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AMENDMENT NR.1

Date: 2 November 2018

Subject: Amendment Nr.1 to Request for Proposal (RFP) for *“Services for Preparation of Sectoral Road Maps and One-on-One Consultancy to SMEs”* within the scope of Turkey Resilience Project in Response to the Syria Crisis issued on 26 October 2018.

Ref: UNDP-TUR-RFP(MC1)-2018/13

Dear Madam/Sir,

In relation to subject RFP issued on 26 October 2018 for *“Services for Preparation of Sectoral Road Maps and One-on-One Consultancy to SMEs”* within the scope of Turkey Resilience Project in Response to the Syria Crisis please find attached revisions in the RFP document.

You are kindly requested to prepare and submit your proposals in response to our subject RFP with the consideration of this amendment, with all other clauses of the RFP remaining valid.

Please be informed that the deadline for submission of proposals that was stated as **November 16,2018 17:30 hrs. (cob)** has been extended to **November 26,2018 17:30 hrs.**

Please make sure that your proposals are physically delivered to the address in the RFP latest by 17:30 hrs. local time on November 26, 2018.

Yours Sincerely,

Sukhrob Khojimatov
Deputy Country Director

ATTACHMENT-1: REVISIONS TO THE RFP DOCUMENT

Please be kindly informed that following revisions have been made in the subject RFP issued on 26 October 2018 for “*Services for Preparation of Sectoral Road Maps and One-on-One Consultancy to SMEs*” within the scope of Turkey Resilience Project in Response to the Syria Crisis.

Clause Nr.	Clause in the Original RFP	Revised Clause
“Section 3. Bid Data Sheet” Item 14 “Deadline for physical submission of the Proposals”	November 16,2018 17:30 hrs. (cob)	November 26,2018 17:30 hrs. (cob)
“Section 3. Bid Data Sheet” Item 24 “Joint Venture, Consortium and Associations”	Joint Venture (JV), Consortium or Associations are not eligible to apply to this RFP.	Joint Venture (JV), Consortium or Associations are eligible to apply to this RFP. Form B: Proposer Information Form and Form D: Qualification Form should be filled out and submitted separately by each party of the Joint Venture (JV)/ Consortium/Association.
“Section 4. Evaluation Criteria” Item “Previous Experience”	Minimum 5 years of relevant experience. Minimum 2 contracts of similar value, nature and complexity implemented and completed over the last 5 years.	Minimum 5 years of relevant experience. (For JV/Consortium/Association, all Parties separately should meet this requirement)
		Minimum 2 contracts of similar value, nature and complexity implemented and completed over the last 5 years. (For JV/Consortium/Association, all Parties cumulatively should meet this requirement)
“Section 4. Evaluation Criteria” Item “Financial Standing”	Minimum average annual turnover of USD 500,000.00 for the last 3 fiscal years.	Minimum average annual turnover of USD 500,000.00 for the last 3 fiscal years.

		(For JV/Consortium/Association, all Parties cumulatively should meet this requirement)
<p>“Section 4. Evaluation Criteria” Item “Technical Evaluation Criteria 1.1. General Organizational Capability which is likely to affect implementation: firm history, financial stability, project financing capacity, extent to which any work would be subcontracted”</p>	<p>-Age of the firm:</p> <p>Less than or equal to 5 years: 10 pts.</p> <p>5-10 years: 15 pts.</p> <p>More than 10 years: 20 pts.</p>	<p>1.1.1 Age of the firm:</p> <p>Less than or equal to 5 years: 10 pts.</p> <p>5-10 years: 15 pts.</p> <p>More than 10 years: 20 pts.</p>
	<p>-Financial Stability:</p> <p>Average annual turnover in the last 3 fiscal years: USD 500.000,00-USD 750.000,00 10 pts.</p> <p>USD 750.000,01- USD 1.000.000,00 15 pts.</p> <p>More than USD 1.000.000,00 20 pts.</p>	<p>(For JV/Consortium/Association, average age of all parties will be considered).</p> <p>1.1.2 Financial Stability:</p> <p>Average annual turnover in the last 3 fiscal years: USD 500.000,00-USD 750.000,00 10 pts.</p> <p>USD 750.000,01- USD 1.000.000,00 15 pts.</p> <p>More than USD 1.000.000,00 20 pts.</p>
	<p>- Project financing capacity (current ratio calculation for the last 3 fiscal years should be provided with the financial statements)</p> <p>Average current ratio in the last 3 years: 0,75- 1,25; 10 pts.</p> <p>More than 1,25; 20 pts.</p>	<p>(For JV/Consortium/Association, average cumulative values of all parties will be considered).</p> <p>1.1.3 Project financing capacity (current ratio calculation for the last 3 fiscal years should be provided with the financial statements)</p> <p>Average current ratio in the last 3 years: 0,75- 1,25; 10 pts.</p> <p>More than 1,25; 20 pts.</p>
	<p>- Extent to which any service would be subcontracted:</p> <p>No subcontracting foreseen: 10 pts.</p>	<p>(For JV/Consortium/Association, average current ratios of all parties will be considered).</p>

	<p>Subcontracting foreseen: 0 pt.</p>	<p>1.1.4 Extent to which any service would be subcontracted:</p> <p>No subcontracting foreseen: 10 pts.</p> <p>Subcontracting foreseen: 0 pt.</p>
<p>“Section 4. Evaluation Criteria” Item “Technical Evaluation Criteria 1.2. Relevance of specialized knowledge and experience on similar engagements done in the region/country”</p>	<p>Relevance of specialized knowledge and experience on similar engagements done in the region/country:</p> <ul style="list-style-type: none"> - Successfully completed 2 contracts of similar value and nature in the area of developing strategy documents (strategy reports, roadmaps, needs assessment reports, impact assessment reports, situation analysis or similar studies), sectoral assessment studies, surveys or research either at local or national or global levels in the last 5 years: 60 pts. - Successfully completed 3 or more contracts of similar value and nature in the area of developing strategy documents (strategy reports, roadmaps, needs assessment reports, impact assessment reports, situation analysis or similar studies), sectoral assessment studies, surveys or research either at local or national or global levels in the last 5 years: 80 pts. - Successfully completed at least 1 contract of similar value and nature in the area of survey, research, assessment or strategy development in cooperation with local economic actors (chambers, business associations, 	<p>Relevance of specialized knowledge and experience on similar engagements done in the region/country:</p> <ul style="list-style-type: none"> - Successfully completed 2 contracts of similar value and nature in the area of developing strategy documents (strategy reports, roadmaps, needs assessment reports, impact assessment reports, situation analysis or similar studies), sectoral assessment studies, surveys or research either at local or national or global levels in the last 5 years: 60 pts. - Successfully completed 3 or more contracts of similar value and nature in the area of developing strategy documents (strategy reports, roadmaps, needs assessment reports, impact assessment reports, situation analysis or similar studies), sectoral assessment studies, surveys or research either at local or national or global levels in the last 5 years: 80 pts. - Successfully completed at least 1 contract of similar value and nature in the area of survey, research, assessment or strategy development in cooperation with local economic actors (chambers, business associations, industrial zones, tech-

	industrial zones, tech-noparks) or governmental in-stitutions in the last 5 years: 30 pts	noparks) or governmental in-stitutions in the last 5 years: 30 pts (For JV/Consortium/Asso-ciation, contracts of all par-ties will be considered).
“Section 4. Evaluation Cri-teria” Item “Technical Eval-uation Criteria 1.3. Organiza-tional Commitment to Sus-tainability (mandatory weight)”	<p>-Organization is compliant with ISO 14001 or ISO 14064 or equivalent: 5 pts.</p> <p>-Organization is a member of the UN Global Compact: 5 pts.</p> <p>-Organization demonstrates significant commitment to sustainability through some other means (for example internal company policy docu-ments on women empower-ment, renewable energies or membership of trade institu-tions promoting such is-sues.): 10 pts.</p>	<p>1.3.1 Organization is compli-ant with ISO 14001 or ISO 14064 or equivalent: 5 pts.</p> <p>1.3.2 Organization is a mem-ber of the UN Global Com-pact: 5 pts.</p> <p>1.3.3 Organization demon-strates significant commit-ment to sustainability through some other means (for example internal com-pany policy documents on women empowerment, re-newable energies or mem-bership of trade institutions promoting such issues.): 10 pts.</p> <p>(For JV/Consortium/Asso-ciation, at least one party should meet the require-ment to get points)</p>
“Section 6: Returnable Pro-posal Forms / Checklist”		Attached Form C: Joint Venture/Consortium/Asso-ciation Information Form is added to Section 6: Re-turnable Proposal Forms / Checklist

Form C: Joint Venture/Consortium/Association Information Form

Name of Proposer:	[Insert Name of Proposer]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (<i>address, telephone numbers, fax numbers, e-mail address</i>)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
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We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner:	Name of partner:
_____	_____
Signature: _____	Signature: _____
Date: _____	Date: _____
 Name of partner:	 Name of partner:
 _____	 _____
Signature: _____	Signature: _____
Date: _____	Date: _____