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Date: Wednesday, May 31, 2017
Reference: UNDP-IRH-RFP-2017-04 - Roma Survey
Subject: Clarification Letter -02

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	Could you please inform us if all administrative documents should be translated into English or are acceptable in local languages?	All the documents which are related to company background such as company profile, list of projects etc. should be in English language.
2	Could you please let us know in case of consortium, do you need the Contract/ Memorandum of Understanding to be notarized or a copy of document with signatures of all involved companies would be acceptable?	...duly vested with authority to legally bind the members of the joint venture jointly and severally, and this shall be duly evidenced by a duly notarized Agreement among the legal entities... Please refer to Section 2 article 19 for comprehensive explanation.
3	Kindly let us know if the following documents need to be provided for the companies in each country in case they will be treated as subcontractors? Will be enough if all the companies are listed in the Proposal form and the above administrative documents are provided only by the lead agency? 1. Tax Registration/Payment Certificate issued by the Internal Revenue	Item numbers 1,2,3,4 do not have to be in English although please clarify the type of document with an index in English language. Item number 5 could be in English depending on the certification institution as usually globally accepted standards are in English.



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	<p>Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder</p> <p>2. Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation</p> <p>3. Trade name registration papers, if applicable</p> <p>4. Local Government permit to locate and operate in the current location of office</p> <p>5. Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditation, awards and citations received by the Bidder, if any</p> <p>6. Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past year.</p> <p>7. Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value during the past 3 years</p>	<p>Item number 6 must have an English version at least in summary as to understand the financial situation of company.</p> <p>Item number 7 must be in English as it is a reference.</p>
4	<p>Kindly let us know if the following documents need to be provided for the companies in each country in case they will be part of a consortium? Will be enough if all the companies are listed in the Proposal form and the above administrative documents are provided only by the lead agency?</p> <p>8. Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder</p> <p>9. Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation</p>	<p>... The description of the organization of the joint venture/consortium/association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the Joint Venture Agreement. All entities that comprise the joint venture <u>shall be subject to the eligibility and qualification assessment</u> by UNDP. ...</p> <p>Please refer to Section 2 article 19 for comprehensive explanation.</p>



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	<p>10. Trade name registration papers, if applicable</p> <p>11. Local Government permit to locate and operate in the current location of office</p> <p>12. Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditation, awards and citations received by the Bidder, if any</p> <p>13. Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past year.</p> <p>14. Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value during the past 3 years</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
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Istanbul Regional Hub, Turkey

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