



AMENDMENT NO. 1

Date: 20.12.2018

Subject: Amendment No. 1 to RFP for Procurement of CONSULTANCY SERVICES FOR OPERATIONALIZING OF A DIGITAL TRANSFORMATION CENTER ON LEAN MANUFACTURING (DISCRETE AND PROCESS) IN IZMIR PROVINCE (LOT 1) and CONSULTANCY SERVICES FOR OPERATIONALIZING OF DIGITAL TRANSFORMATION CENTERS ON LEAN MANUFACTURING (DISCRETE ONLY) IN GAZIANTEP AND MERSIN PROVINCES (LOT 2)

Ref: UNDP-TUR-RFP(MC1)-2018/16

Dear Madam/Sir,

Pursuant to the Pre-proposal Conference conducted on 13.12.2018, please find Attachment-1 for "Answers to Questions" received from Prospective Proposers in the Pre-Proposal Conference and Attachment-2 for "Revisions made to the Terms of Reference" in the context of subject RFP issued on 30.11.2018.

You are kindly requested to prepare and submit your proposals in response to our subject RFP with the consideration of these answers; whereas all other clauses of the RFP, except as amended herein, remaining valid.

Deadline for Physical Submission of Proposals has remained unchanged. Please make sure that your proposals are physically delivered to the address stipulated in the ITB, on or before 14 January 2019, 14:00 pm (Turkey Local Time)

Attachment-1 Answers to Questions from Prospective Proposers

Attachment-2 Revisions made to the Terms of Reference

Yours sincerely,

Üsame Yalçın

Assistant Resident Representative (Operations)

ATTACHMENT-1- ANSWERS TO QUESTIONS FROM PROSPECTIVE PROPOSERS

Question 1: Could you please advise which key personnel is expected to be assigned for activity no 1.9 "Provision of one-on-one mentoring services for the selected 24 SMEs through diagnosis tool and reporting on the output" indicated in Section 5 – F. Activity, Deliverable and Schedules? (Page nr. 52)

Answer 1: Mentors are expected to provide one-on-one mentoring services for the selected 24 SMEs through diagnosis tool and reporting on the output

Question 2: Mentors are generally foreigners who do not speak Turkish. How shall we avoid language barrier between the mentors and the SMEs who may not speak English?

Answer 2: Proposers are expected to propose personnel meeting minimum criteria listed in the Key Personnel Section (Section 5 – J) of the RFP (Page nr. 58,59). Proposers do not have to propose foreigners to provide this service, they may provide Turkish Mentors. In case the proposers propose foreigners, they shall provide simultaneous translation services cost of which shall be covered by the service provider(s) and included in the financial proposal.

Question 3: Will the premises be ready by the time the Service Provider(s) is/are awarded the contract(s)? And please also advise if the equipment to be procured by UNDP/Implementing Partner will be timely procured not to delay the activities of the Service Provider(s)

Answer 3: The premises will be ready, and the equipment will have been procured by the time the activities are started to be performed in the premises.

Question 4: Could you provide us with an approximate budget of the equipment/machinery to be procured by UNDP/Implementing Partner so that we can prepare the technical specifications accordingly.

Answer 4: Budget information for the equipment/machinery tender is confidential. UNDP expects the Service Provider(s) to propose technical specifications of equipment/machinery through their know-how considering overall project requirements.

Question 5: Can we propose same team leader for both LOTs?

Answer 5: Proposers are not allowed to propose same personnel for both LOTs. Different personnel shall be proposed for each LOT as proposals for each LOT will be evaluated individually.

Question 6: Do you expect the Team Leader to be working throughout the assignment i.e. from the first day to the final date of the assignment?

Answer 6: Duration of the services to be assigned to each personnel shall be determined by the proposers on the basis of the requirements stipulated in the TOR and shall be proposed both in the technical and financial proposal. UNDP is not in the position to make any comment or recommendation on this request.

Question 7: In the "Previous Relevant Experience Section" of Form D: Qualification Form (Page nr. 67), it is stated that "Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more". What does "Top 3 Clients" stand for?

Answer 7: Proposers are expected to attach at least 3 Statements of Satisfactory Performance of the most relevant contracts with the highest magnitudes from the most relevant clients.

Question 8: In Section 5 – E Approach and Methodology, Clause 1.6.7. (Page Nr. 44), it is stated that 200 SMEs will benefit from raising awareness training session however, in Clause 1.7.3. Service providers are expected to monitor and mentor trainers while training 150 SMEs. Please clarify the discrepancy in the number of SMEs.

Answer 8: 200 SMEs will benefit from raising awareness session and only 150 of them will be chosen to benefit from theoretical and experiential/practical training sessions. Service Provider(s) will be expected to provide monitoring and mentoring services through theoretical and experiential/practical training sessions given to 150 SMEs. Same answer prevails for LOT 2 as well.

Question 9: Please clarify the following statement in the Section 5 – E Approach and Methodology, Clause 1.4.4 (Page nr. 42)

“Product type to be used for the experiential trainings shall be determined and a sample product shall be provided by the Contractor”.

Is the contractor expected to ‘provide’ the sample product, raw materials and consumables OR the contractor is expected to identify the sample product and then technical specifications of machinery, equipment and software for production of this product, those will be procured by the UNDP?

Answer: 9: Contractor is expected to identify the product to be used in experimental trainings and provide one sample. Contractor is not expected to provide raw materials and consumables. All materials, consumables, equipment and machinery will be procured by UNDP.

Question 10: Please advise if it is possible to modify and make below criteria more flexible for the following key personnel?

Mentors: At least 4 years of Specific International Experience relevant to the assignment (Digital-based lean transformation/Productivity in the manufacturing industry)

Project Associates: Advanced in spoken and written Turkish

Answer 10: Please refer to “Attachment-2 Revisions made to the Terms of Reference” for the revision of the mentioned criteria for Mentors. Subject clause has been amended to read as “At least 4 years of Specific Experience relevant to the assignment (Digital-based lean transformation/Productivity in the manufacturing industry)”

For Project Associates, advanced Turkish knowledge criteria has been determined in accordance with the requirements of the assignment. Project associates are expected to be in constant contact with trainers, chambers and MoIT who are expected to communicate in their mother tongue which is Turkish. This will ensure effective communication over the course of the assignment. Subject clause has remained unchanged.

ATTACHMENT-2 REVISIONS MADE TO THE TERMS OF REFERENCE

1. Please refer to Section 5 – J, 2.2. Senior Project Expert (page nr. 58).

In the section, it is stated “At least 10 years of general professional experience”

Subject clause has been amended as follows:

“At least 7 years of general professional experience”

2. Please refer to, Section 4. Evaluation Criteria, Management Structure and Key Personnel (LOT 1), Clause 3.2.6 (Page nr. 32)

In the section, it is stated “Specific International Experience relevant to the assignment (Digital based lean transformation/Productivity in the manufacturing industry)”.

Subject Clause has been amended as follows:

“Specific Experience relevant to the assignment (Digital based lean transformation/Productivity in the manufacturing industry)”

3. Please refer to Section 4. Evaluation Criteria, Management Structure and Key Personnel (LOT 1), Clause 3.2.7 (Page nr. 33)

In the section, it is stated “Specific International Experience relevant to the assignment (Digital based lean transformation/Productivity in the manufacturing industry)”.

Subject Clause has been amended as follows:

“Specific Experience relevant to the assignment (Digital based lean transformation/Productivity in the manufacturing industry)”

4. Please refer to, Section 4. Evaluation Criteria, Management Structure and Key Personnel (LOT 2), Clause 3.2.6 (Page nr. 35)

In the section, it is stated “Specific International Experience relevant to the assignment (Digital based lean transformation/Productivity in the manufacturing industry)”.

Subject Clause has been amended as follows:

“Specific Experience relevant to the assignment (Digital based lean transformation/Productivity in the manufacturing industry)”

5. Please refer to Section 4. Evaluation Criteria, Management Structure and Key Personnel (LOT 2), Clause 3.2.7 (Page nr. 36)

In the section, it is stated “Specific International Experience relevant to the assignment (Digital based lean transformation/Productivity in the manufacturing industry)”.

Subject Clause has been amended as follows:

“Specific Experience relevant to the assignment (Digital based lean transformation/Productivity in the manufacturing industry)”

6. Please refer to Section 5 – J, 2.4. Mentors. (Page nr. 59)

In the section, it is stated **“At least 4 years of Specific International Experience relevant to the assignment (Digital based lean transformation/Productivity in the manufacturing industry”**

Subject clause has been amended as follows:

“At least 4 years of Specific Experience relevant to the assignment (Digital based lean transformation/Productivity in the manufacturing industry”

7. Please refer to, Section 5 – G, Table for Key Performance Indicators and corrective actions for LOT 1 (Page nr. 55)

In the section provision of mentoring services for the selected SMEs and reporting on the output is stated to be completed on or before **“day 365”, after contract signature.**

Subject clause has been amended as follows:

“Mentoring services were completed on or before “day 300”, after contract signature.

8. Please refer to Section 5 – G, Table for Key Performance Indicators and corrective actions for LOT 2 (Page nr. 57)

In the section provision of mentoring services for the selected SMEs and reporting on the output is stated to be completed on or before **“day 365”, after contract signature.**

Subject clause has been amended as follows:

“Mentoring services were completed on or before “day 300”, after contract signature.

9. Please refer to Section 5 – K Schedule of Payments (Page nr. 60)

In the section it is stated that **“The Contractor(s) based in Turkey shall be paid in TRY through conversion of the USD amount by the official UN exchange rate valid on the date of invoice. The Contractor(s) based in another country shall be paid in USD.**

Subject Clause has been amended as follows:

“The Contractor(s) based in Turkey shall be paid in TRY through conversion of the USD amount by the official UN exchange rate valid on the date of money transfer. The Contractor(s) based in another country shall be paid in USD.