AMENDMENT NO.2

Date: 25 January 2019

Subject: Amendment Nr.2 To RFP for "Preparation of Carbon Footprint Inventory and Climate Change Action Plan for Hatay Metropolitan Municipality"

Ref: UNDP-TUR-RFP(MC2)-2019/03

Dear Madam/Sir,

Please find attached "Attachment 1 Answers to Questions from Prospective Proposers" in the context of subject RFP issued on 09 January 2019 for "Preparation of Carbon Footprint Inventory and Climate Change Action Plan for Hatay Metropolitan Municipality" within the scope of Turkey Resilience Project in Response to the Syria Crisis; Municipal Service Delivery.

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 sure that your proposals are submitted on or before the submission deadline **on 28 January 2019, 23:59 hrs (GMT +3, Local time-Turkey)** via e-mail, courier or hand delivery.

Attachment-1: Answers to Questions from Prospective Proposers

Yours Sincerely,

Sukhrob Khojimatov
Deputy Country Director

ATTACHMENT-1 ANSWERS TO QUESTIONS FROM PROSPECTIVE PROPOSERS

Question 1: Is it possible to extend the submission deadline for the subject RFP?

Answer 1: *Please be informed that the submission deadline remains unchanged as 28 January 2019, 23:59 hrs. (GMT +3, Local time-Turkey) due to the time limitation imposed by project requirements.*

Question 2: What kind of document is the power of attorney?

Answer 2: *The power of attorney is an official document stating that the person who signed the proposal is duly authorized by the proposer to sign and submit a proposal on behalf of the proposer.*

Question 3: Please further clarify the minimum requirements for the deliverable "Carbon footprint database and calculation module software".

Answer 3: Please find below the additional clarification concerning *the deliverable "Carbon footprint database and calculation module software" as follows;*
- *A carbon footprint calculator for main sectors based on Microsoft Excel (or similar spreadsheet/database program) to be used by Municipality personnel.*
- *A basic module for exporting* **the results of the carbon footprint calculation** *from excel(or similar spreadsheet/database program) to the website of the Municipality. For municipality personnel, data entrance via website is not mandatory.*
- *A module embedded to website of the municipality for individual users who wants to calculate their carbon footprint.*