Meeting Minutes

Pre-Bid Conference
RFP - Baseline and endline surveys for an impact evaluation (IE) for the areas of non-structural measures including knowledge, awareness, and practices (KAP) component in the frame of the project Scaling-up multi-hazard early warning system and the use of climate information in Georgia.

Date, Time: May 31, 2022 15:00- 17:00h PM, Geo Time (GMT+04);

Venue: Zoom Application. Meeting ID: 82421237134

Attendees: **UNDP Georgia represented by:**

Ketevan Skhireli, Project Coordinator

Tornike Phulariani
Project component team leader

Nana Chabukiani
Monitoring and Evaluation Associate

Levan Gagua, Proc. & Contr. Assistant

Representatives of the following national and international companies attended the conference;

1. REC Caucasus (Georgia);
2. CRRC-Georgia (Georgia);
3. ACT LLC (Georgia);
4. INCAS Consulting (International Company)

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 insights on GCF Funded Project, Project background, scope, and outcomes. Outline and duration of the assignment, including expected timeframes for the deliverables under the ToR, techniques of development of required methodology (Explaining Criteria of evaluation), CVs of requested personnel, and

budget forms. Proposal submission deadline and e-tendering general rules (Financial proposal submission with excepted file only) etc.

2. Discussion

Question N1 – Is it possible to negotiate price with UNDP if the proposal is not winning the bid?

Answer N1 – bidders are expected to submit the financial proposal according to the budget form, which includes Personnel costs and other costs. Those budget lines should reflect realistic and market prices for each service. At the evaluation stage price negotiation is not common UNDP practice.

Question N2 – Are non-resident companies eligible to bid ? is local partner required?

Answer N2 – According to RFP the bidders are expected to develop and submit Methodology and implementation plan. In the methodology the bidder should clearly define and give sufficient information on how the proposer would achieve each output/Deliverable. Assignment envisages ground surveys at municipal level in different regions of Georgia, in total 11 different river basins should be covered; Thus, the Non-Resident company should give precise definition on how it will handle ground surveys in different municipalities of Georgia. Here the bidder might need support of local partner. Otherwise, there is not mandatory to have a local partner.

Question N3 – Are there other languages required during ground survey?

Answer N3 - Majority of population at survey area - Given Regions of Georgia, are Georgians, however small number of residents may speak Armenian or Azerbaijani languages.

3. Conclusion

At the end of the pre-bid meeting all participants were addressed to pay attention to the following issues:

1. Proposals should be submitted through UNDP electronic system using E-Tendering Module.

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. If the bidder includes Other Expenses not given in Budget Template, it should be justified and clearly explained.

4. CVs of proposed personnel should clearly demonstrate accordance to the RfP minimum requirements, this is important for evaluation purposes.

5. Encrypt the Financial proposal and only after UNDP request, disclose the password of the file. Also do not indicate any part of financial proposal in the submitted files and electronic application. In the electronic application in budget line indicate number 1 instead of the offered budget Figure.

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