

**PRE BIDDING CONFERENCE MINUTES WITHIN THE REQUEST FOR PROPOSAL (RFP) FOR
BASELINE STUDY
UNDER "SUPPORTING PUBLIC ADMINISTRATION REFORM THROUGH THE GOVERNANCE REFORM
FUND (GRF)"**

Date	18/08/2016
Venue	UN House, 9 Eristavi St, 0179, Tbilisi, Georgia
Participants	Mr. Levan Samadashvili – PAR Coordinator UNDP GRF Ms. Rusudan Kardava – Capacity Assessment Monitoring and Evaluation Specialist - UNDP GRF Nino Chanturia – Admin/Finance Associate - UNDP GRF Ms. Sophio Chachanidze –ACT Ms. Lela Goginashvili -ACT

The overall objective of RFP is to identify a Research Company/Institution to undertake a baseline study on current practices and approaches on public administration system and to understand public attitude towards Georgia's civil service and public services. In addition, the research will initiate a process for continued programme monitoring to measure the results of planned interventions and activities, based on the project's Logframe.

The pre bidding conference took place on 18 August, 2016 at UN House. The aim of the meeting was to clarify questions both content-wise and procedural issues concerning the RFP for the potential bidders

The conference was opened by Ms. Rusudan Kardava, who introduced UNDP representatives to the bidders and provided brief overview of the study. Nino Chanturia explained UNDP regular procedures of the bids evaluation, highlighting that in case if the company does not meet the minimal requirement, it will be automatically rejected. Additionally, it was explained that the company should pass the 70% threshold in technical proposal and only afterwards the code to open the financial proposal will be requested by UNDP.

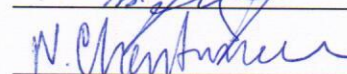
The potential bidder (the only potential bidder was presented) mentioned that Terms of reference (TOR) was well developed and all requirements were clearly stated. Additionally, the representative of ACT posed the question concerning the litigation of the company, emphasizing that due to time constrains it will be difficult to obtain the proof from the relevant institution within the deadline and asked to submit the stamped and sealed letter from their company instead. UNDP representatives confirmed that a letter from the company could be a temporary solution; however, they would have to submit proper litigation documents signed by relevant institution eventually. One more question concerned the deliverables, where GRF representatives stressed that they expect to receive the first draft in November. Thus, no more additional questions raised.

The pre bid conference lasted around half an hour.

Levan Samadashvili



Rusudan Kardava



Nino Chanturia

