashvili
Project Lead/Senior Finance Expert



Gigla Ramishvili
Project Administrative and Finance Assistant


