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Date: Thursday, June 08, 2017  
Reference: UNDP-IRH-RFP-2017-04 - Roma Survey  
Subject: Clarification Letter -03

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	<p>In the Clarification Letter No.1, Response to Question 2, it is mentioned: "... If the question refers to point 1.9., text should be in English language"</p> <p>In our experience with such activities, especially the ones which the Government and private sector organisations, as well as some international organisations are the contracting authorities, we are not officially allowed to share documents unless they are officially printed/announced by the relevant institution and/or they provide written permission for their use and sharing with other entities in such a processes, as per the relevant contracts. To get this permission is generally a long process with these institutions.</p> <p>We understand your point to request such a document for evaluation, very well. But we kindly ask you to consider this issue, especially with the government and international organisations. So, we</p>	<p>Please provide all the information necessary for the technical evaluation of your bids. In case of restrictions to share the data, please provide an official extended executive report along with reference lists.</p> <p>All information which are thought to be useful should be accompanied and proposed in English language.</p>



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	would like to ask your clarification if a summary or extended/executive summary of the referred reports, which are available and permission for sharing could be received from the employer, attached to the successful completion letters (which also will be accompanied by reference persons check list), will be eligible for evaluation by the committee.	
2	The Tor requests "Value and Description of Top three (3) Biggest Contract for the past five (5) years" in Section 6. While clarification letter-2 submitted by the UNDP on May 31, is requesting "Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value during the past 3 years ". In this case, could you clarify which time frame (3 year or 5 year) we should consider to answer 9th question in Section 6? In addition, shall we only submit completed projects ?	Value and Description of Top three (3) Biggest Contract for the past five (5) years – completed and/or ongoing projects  Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value during the past 3 years – Completed projects.
3	Could you also kindly explain in which envelope we should submit Section 9: form for Proposal Security?	Inner Envelope I
4	<p>a) In the budget template, in each activity there is budget line named "Expert Fee". Are we expected to write down total cost and working days for all three experts, or should we break down the cost for each expert separately?</p> <p>b) We have also foreseen some other experts in addition to 3 experts mentioned in the ToR and interviewers, under which budget line should we write down their cost?</p> <p>c) In some of the activity groups in the budget there are budget lines named as "transportation", "office supplies", "interviewer fees" while these lines do not exists under some other activity groups. Where there is no explicit budget line, can we include "transportation", "office supplies", "interviewer fees" under "other costs"?</p> <p>d) -Under the pilot testing activity group (4), the "interviewer expert" cost is not foreseen. In</p>	<p>a) Break down the costs.</p> <p>b) Please include in the deliverables that you foresee for the project needs</p> <p>c) Please insert/delete depending on your cost estimation for the project implementation</p> <p>d) Please refer to answer c)</p> <p>All the breakdowns of cost estimates must be given.</p>



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	this case, shall we consider this cost under "Expert Fee" or "other costs" line?	
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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)