

United Nations Office for Project Services
Tbilisi, Georgia

Date: November 09, 2023

Subject: Pre-Bid meeting minutes for RFP for Consultancy Services to EMS of MIA to Support its Institutional Capacities in Fire Safety Standards, CBRN Threats and Approximating to the EU Civil Protection Mechanism

Ref.: # [RFP/2023/48917](#)

The Pre-Bid meeting for RFP solicitation process RFP/2023/48917 was held on November 9-th, 2023. The RFP was published on November 1, 2023 with submission deadline December 5, 2023. The date and time for the Pre-Bid meeting as well as the Google Meet link to attend the meeting were included in the Tender Particulars section of the RFP. Though participation was not mandatory, bidders were strongly encouraged to attend the pre-bid meeting in order to ensure a sufficient number of competitive offers and avoid the risk of non-compliant quotations.

The purpose of the Pre-Bid meeting was to explain the relevant procurement process by giving an overview of the RFP Contents and Particulars, Evaluation Criteria, Questionnaire, Checklist, the uploaded documents including the Instructions to Offerors, Terms of Reference, the Returnable Forms, and the Contract form. At the end of the presentation participants were given a chance to ask questions. This was done to help the potential bidders to prepare quality quotations with a clear understanding of how to fill in the forms and documents required under the RFP.

UNOPS Representatives:

- Mrs. Elene Aladashvili – Senior project Manager, ECR, AUMCO, Georgia
- Mr. Edmunds AKITIS - EMS Advisor/retainer, ECR, AUMCO, Georgia
- Ms. Tamar Avaliani – Project Senior Assistant , ECR, AUMCO, Georgia
- Ms. Tsitsi Chkadua – Support Services Senior Officer, ECR, AUMCO, Georgia
- Ms. Ketevan Cheishvili – Procurement Officer, ECR, AUMCO, Georgia

Minutes of the Pre-bid Meeting for RFP/2023/48917

Pre-Bid meeting	
Meeting Introduction	KC opened the meeting by thanking the participant for attendance, outlined the purpose of the meeting. She then introduced the UNOPS representatives in attendance.
Process Presentation	KC commenced the meeting explaining the aim of the Pre-Bid meeting presentation which was to explain in detail the RFP's content, particulars, questionnaire, the evaluation criteria and process, forms, documents and certificates to be submitted. She elaborated on the contents of the RFP Documents' including Section I - Instructions to Offerors, Section II – Evaluation Criteria per lot, Section III – Terms of Reference, Section IV - Returnable Bidding Forms, Section V - Contract Forms. The meeting participants were given a detailed overview of the UNOPS requirements, how bidders should submit their offers, what forms and documents were mandatory and which ones were optional. Bidders were encouraged to submit documents in English. The participants were

	encouraged to upload documents the day before the deadline to avoid system errors.
Questions and Answers	<p>The floor was opened for Questions by the Bidder, as follow:</p> <p>Bidder: Please explain how it will be defined whether performance security will be needed or not? UNOPS: Performance security will not be requested for the case when different lots are awarded to different suppliers resulting from this RFP; however UNOPS reserves the right to request a performance security in the value of 5% of the total contract amount for the case when all three lots are awarded to the same supplier. Performance security request depends on the budget amount of the lots and total contract amount</p> <p>Bidder: Considering the TOR three different packages of the proposal should be presented? UNOPS: Yes, the three lots are considered as three different tenders. We have separate forms C and D per lot for Financial and technical proposal. Together with the forms three separate team composition should be provided – one package per lot. We will evaluate all the experts/trainers that the bidding company will propose and that will be engaged in the activities. Key experts are the ones who are going to be scored though we will evaluate the pool of experts that will be proposed by the bidder company.</p> <p>Bidder: Can we involve the same experts in different lots and for different assignments? UNOPS: Yes, the bidders can have one expert performing a couple of roles in one Lot and one expert can be involved in different Lots but the bidder needs to justify that it is feasible.</p> <p>Bidder: Please confirm that the logistics arrangements of the training participants such as accommodation, travel, etc. will be provided by UNOPS UNOPS: Yes, all the costs related to the participants such as venue of the training any travel that may be required for the participants or any accommodation of participants, meals etc. will be all covered by UNOPS. The bidder company will be responsible to cover all travel and accommodation costs for the Consultants (experts/trainers/Local Support Officer/-s). The venue will be selected by UNOPS. It is expected that from the bidder company side a liaison officer will support the coming experts for the training or any other activities.</p> <p>Bidder: Activity 3.2 is related to a specific municipality, though the municipality is not indicated in ToR. Who will be selecting the municipality? Should the bidder company include their recommendation in the proposal or will it be decided by the project? UNOPS: Yes, the project team will decide and select the municipality together and in coordination with the Emergency Management Service (EMS) of MIA.</p>
Meeting Conclusion	KC concluded the meeting by thanking all participants for their attendance. The meeting ended at 15:40