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Date: Friday, May 26, 2017  
Reference: UNDP-IRH-RFP-2017-04 - Roma Survey  
Subject: Clarification Letter -01

Dear Sir/ Madam,

Please be informed that, further to inquiries from prospective Offerors, we are sending both the clarification request received and the respective UNDP response to all invited Offerors and posting on relevant procurement websites along with revised RFP document in accordance with our standard practices.

Clarification Note:		
No:	Question	Answers
1	Considering the scope of the project, we do not understand the requirement for sampling specialist "experience in market and consumer survey design and implementation". Since the project is focusing on social inclusion, this market research experience is not exactly meeting the expectations in the foreseen activities of the project. Kindly please answer, an expert who has experience in general census or other experiences in conducting surveys in social issues will meet this requirement?	<p>ToR specifies that Sampling specialist needs "minimum 3 years of experience in market and consumer survey design and implementation, including sample design" [emphasis added]. Given that across ToR it is specified clearly that company will be responsible to finalise the design of 2 samples for each country (in line with ToR requirements), to allow the expert to have experience in social survey design (instead of market/consumer survey design) provided that such experience also included sample design.</p> <p>Experience only in general census might not be sufficient, because census is a study of every unit in a population, while surveys use a sample from the population to make inferences about the whole population (thus considerations come out about sampling techniques,</p>



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		representativeness of sample, sample size, sampling error, etc.).
2	We have some reports that can be considered an evidence for the Project. However, some of these reports are prepared in Turkish language. If we submit these reports with their summaries in English, will the evaluation committee accept them for the evaluation?	<p>1.3 Experience in conducting research related to social development, social exclusion etc., evidenced by submitted summaries of reports: no relevant experience – 0 points; 1-3 relevant surveys – 15 points, 4 relevant surveys – up to 25 points, 5 surveys or more – up to 40 points.</p> <p>If the question pertaining to 1.3, English summaries are enough for evaluation.</p> <p>1.9 Quality of analytical reports prepared earlier on similar subjects (not less than two examples should be provided in the Proposal): - clarity and consistence of the information - 5 points, - relevance of the visualization means – 5 points, - quality of analysis – 5 points.</p> <p>If the question refers to point 1.9, text should be in English language.</p>
3	<p>Data sheet item 6 indicates: Alternate offer 1: ☐ 750 Roma households and 350 non-Roma households and 170 questions Alternate offer 2: ☐ 750 Roma households and non-Roma households and 180 questions</p> <p>Whereas page 38 indicates:</p> <p>o 750 Roma households and 350 non-Roma households and 170 questions o 750 Roma households and 350 non-Roma households and 180 questions</p> <p>The bidders are invited to submit price quotations for one sample size for each country and Kosovo* with two options with regards number of questions</p>	Cleared in pre-proposal conference. Revised document published online along with pre-proposal conference notes.

	Could you please clarify the difference between the two provided information? Is it simply a typo in Alternate offer 2 (missing of number 350?)	
4	Experience at regional level is one of the requirements for the key personnel. Could you pls clarify what is meant by regional level? The coverage of a region within Turkey, or a region outside of Turkey including Turkey?	Experience on regional level refers to a work experience in Western Balkans countries/territory and Turkey (not within Turkey only, nor within any of the Western Balkans countries/territory).
5	The Data Sheet item 26 indicates that the Required Documents that must be Submitted to Establish Qualification of Proposers (In "Certified True Copy" form only). Could you please clarify what is meant by Certified True Copy? – Information such as Company Profile, List of implemented projects, capacity of the human resources etc. will all be provided within the Technical Proposal which will be signed by the Company Authorities, does that count as certified true copy? Official Documents such as Tax Registration/Payment Certificate, Certificate of Registration of the business will all be submitted as provided by the related offices. By certified true copy, do you mean that all such documents have to be notarized?	Proposers are requested to submit all documents in authorized copies e.g. Certificate of Registration from the related Registry Chamber. Although Notarized copies are not required, you may provide that as well. Copied originals/ originals are acceptable.
6	XXX is a global company with a world wide network of companies. XXX, within the scope of this proposal, will act as the lead company and receive the requested services in other related countries from the XXX network companies in those countries. –  In the light of this information, could you please clarify how the Proposer Information Form in the RFP is to be filled in terms of the below and other similar information? Will it solely indicate info on XXX company as the lead company or will it write down the info for each of the 7 countries in the Proposer Information Form?	If this is not a consortium, please provide all the details of companies who are considered to be subcontracted for this project along with the all information of the Lead company.



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	<p>Countries of Operation</p> <p>6. No. of staff in each Country</p> <p>7. Years of Operation in each Country</p> <p>8. Legal Address/es in Country/ies of Registration/Operation: [insert Proposer's legal address in country of registration]</p>	
7	The given deadline is extremely tight for such an extensive 7 country study with such detailed documentation. Could you kindly evaluate the extension of the proposal submission deadline?	Deadline was extended to 12th June 2017 from 22 <sup>nd</sup> May 2017.
8	Will there be another informative meeting?	No.
9	Could you kindly share the updated timeline for the clarification process?	5 days before the submission date.
10	Could you also be kind to answer whether we should stick with the Section 7- Technical Proposal Form template or we can use our template which will cover all the issues in UNDP template? The UNDP template is prepared as boxes so adding photos, graphs, or tables is not practical.	You are encouraged to use template unless this is applicable for your presentation. Kindly use Section 7 as a guidance when preparing your technical proposal documents if you are to use your own format.
11	In Terms of Reference it is noted that Proposal Security should be valid 30 days while proposal validity should be 120 days. Can you please confirm validity of proposal security?	As per the Section 9: Form of Proposal Security; "This guarantee shall be valid up to 30 days after the final date of validity of bids."
12	According to the data Sheet , DS no. 26, cross Ref. to instructions c.15.1., required documents must be submitted in "certified true copy" form only . Since we haven't submit certified copies till now , but only scanned/ copied originals accompanied with translations by authorized translators , please confirm if it is necessary to provide certified copies of all documents for the purpose of this tender, or copied originals/ originals are acceptable as well. Original Act of incorporation is bilingual (Serbian / English ) , and Auditor's report is originally in English . Furthermore , some institutions do not certify copies of the documents in foreign language , so in this case we should make translation of certified copy in Serbian, which would make the	Proposers are requested to submit all documents in authorized copies e.g. Certificate of Registration from the related Registry Chamber. Although Notarized copies are not required, you may provide that as well. Copied originals/ originals are acceptable.



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	preparation of documentation more difficult and long lasting , due to significant number of pages of the mentioned documents . Therefore , we need to check the possibility of acceptance of uncertified copies of original documents .	
13	We are planning to apply as consortium do you have any template for Memorandum of Understanding? If not all consortium member should sign the same document or it is okay if they just confirm to bid as partner in separate forms?	There is not any template for Memorandum of Understanding. It's solely depending on the nature of the business partners, although it's good to submit the memorandum statement and signatures under the same document.
14	Regarding the proposer information form, shall each partner should fill up or just the leader company will submit it?	If you are applying as consortium then there must be an understanding between two entities which then is to be submitted in signed and stamped version. Otherwise, leading company should provide all the information of the subcontracting companies.
15	Could you also kindly clear what it means registered joint venture, the companies who establish the consortium are separate entities and they just come together for this specific contract?	The signed and approved agreement between two companies should be provided.
16	Could you kindly clearly explain how the copies will be submitted within the Proposal? There will be 3 inner envelopes and one cover envelope. Each inner envelope will have 1 original and 2 copy and 1 usb disc which includes related section? Could you confirm that there will be total 3 usb for the proposal or one 1 usb which includes everything?	<p>Inner Envelope I – Administrative Forms: Section 5/6 and all the administrative documents. 1 hard original, 1 hard copy.</p> <p>Inner Envelope II – Technical Proposal Forms: Section 7. 1 hard original, 1 hard copy.</p> <p>One USB is enough for both Inner Envelope I and II.</p> <p>Inner Envelope III – Financial Forms: Section 8 / Annex I / Section 9. 1 hard original, 1 hard copy and 1 USB</p> <p>Outer Envelope - The above listed three envelopes</p>



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Please take the above clarification notes into consideration while preparing your bid.

In this regard, you are kindly requested to submit your proposals latest by **Monday, June 12, 2017, 17:00** hrs Istanbul local time, to the address stipulated in our solicitation document.

All other terms and conditions remain the same.

Thank you and best regards,

Procurement IRH Istanbul  
UNDP Europe & CIS  
Istanbul Regional Hub, Turkey  
[www.eurasia.undp.org](http://www.eurasia.undp.org)