

United Nations Development Program

Pre-Bid Conference Minutes

Provision of Hotel and Conference Services in Tbilisi and Regions of Georgia 16 January 2025

UNDP Representatives:

1. Nana Jamburia, Procurement Team Leader
2. Davit Samunashvili, Procurement Associate
3. Ekaterine Kurtanidze, Admin Procurement Associate

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Mp hospitality
Panorama lisi
Wyndham grand tbilisi
Le Meridien
Accor
Marriott
Lopota resort
Shota hotels
Moon line travel
Sheraton
Radisson
Rooms hotels
Dblock
Gph
Biltmore collection
Astana palace
Borjomi likani resort
Adjaragroup
Margot

Detailed registration report attached as Annex 1.

The pre-proposal conference took place on 16 January 2025, at 12:00 PM via the Zoom platform. The aim of the meeting was to clarify both content-wise and procedural issues concerning the ITB for potential service providers.

The conference was opened by Davit Samunashvili, Procurement Associate, who provided a brief overview and scope of services to be procured. UNDP Country Office in Georgia, respective Projects, as well as partner UN agencies are regularly organizing conferences, workshops, seminars and meetings. Therefore, to achieve cost efficiency from economies of scale while ensuring outstanding quality of services, UNDP in Georgia will conclude Long Term Agreements (LTAs) for a maximum period of three (3) years for hotel/conference services with the hotels. He mentioned that an initial period of the LTA will be one year, which will be renewable upon documented satisfactory performance for additional two (2) years.

Nana Jamburia, Procurment Team Leader, highlighted that LTAs issued will reflect ceiling unit prices for services established. Purchase Order (PO) on actual costs will be issued following Secondary Bidding Process which will be conducted between the LTA holders based on requirements for each specific event. During Secondary bidding, potential bidders will be required to provide a quotation using the LTA rates or lower.

Davit Samunashvili, proceeded to outline the technical requirements of the ITB. He began by emphasizing that all offers should be submitted through the Supplier Quantum portal. For those registered, submission should be straightforward, while new users can follow instructions on the first page of the announcement. Davit provided detailed overview of all sections and highlighted key submission requirements, Compliance Guidelines, supporting documents.

Davit also summarized eligibility and qualification criteria in details. Nana Jamburia added that All criteria will be evaluated on a Pass/Fail basis and checked during Preliminary Examination. Potential bidders were also informed that Partial bidding is permitted and that bidders may quote for all or at least two lots (accommodation and conference package), which should include minimum individual reservation, at least one group reservation for accommodation services, and at least one conference package depending on capacity the hotel.

All returnable bidding forms: bid confirmation, checklist, bid submission, bidder information, eligibility and qualification form, technical bid hotel technical description and policy, price schedule and security requirements were overviewed in details.

The presentation was followed by Q/A session:

Q: Could you clarify what needs to be included in the Hotel Technical Description (Form G)?

A: The technical bid will be evaluated on a pass/fail basis for compliance with minimum technical specifications. The description should outline the hotel's compliance with the technical and operational requirements. Each hotel must complete Form G and Form H. In addition to meeting the minimum technical requirements indicated in Form E (such as previous experience, financial standing, and nominating a focal point), bidders must also comply with the security requirements outlined in Form I.

Q: What happens if a bidder submits a proposal missing one of the required forms, such as Form C or Form E?

A: Completeness of the bid is mandatory. Proposals missing any required forms, as listed in Section 2, Article 12, will be deemed non-compliant and will not proceed to the evaluation stage. However, the likelihood of missing a mandatory attachment is low because the system (Quantum) prevents bidders from advancing to the next stage or section of the tender if required forms are not uploaded.

Q: If a bidder disagrees with a specific clause in the UNDP General Conditions of Contract, can they still participate in the tender?

A: No. Acceptance of the UNDP General Conditions of Contract is a mandatory criterion. Non-acceptance will result in disqualification during the preliminary examination.

Q: Is it acceptable for bidders to submit unaudited financial statements if audited statements are not available?

A: Audited financial statements are required to verify the bidder's financial standing. If audited statements are unavailable, the bidder must submit an income statement and balance sheet signed by a relevant authority within their organization (e.g., finance manager, accountant).

Q: How does the UNDSS security standard clearance affect the evaluation?

A: Compliance with UNDSS security standards is mandatory. Bids that fail to meet the requirements outlined in Form I will not proceed to the technical evaluation phase.

Q: If a bidder proposes two hotels, should a separate table be completed for each hotel? For instance, if one hotel has parking space and the other does not?

A: Yes, a separate Price Schedule (Form H) and security requirements (Form I) must be completed for each hotel.

Q: Regarding seasons (high, low, etc.), where should this be indicated?

A: You can indicate seasonal pricing at the top of the Price Schedule table in USD for low, mid, and high seasons. Alternatively, specify which months fall under each season category. The key is to clearly define the months for each pricing category.

Q: In Form A, who should be listed as the contact person?

A: The contact person should be someone who can provide prompt clarification to UNDP if needed.

Q: Under “Name of Organization,” should we list the hotel name or the legal name of the organization?

A: Use the legal name of the organization, as it is how your entity is registered in the system.

Q: What is the minimum capacity required for hotels? How many rooms should a hotel have at a minimum?

A: Bidders must quote for at least two lots (accommodation and conference package), which should include individual reservations for up to 10 guests, at least one group reservation for 20 guests, and one conference package for up to 10 participants, depending on the hotel’s capacity. The minimum number of rooms should be 20. For lots requiring more than 100 rooms (e.g., Lot 1.5), bidders must specify the exact number of rooms in the Price Schedule. Similarly, for conference packages exceeding 100 participants, indicate the maximum capacity.

Q: Are specific regions, such as Samegrelo or Kakheti, indicated?

A: No, specific regions are not indicated. Bidders should list the location of the hotel and its respective region in the Price Schedule.

Q: Who should sign the forms, and which forms require a signature?

A: Not all forms require a signature. Each relevant form will indicate if a signature is needed. If no signature is required, there is no need to sign that form. The administrative contact for your company, who has access to the tender platform, is assumed to have delegated authority to participate on behalf of the company. It is not necessary for the company director to sign the forms unless explicitly required.

Q: Can a bidder propose different pricing for various lots, or must prices be consistent across all lots? How should discounts be reflected?

A: Yes, prices may differ across lots. Discounts should be specified in general terms and calculated based on the listed website price minus VAT and the discount offered. The discount is essentially the average reduction proposed to UNDP.

Q: Can amendments be made after registration? For instance, can an ISO certificate be uploaded later?

A: During registration, only the registration certificate and bank details are mandatory. Amendments can be made later, including changes to tender documentation, as long as they are submitted before the deadline. If ISO certification is claimed in Form D, it must be uploaded in the relevant section but is not mandatory for registration.

Q: Can bidders submit a bid for multiple hotels in one submission?

A: Yes, provided that each hotel meets the minimum requirements and separate documentation (Form H and Form I) is submitted for each property.

Q: Can a hotel reservation company bid if they do not own the hotels but have agreements with them?

A: No, bids submitted on behalf of other entities (hotels) or as a Joint Venture/Consortium/Association will not be considered.

Q: Are the LTAs exclusive, and does UNDP guarantee a specific volume of services?

A: LTAs are non-exclusive, and the estimated volumes provided are indicative. UNDP does not guarantee specific orders. Purchase Orders (POs) will be issued following a secondary bidding process among LTA holders based on event-specific requirements.

Q: How can bidders seek clarifications or ask questions regarding the solicitation documents?

A: Questions must be submitted via the Quantum system’s messaging feature no later than five (5) days before the bid submission deadline (26 January 2025).

Q: Should all documents, including certificates in Georgian, be translated into English?

A: While bid information must be in English, supporting documents can be in Georgian. For documents claimed in Form D, such as quality assurance certifications, ensure they are uploaded if “yes” is ticked.

Q: What does a 90-day bid validity period mean?

A: It means the bidder’s prices and terms remain fixed and binding for 90 days while UNDP completes the evaluation and award process.

Q: Should recommendation letters come from the same client as the listed similar assignments? Should contracts or invoices also be uploaded?

A: Not necessarily. It is recommended to include recommendation letters from clients for similar assignments. Information on similar assignments should be provided in Form E. There is no need to upload additional documents like contracts or invoices.

Q: If submitting proposals for multiple hotels, must each hotel have a nominated key personnel?

A: Yes, each hotel must have at least one nominated focal point, with a CV demonstrating a minimum of three years of relevant experience.

Q: If a hotel has individual A/C units in each room but lacks centralized air conditioning, can they still submit a bid?

A: Yes, as long as there is central heating and 24-hour cooling and heating services in all rooms, this will not be a limiting condition.

Q: Is there a user guide available to assist in participating in the tender?

A: Yes, a user guide is available under each announcement on e-tenders.ge, jobs.ge, UNDP, and UNGM.

Since all questionnaires were addressed, the meeting was announced to be closed.

Registration Report

Topic Pre-bid Conference - ITB Hotels
 Scheduled Time 16/01/25 12:00:00
 # of participants 29

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