

Invitation to Bid (ITB) on Flood Defense Structures Pre-Bid Conference Meeting Minutes

Project “Developing Climate Resilient Flood and Flash Flood Management Practices to Protect Vulnerable Communities of Georgia” #00076540

Date: 12 January 2016

Pre-bid conference meeting on ITB on Flood Defense Structure was held on 12 January 2016, in UN House, Conference Room.

Meeting was held by:

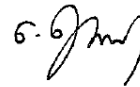
Ivane Tsiklauri – Project Manager



Natia Lipartiani – Project Admin Finance Assistant



Nino Nebieridze – Procurement/Logistics Assistant, UNDP Procurement Unit



Following company representatives attended the meeting:

1. Ltd “Giko” represented by Potskhverashvili Giorgi;
2. Ltd “Remmsheni-Borjomi” represented by Gogoladze Tamaz.

At the beginning of the meeting the content of ITB, including all respective sections, was presented and potential bidders were guided how to submit the bid in an accurate manner and in accordance to ITB requirements.

During the meeting, several important issues were highlighted, as well as questions raised from the side of potential bidders were responded:

- **Warranty issue** – any defects identified during the warranty period, which starts after completion of works and continues for 2 years (according to ITB), will be assessed by expertize services and respectively identified responsible party shall be responsible for the loss; it should also be considered that current BoQ is foreseen for the risk of floods with 100 year return period;
- **Contract Payment and Quality Management** – UNDP project engineer will periodically visit the site for quality assessments and also will certify each deliverable/phase in accordance with ITB requirements and submitted work schedule/Gantt chart. Payment to the contractor will be conducted after certification of UNDP project engineer on completion of each phase of works. For local companies all contractual payments will be made in GEL according to UN Official Rate of Exchange (UNORE) at the date of payment. UNORE can be seen on the following link: <https://treasury.un.org/operationalrates/OperationalRates.php#G>.
- **Currency and exchange rate Issue** – preferred currency of the bid is USD (per ITB), though for bids submitted in other currencies than UNDP preferred currency, conversion will be done based on UNORE, on the date of the Bid Opening. Bidders must indicate the currency in the submitted proposals. Bid and/or contract amount will not be affected by any USD/GEL exchange rate variation.
- **Bid Security** – only bank guarantee letters are acceptable for bid security. Proposed alternative form of letter from insurance company will not be accepted;

- **External risks (flooding and unfavorable weather conditions)** – in case the company fails to complete works within contract end date, liquidated damages shall be imposed (according to ITB paragraph 13 liquidated damages). However, if the reason of delay will be unfavorable weather conditions (flooding, heavy snow and heavy rain followed by river level rise), which may/can require short-term suspension of the construction work, in agreement of both parties, works can be postponed based on proper written justification and confirmation from the contractors supervising engineer and UNDP civil engineer, together with submission of the letter from meteorological station. However, the total number of days for completion of the works (120 days for each LOT per ITB) will not be changed by this.
- **License/certificate for stones/boulders; Certificate/technical data sheet on Armature and Compliance of the concrete to be used to technical requirements** – respective license/certificate on stones (*from the manufacturer if company does not itself have certificate*) for LOT 2 and LOT 3 should be submitted within the ITB deadline; respective certificate/technical data sheet on armature to be used for LOT 1 and LOT 2 should be submitted within the ITB deadline; as for the compliance of concrete with technical requirements stipulated in the BoQs and technical description for LOT2 and LOT3 will be checked on the construction site after contracting, during the works. In that regard respective official entity laboratory analysis (*no independent expertise is allowed*) will be requested on the contractor's expense while implementing respective works. In this respect relevant bidders are allowed to include laboratory analysis costs in submitted BoQs under "other costs" sections.
- **Tender Evaluation and contract award criteria** – technical responsiveness of the bidder per ITB requirements and lowest price offered per LOT.
- **Distributing Excel format of BoQs and Georgian versions (translations) of Technical Specifications of works and BoQs** – in response to the request raised from attendee companies, English versions of BoQs (section 7), in excel format, as well as the respective Georgian translation of BoQs and Technical Specifications of works (included in section 3a of ITB) for LOTs will be distributed to the companies who attended the pre-bid conference meeting, as well as will be uploaded online on web-pages where ITB is already posted (links: <http://jobs.ge/105683/>; http://procurement-notices.undp.org/view_notice.cfm?notice_id=27390; <https://www.ungm.org/Public/Notice/40656>); However, proposals shall only be submitted in English. Only documents, issued by government entities can be accepted in Georgian.

Pre-bid conference meeting minutes will also be distributed to the companies who attended the pre-bid conference meeting, as well as will be uploaded online on web-pages (see above) where ITB is already posted