



Pre-proposal Conference Minutes within

RFP for Feasibility Studies for Pilot Low-Carbon Urban Transport Corridor and Integrated Sustainable Urban Mobility Plan for the City of Batumi (ISUMP)

Project Title: Green Cities: Integrated Sustainable Transport for the City of Batumi and the Achara Region, № 00091251

Date: July 22, 2016

Time: 14:00 hrs (GMT+4)

Address: UNDP project office, 71 Melikishvili Street, Batumi 6009, Georgia

Participants: Lasha Nakashidze – UNDP Project Manager (in-person)

Michael Saunders – UNDP Project International Consultant (via Skype)

Guranda Kartvelishvili – UNDP Project Admin/Finance Assistant (in-person)

Attended in-person:

Tamar Frangishvili - City Institute Georgia

Joined via Skype:

Patrick van Egmond –Luxmobility

Christos Leotsarakos - DROMOS Consulting

Stanislav Teibro - Nipi Trti

David Hampton - Tyréns

Martijn Akkerman - Witteveen+Bos Consulting Engineers

Zviad Kharebava - PMCG

Xavier Sanyer - IDOM

Giorgi Gigauri - Spectrum Consulting

Moshe Hirsh - ROM Transportation Engineering

The overall objective of the RFP is to identify the company which would provide services for Feasibility Studies for Pilot Low-Carbon Urban Transport Corridor and Integrated Sustainable Urban Mobility Plan for the City of Batumi. The respective RFP was announced on July 12, 2016 with the deadline on August 2, 2016.

The pre-proposal conference took place on July 22, 2016 at 14:00 Georgian local time. The aim of the conference was to clarify questions related to the announced RFP for the potential proposers.

Lasha Nakashidze, Project Manager welcomed pre-proposal conference participants, introduced the UNDP representatives to the prospective proposers and after gave floor to Guranda Kartvelishvili, Project Assistant. She provided brief overview on UNDP regular procedures of bid evaluation, mainly proposal rules and technical issues. She highlighted that proposers in the course of preparing their proposals must strictly adhere to all the requirements of the RFP to avoid the rejection of the proposal. In the scope of the RFP technical and financial proposals should be delivered in completely separate envelopes and each of them must be submitted clearly marked and sealed individually.

At first stage of evaluation the envelope of technical proposal will be opened. If proposer fails to achieve the minimum technical score indicated in Technical Proposal Evaluation forms, proposal shall be rendered non-responsive at this stage and will be automatically rejected. In the second stage, only the financial proposals of those proposers who achieve the minimum technical score will be opened for evaluation. The financial proposal envelopes of proposers that did not meet the minimum passing technical score shall be returned to the Proposer unopened. Therefore it is very important that the proposals must be delivered in one outer and two inner sealed and marked envelopes. The overall evaluation score will be based on a combination of the technical score and the financial offer.

Michael Saunders, International Consultant made a brief overview of the services under ToR and overall objective of the assignment to be undertaken under the contract, the main focus is on carbon emission reduction. He summarized six major outputs that the service provider will produce to assist the City of Batumi in greening the urban transport through developing sustainable urban transport demonstration measures and designing comprehensive integrated sustainable urban mobility plan. It was highlighted that the city has conducted Bus Route Optimization Study, which is included in the ToR and contractor does not have to start from zero.

The introduction was followed by question and answer session.

1. Q: Is it possible to remove or revise clauses of General Terms and Conditions?
A: The proposer must accept GTC and it is not allowed to change. The evaluation committee at preliminary stage of evaluation shall examine whether all terms and conditions under the UNDP General Terms and Conditions and Special Conditions have been accepted by the proposer.
2. Q: Can proposer apply changes/deviations to the Terms of Reference?
A: At this stage ToR cannot be modified, but proposers can suggest their comments, what can be modified and justification must be strong enough.
3. Q: What level of detail is required for the road corridors design?
A: Conceptual design is required with typical details, general topography information will be provided as required from the City Hall GIS database
4. Q: Shall proposer submit latest auditor's report?
A: If available, the proposer shall submit latest auditor's report, or instead must submit income statement and balance sheet.

The Q/A session was interrupted due to skype technical connection problems. The attendees were asked to send questions in writing as the most number of participants joined the Pre-proposal Conference via Skype. The UNDP representative responded in writing through e-mail to all remaining queries of the prospective proposers.

Lasha Nakashidze – UNDP Project Manager



Michael Saunders – UNDP Project International Consultant



Guranda Kartvelishvili – UNDP Project Admin/Finance Assistant

