



AMENDMENT NR.1

Date: 31 January 2019

Subject: Amendment Nr.1 to Request for Proposal (RFP) for “*Consultancy Services for Establishment and Operationalization of Innovation Centers*” within the scope of Turkey Resilience Project in Response to the Syria Crisis issued on 10 January 2019.

Ref: UNDP-TUR-RFP(MC1)-2019/2

Dear Madam/Sir,

In relation to subject RFP issued on 10 January 2019 for “*Consultancy Services for Establishment and Operationalization of Innovation Centers*” within the scope of Turkey Resilience Project in Response to the Syria Crisis please find attached three components of this Amendment Nr.1;

Attachment-1: The “Answers to Questions” raised by the participating prospective proposers during the pre-proposal conference that was held on 24 January 2019, at 14:00 hrs. at UNDP CO Premises as per Item 4 “Pre-proposal conference” of “Section 3. Bid Data Sheet” of the subject RFP.

Attachment-2: Revisions in the RFP Document.

Attachment-3: Form G Financial Proposal Form.

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

Please be informed that the deadline for submission of proposals that was stated as **February 11, 2019 14:00 hrs. (local time)** has been extended to **February 18, 2019 14:00 hrs. (local time)**.

Please make sure that your proposals are physically delivered to the address stipulated in the RFP document latest by 14:00 hrs. local time on 18 February 2019.

Yours Sincerely,

Üsamed YALÇIN
Assistant Resident Representative
(Operations)

ATTACHMENT-1- “ANSWERS TO QUESTIONS” RAISED BY THE PARTICIPATING PROSPECTIVE PROPOSERS DURING THE PRE-PROPOSAL CONFERENCE THAT WAS HELD ON 24 JANUARY 2019, AT 14:00 HRS. AT UNDP CO PREMISES

Question 1: Are physical spaces of Innovation Centers ready for provision of services and who will be local partners during provision of services?

Answer 1: As mentioned in Item E.1.2. “Establishment of Design and Innovation Labs ” of Section 5. Terms of Reference (hereafter ToR), the space for the Innovation Centers in Izmir, Mersin and Adana will be allocated/provided by UNDP and/or Ministry of Industry and Technology (MoIT)/Chambers of Industry/Commerce and will be ready as of contract signature for provision of services within the scope of this RFP. Local partners for this assignment are respective chambers of industry or commerce in coordination with UNDP and MoIT.

Question 2: Is it possible to extend the duration of the assignment which is mentioned as 10 months in Item J. “Expected Duration of the Contract/Assignment” of ToR?

Answer 2: The duration of the assignment is determined in accordance with the end date of the project, which is 31 January 2020. 10 months of duration for the assignment is determined in accordance with the project end date and scope of the services in this assignment. Hence, 10 months of duration for this assignment can not be extended.

Question 3: Can you elaborate on what is expected in lay-out and work flow of the “Design and Innovation Labs”?

Answer 3: The contractor of this assignment will not provide architectural services for the buildings where innovation centers will be located. As mentioned in Item E.1.2. “Establishment of Design and Innovation Labs” of ToR, the lay-out and work flow of the “Design and Innovation Labs” will include details such as placement of machinery, equipment, furniture and lighting, work stations along with electrical and all other infrastructure utility connections, commonly used areas such as meeting rooms, toilets and emergency exits. This interior architectural task will be performed considering the size and locations of allocated spaces for Innovation Centers in each province. Application of smart office approach, which enables flexible and efficient working environment for individuals and teams, is expected.

Question 4: What is meant by “internationally recognized certificates” that will be given to attendants of the “Training of Trainers Program” mentioned in Item E.2.2. of ToR?

Answer 4: The certificates that will be given to attendants of the “Training of Trainers Program” should be recognized by competent bodies such as universities, respective institutes, business associations or related governmental authorities of countries other than Turkey (especially EU countries) as a proof of training which gives necessary skills to attendants in the subject areas of training. The Contractor is expected to conduct this program in-house if it can provide such training programs with internationally recognized certificates given to successful trainees or outsource this program to entities that can fulfill this requirement.

Question 5: Should CVs of technical experts/architects who will provide specifications of machinery, equipment and software and interior architectural services for interior design of “Design and Innovation Labs” be provided in the CV format annexed to Form E. Format of Technical Proposal?

Answer 5: The proposers are required to provide CVs of their key personnel in the CV format annexed to Form E. Format of Technical Proposal and are strongly encouraged to provide CVs of above mentioned technical experts/architects in the same format.

Question 6: Is there a format for declarations of availability that will be given by key personnel and technical experts/architects who will provide specifications of machinery, equipment and software or interior architectural services for interior design of “Design and Innovation Labs”? Can same person give declarations of availability for more than one proposer?

Answer 6: There is not a specific format for declarations of availability. The statements by proposed key or non-key personnel/experts shall be duly signed and inform that they will be available for this assignment, throughout the assignment period, in proposed role and under that proposer. Same person can not be proposed as key personnel by more than one proposer. Non-key technical experts/architects who will provide specifications of machinery, equipment and software or interior architectural services for interior design of “Design and Innovation Labs” can be proposed by different proposers as long as they are not current employees of one of the proposers.

Question 7: Is it possible to propose the same person as a key personnel and technical expert/architect who will provide specifications of machinery, equipment and software or interior architectural services for interior design of “Design and Innovation Labs”?

Answer 7: Same person can be proposed as a key personnel and technical expert/architect who will provide specifications of machinery, equipment and software or interior architectural services for interior design of “Design and Innovation Labs”, as long as s/he fulfills qualifications required by both roles and the total working days of proposed personnel does not exceed the duration of the assignment and activity 1.2 “Establishment of “Design and Innovation Labs” that will be located within the Innovation Centers per province.”. In such a case, the Proposer shall not propose a price in the line for the related technical expert or architect/expert in the financial proposal and reflect that price under the related key personnel line of activity 1.2.

Question 8: For senior key experts, international experience in the establishment and/or business plan development of innovation centers or fab-labs is described as an asset. What constitutes international experience in this criterion?

Answer 8: Within the context of that criterion, international experience constitutes; experience in countries other than Turkey, or experience in projects of international organizations wherever they are implemented or experiences in projects financed by international organizations.

Question 9: In Item L. “Professional Qualifications of the Proposer and Its Key Personnel”, key personnel of the Proposer are required to work continuously from the beginning to the end of this assignment. Does that mean that they are required to work strictly for 220 working days (22 days per monthx10 months) in the assignment period?

Answer 9: As can also be seen in Form G. Financial Proposal Form, key personnel are included in all of the activities of the assignment, except Activity 2.2. “Training of Trainers” program, because they are expected to provide services under all activities. However, the Proposers may propose total working days less than 220 for any of the key personnel, depending on their roles and responsibilities in separate activities. In such a case, Proposers shall demonstrate this allocation in their proposed methodologies and provide logical reasons

as to why such activities can be fulfilled by these personnel in proposed number of working days.

Question 10: Are key personnel of the Contractor required to be present in each province from beginning to the end of the assignment?

Answer 10: As specified in Item K. "Duty Station" of ToR, the contractor and its staff shall be present in all 3 provinces for Major Task 2 "Operationalization of Innovation Centers in each province through provision of services", since this major task constitutes implementation of trainings and programs. For Major Task 1 "Technical Assistance for the Establishment of Innovation Centers per Province" and Major Task 3 "Preparation of the Final Business Plan and a Recommendation Report", if there are activities (such as site visits to Innovation Centers to see the space for the lay-out, meetings with local partners, collection of data) that require local presence, the staff of the Contractor will be present in each province. If there are activities that can be conducted at Contractor's own location, the staff of the Contractor may not be present at each province.

Question 11: Is it possible to propose key and/or non-key personnel in numbers other than those specified in the Terms of Reference?

Answer 11: The number and qualifications of key and non-key personnel specified in Item L. "Professional Qualifications of the Proposer and Its Key Personnel" of the ToR are determined in accordance with technical requirements, activities, deliverables and scope of the assignment. Thus, proposers can not propose key and non-key personnel in numbers other than those specified in Item L. "Professional Qualifications of the Proposer and Its Key Personnel" of the ToR (i.e. proposers are required to propose exactly 1 Team Leader, 3 Senior Key Experts, 3 Innovation Experts, 3 SME Development Experts and 3 Assistant Experts).

Question 12: Will the contractor be assisted in terms of finding beneficiaries (SMEs, start-ups, entrepreneurs) of accelerator, innovation road map and commercialization programs in each of the three provinces?

Answer 12: As mentioned in Section I "Facilities to be Provided by UNDP" of ToR, the Contractor will be assisted in selection of beneficiaries by UNDP/MoIT and respective chambers of industry/commerce in 3 provinces through their network. The Contractor has the ultimate responsibility of finding the required number of beneficiaries mentioned in Section G. "Key Performance Indicators and Service Level" of ToR in each province and for each program.

Question 13: As one of the Technical Scoring Criteria, proposers are encouraged to cooperate either as a JV/Consortium/Association partner with or undertake subcontracting part of the activities of this assignment to NGO/CSOs (universities, foundations, societies, etc.) established and operational in at least one target province (İzmir, Adana or Mersin) to ensure the adaptation of the methodology to the local context. In this regard can a local NGO/CSO be proposed as a JV/Consortium/Association partner or for subcontracting of part of the activities by more than one proposer?

Answer 13: A local NGO/CSO established and operational in at least one target province can be a JV/Consortium/Association partner only for one single proposer. (i.e. a local NGO/CSO can not be a JV/Consortium/Association partner for more than one proposer). If that NGO/CSO is a JV/Consortium/Association partner of one proposer, it can not be proposed for subcontracting part of the activities for another proposer. However, it can be proposed for subcontracting part of the activities by more than one proposer as long as it has the capacity to perform such activities.

Question 14: Is it mandatory to notarize the JV/Consortium/Association agreement?

Answer 14: As per Item-14.1-“Joint Venture, Consortium or Association” of “Section 2. Instruction to Bidders” of the subject RFP, if the Proposer is a group of legal entities that will form or have formed a JV/Consortium/Association for the Proposal, they shall confirm in their Proposal that they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of JV/Consortium/Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal.

Therefore, notarization of JV/Consortium/Association Agreement and submission with the proposal in that form is mandatory.

Question 15: Is it mandatory to notarize the agreement with NGO/CSOs established and operational in at least one target province for subcontracting part of the activities?

Answer 15: As long as the cooperation with concerned NGO/CSO is not in the form of partnership in a JV/Consortium/Association, notarization of the agreement is not required. On the other hand, if part of the activities will be subcontracted, the proposer shall explain in its technical proposal to whom and how much percentage of the work will be subcontracted, the rationale for subcontracting, the roles of the proposed sub-contractors and how everyone will function as a team.

Question 16: In Item 25 “Tax Exemption” of Section 3 Bid Data Sheet, it is mentioned that UNDP is exempt from all taxes including the VAT. Will UNDP provide a certificate to the Contractor that shows this exemption and does this exemption extend to the Contractor and its JV/Consortium/Association partners?

Answer 16: UNDP, due to its legally recognized status in Turkey, is exempt from all taxes including VAT. However, UNDP's tax exemption is not extendable to its Contractors and their transactions with third parties or within partners if they are JV/Consortium/Associations. It is the Proposer's responsibility to learn from relevant authorities (Ministry of Treasury and Finance) and/or to review/confirm published procedures and to consult with a certified financial consultant as needed to confirm the scope and procedures of VAT exemption application as per VAT Law and Ministry of Treasury and Finance's General Communiqués.

In view of the above, UNDP only issues a document for each invoice issued by its Contractors, that shows UNDP's tax exemption for the respective procurement action. This document does not indicate any type of tax exemption for the Contractors.

Question 17: Is it possible to learn the budget for this assignment?

Answer 17: As per UNDP Corporate Procurement Rules and Policies, budgets of assignments to be contracted are confidential and can not be shared with potential proposers.

Question 18: Is it possible to omit some parts of the standard proposal security form or make additions to the proposal security form due to requirements of the bank?

Answer 18: As mentioned in Form H. “Form of Proposal Security”, except for indicated fields such as name and address of the proposer or name of the issuing bank, no changes may be made on the proposal security template.

Question 19: The proposers are required to have successfully implemented and completed at least 3 contracts of similar value, nature and complexity over the last 10 years as a qualification criteria. In this regard, what should be understood of the term “similar nature” and are assignments completed in-house, in other words without a contract with a client, accepted to fulfill this criteria?

Answer 19: The assignments that consist of activities that are similar to those mentioned in Item D. “Scope” or experiences mentioned in Item L. “Professional Qualifications of the Proposer and Its Key Personnel” and required from the Proposers are accepted to have similar nature.

Assignments completed in-house, without a contract with a client, are not accepted to fulfill above mentioned qualification criteria. Though, they are accepted to fulfill experiences mentioned in Item L. “Professional Qualifications of the Proposer and Its Key Personnel” and required from the Proposers.

ATTACHMENT-2: REVISIONS IN THE RFP DOCUMENT

Please be kindly informed that following revisions have been made in the subject RFP issued on 10 January 2019 for “*Consultancy Services for Establishment and Operationalization of Innovation Centers*” within the scope of Turkey Resilience Project in Response to the Syria Crisis.

1) Section 4: Evaluation Criteria:

| Clause Nr. | Clause in the Original RFP | Revised Clause |
|--|--|--|
| “Section 3. Bid Data Sheet” Item 14 “Deadline for physical submission of the Proposals” | February 11,2019 14:00 hrs. (local time) | February 18,2019 14:00 hrs. (local time) |
| “Section 4. Evaluation Criteria” Technical Evaluation Criteria Item 3.2.a. “1 Team Leader” | Asset: Has at least 2 years of experience in the establishment or management of technology transfer offices, technology development zones, technology incubators or organizations for technology-oriented entrepreneurship in the last 10 years (15 pts.) | Asset: Has at least 4 years of experience in the establishment or management of technology transfer offices, technology development zones, technology incubators or organizations for technology-oriented entrepreneurship in the last 10 years (15 pts.) |

2) Form G: Financial Proposal Form

The lines in Form G: Financial Proposal Form for “Technical Expert for Specifications of Machinery, Equipment and Software” and “Architect/Expert for design of “Design and Innovation Labs” that are put under Activity 1.3. “Deep dive situation analysis conducted through focus group discussions in each target province” are removed from that activity and moved to **Activity 1.2.** “Establishment of “Design and Innovation Labs” that will be located within the Innovation Centers per province.” Please refer to Attachment 3: Form G Financial Proposal Form and the formulized excel sheet published as a returnable form along with the RFP which is renewed to incorporate this amendment.

ATTACHMENT-3: FORM G FINANCIAL PROPOSAL FORM

Proposer are required to prepare the Financial Proposal in the **formalized excel sheet published as a returnable form along with the RFP** and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Form F shall also accompany Form G (formalized excel sheet). Proposers are not expected to fill in below table. Any Financial information provided in the Technical Proposal shall lead to Proposer's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Proposer's Technical Proposal.

Payments will be affected to the contractor on percentage basis in line with Section M. SCHEDULE OF PAYMENTS of TOR, upon acceptance of deliverables by UNDP regardless of the prices offered for deliverables in the price tables.

Currency of the proposal: USD

| 1. Technical assistance for the establishment of Innovation Centers per Province | | | | | | | | | |
|--|--|--|---------------------|-------------|---------------------|------------------------------|------------------------------|---|---|
| Item No. | Description of Services | Title/Item Name | Unit of Measurement | A. Quantity | B. Unit Price (USD) | C. Duration (Days) per staff | D. Total Price (USD) (AxBxC) | | |
| 1.1 | Activity: Development of a draft business plan for Innovation Centers per province Deliverable: Draft business plan including a performance monitoring framework. | Team Leader | Person-Day | 1 | | | 0 | | |
| | | Senior Key Experts | Person-Day | 3 | | | 0 | | |
| | | Innovation Experts | Person-Day | 3 | | | 0 | | |
| | | SME Development Experts | Person-Day | 3 | | | 0 | | |
| | | Assistant Experts | Person-Day | 3 | | | 0 | | |
| | | Subtotal Professional Fees | | | | | | | 0 |
| | | Travel | Round Trip Flights | | | | N/A | 0 | |
| | | Accommodation | Night | | | | N/A | 0 | |
| | | Other (Please specify other expenses) | Lump Sum | 1 | | | N/A | 0 | |
| | | Subtotal Other Costs | | | | | | | 0 |
| Price for Deliverable 1 | | | | | | | 0 | | |
| 1.2 | Activity: Establishment of "Design and Innovation Labs" that will be located within the Innovation Centers per province. Deliverable: Lay-out and work-flow of the labs illustrating the machining lines, equipment, work spaces and specifications of machinery, equipment and software. | Team Leader | Person-Day | 1 | | | 0 | | |
| | | Senior Key Experts | Person-Day | 3 | | | 0 | | |
| | | Innovation Experts | Person-Day | 3 | | | 0 | | |
| | | SME Development Experts | Person-Day | 3 | | | 0 | | |
| | | Assistant Experts | Person-Day | 3 | | | 0 | | |
| | | Technical Expert for Specifications of Machinery, Equipment and Software | Person-Day | | | | | | |
| | | Architect/Expert for design of "Design and Innovation Labs" | Person-Day | | | | | | |
| | | Subtotal Professional Fees | | | | | | | 0 |
| | | Travel | Round Trip Flights | | | | N/A | 0 | |
| | | Accommodation | Night | | | | N/A | 0 | |
| Other (Please specify other expenses) | Lump Sum | 1 | | | N/A | 0 | | | |
| Subtotal Other Costs | | | | | | | 0 | | |
| Price for Deliverable 2 | | | | | | | 0 | | |

| | | | | | | | | |
|--------------------------------|---|---------------------------------------|--------------------|---|--|--|-----|---|
| 1.3 | <p>Activity: Deep dive situation analysis conducted through focus group discussions in each target province</p> <p>Deliverable: Consolidated report on the outcome of the focus group discussion in relation to the proposed business plan and the composition of the Labs per province</p> | Team Leader | Person-Day | 1 | | | 0 | |
| | | Senior Key Experts | Person-Day | 3 | | | 0 | |
| | | Innovation Experts | Person-Day | 3 | | | 0 | |
| | | SME Development Experts | Person-Day | 3 | | | 0 | |
| | | Assistant Experts | Person-Day | 3 | | | 0 | |
| | | Subtotal Professional Fees | | | | | | 0 |
| | | Travel | Round Trip Flights | | | | N/A | 0 |
| | | Accommodation | Night | | | | N/A | 0 |
| | | Other (Please specify other expenses) | Lump Sum | 1 | | | N/A | 0 |
| | | Subtotal Other Costs | | | | | | 0 |
| Price for Deliverable 3 | | | | | | | 0 | |
| 1.4 | <p>Activity: Development of general services such as trainings and business advisory services for SMEs, start-ups and entrepreneurs based on the deep dive situation analysis.</p> <p>Deliverable: Service manuals for each identified service to be delivered in the Centers indicating service delivery processes for each service.</p> | Team Leader | Person-Day | 1 | | | 0 | |
| | | Senior Key Experts | Person-Day | 3 | | | 0 | |
| | | Innovation Experts | Person-Day | 3 | | | 0 | |
| | | SME Development Experts | Person-Day | 3 | | | 0 | |
| | | Assistant Experts | Person-Day | 3 | | | 0 | |
| | | Subtotal Professional Fees | | | | | | 0 |
| | | Travel | Round Trip Flights | | | | N/A | 0 |
| | | Accommodation | Night | | | | N/A | 0 |
| | | Other (Please specify other expenses) | Lump Sum | 1 | | | N/A | 0 |
| | | Subtotal Other Costs | | | | | | 0 |
| Price for Deliverable 4 | | | | | | | 0 | |
| 1.5 | <p>Activity: Development of an Accelerator Program on technology-based entrepreneurship in Izmir</p> <p>Deliverable: Service manual of the Accelerator Program including all the service delivery processes, number of estimated beneficiaries and expected outcomes.</p> | Team Leader | Person-Day | 1 | | | 0 | |
| | | Senior Key Expert | Person-Day | 1 | | | 0 | |
| | | Innovation Expert | Person-Day | 1 | | | 0 | |
| | | SME Development Expert | Person-Day | 1 | | | 0 | |
| | | Assistant Expert | Person-Day | 1 | | | 0 | |
| | | Subtotal Professional Fees | | | | | | 0 |
| | | Travel | Round Trip Flights | | | | N/A | 0 |
| | | Accommodation | Night | | | | N/A | 0 |
| | | Other (Please specify other expenses) | Lump Sum | 1 | | | N/A | 0 |
| | | Subtotal Other Costs | | | | | | 0 |
| Price for Deliverable 5 | | | | | | | 0 | |
| 1.6 | <p>Activity: Development of an Innovation Management Roadmap Program for existing SMEs in 3 target provinces.</p> <p>Deliverable: Service Manual of the Innovation Management Roadmap Program to improve innovation capacity of beneficiary SMEs.</p> | Team Leader | Person-Day | 1 | | | 0 | |
| | | Senior Key Experts | Person-Day | 3 | | | 0 | |
| | | Innovation Experts | Person-Day | 3 | | | 0 | |
| | | SME Development Experts | Person-Day | 3 | | | 0 | |
| | | Assistant Experts | Person-Day | 3 | | | 0 | |
| | | Subtotal Professional Fees | | | | | | 0 |
| | | Travel | Round Trip Flights | | | | N/A | 0 |
| | | Accommodation | Night | | | | N/A | 0 |
| | | Other (Please specify other expenses) | Lump Sum | 1 | | | N/A | 0 |
| | | Subtotal Other Costs | | | | | | 0 |
| Price for Deliverable 6 | | | | | | | 0 | |
| 1.7 | <p>Activity: Development of Commercialization Programs for SMEs, start-ups and entrepreneurs in 3 target provinces.</p> | Team Leader | Person-Day | 1 | | | 0 | |
| | | Senior Key Experts | Person-Day | 3 | | | 0 | |
| | | Innovation Experts | Person-Day | 3 | | | 0 | |

| | Deliverable: Service Manual of Commercialization Program | SME Development Experts | Person-Day | 3 | | | 0 | |
|---|--|---------------------------------------|---------------------|------------|---------------------|------------------------------|------------------------------|---|
| | | Assistant Experts | Person-Day | 3 | | | 0 | |
| | | Subtotal Professional Fees | | | | | | 0 |
| | | Travel | Round Trip Flights | | | N/A | 0 | |
| | | Accommodation | Night | | | N/A | 0 | |
| | | Other (Please specify other expenses) | Lump Sum | 1 | | N/A | 0 | |
| | | Subtotal Other Costs | | | | | | 0 |
| Price for Deliverable 7 | | | | | | | 0 | |
| 2. Operationalization of Innovation Centers in each province through provision of services | | | | | | | | |
| Item No. | Description of Services | Title/Item Name | Unit of Measurement | A.Quantity | B. Unit Price (USD) | C. Duration (Days) per staff | D. Total Price (USD) (AxBxC) | |
| 2.1 | Activity: Organization of training programs to increase awareness of the companies on technology, innovation and innovation management, commercialization, Intellectual property, grant applications, business modeling, creative industries. (maximum 15 training sessions of 2 days) Deliverable: Content, Training Materials and Agenda for Training Programs | Team Leader | Person-Day | 1 | | | 0 | |
| | | Senior Key Experts | Person-Day | 3 | | | 0 | |
| | | Innovation Experts | Person-Day | 3 | | | 0 | |
| | | SME Development Experts | Person-Day | 3 | | | 0 | |
| | | Assistant Experts | Person-Day | 3 | | | 0 | |
| | | Subtotal Professional Fees | | | | | | 0 |
| | | Travel | Round Trip Flights | | | N/A | 0 | |
| | | Accommodation | Night | | | N/A | 0 | |
| | | Other (Please specify other expenses) | Lump Sum | 1 | | N/A | 0 | |
| Subtotal Other Costs | | | | | | 0 | | |
| Price for Deliverable 8 | | | | | | | 0 | |
| 2.2. | Activity: Organization of a training of trainers program to train innovation specialists at the provincial level to increase the local human resources capacity in terms of innovation related services and mentorship on innovation. (Basic Mentorship Training on Innovation: 16*3=48 persons, at least 2 weeks of training, Advanced Mentorship Training on Innovation: 8*3=24 persons at least 2 weeks of training) Deliverable: Content and Agenda for the Training of Trainers Program. | Basic Training Fees | Person | 48 | | N/A | 0 | |
| | | Advanced Training Fees | Person | 24 | | N/A | 0 | |
| Price for Deliverable 9 | | | | | | | 0 | |
| 2.3. | Activity: Implementation of Accelerator Program for entrepreneurs and start-up businesses in Izmir Deliverable: Monthly progress reports on the implementation of the program | Team Leader | Person-Day | 1 | | | 0 | |
| | | Senior Key Expert | Person-Day | 1 | | | 0 | |
| | | Innovation Expert | Person-Day | 1 | | | 0 | |
| | | SME Development Expert | Person-Day | 1 | | | 0 | |
| | | Mentors | Person-Day | | | | 0 | |
| | | Assistant Expert | Person-Day | 1 | | | 0 | |
| | | Subtotal Professional Fees | | | | | | 0 |
| | | Travel | Round Trip Flights | | | N/A | 0 | |
| | | Accommodation | Night | | | N/A | 0 | |
| Other (Please specify other expenses) | Lump Sum | 1 | | N/A | 0 | | | |
| Subtotal Other Costs | | | | | | 0 | | |
| Price for Deliverable 10 | | | | | | | 0 | |
| 2.4. | Activity: Implementation of Innovation Management Roadmap Program | Team Leader | Person-Day | 1 | | | 0 | |
| | | Senior Key Experts | Person-Day | 3 | | | 0 | |

| | for existing SMEs in 3 target provinces. Deliverable: Monthly progress reports on the implementation of the program. (Assessment reports and roadmaps prepared for each beneficiary SME prepared in respective month shall be annexed to respective monthly progress report.) | Innovation Experts | Person-Day | 3 | | | 0 |
|--|---|---------------------------------------|---------------------|-------------|---------------------|------------------------------|------------------------------|
| | | SME Development Experts | Person-Day | 3 | | | 0 |
| | | Assistant Experts | Person-Day | 3 | | | 0 |
| | | Subtotal Professional Fees | | | | | 0 |
| | | Travel | Round Trip Flights | | | N/A | 0 |
| | | Accommodation | Night | | | N/A | 0 |
| | | Other (Please specify other expenses) | Lump Sum | 1 | | N/A | 0 |
| | | Subtotal Other Costs | | | | | 0 |
| Price for Deliverable 11 | | | | | | | 0 |
| 2.5. | Activity: Implementation of the Commercialization Program for SMEs, start-ups and entrepreneurs in 3 target provinces Deliverable: Monthly progress reports on the implementation of the program | Team Leader | Person-Day | 1 | | | 0 |
| | | Senior Key Experts | Person-Day | 3 | | | 0 |
| | | Innovation Experts | Person-Day | 3 | | | 0 |
| | | SME Development Experts | Person-Day | 3 | | | 0 |
| | | Mentors | Person-Day | | | | 0 |
| | | Assistant Experts | Person-Day | 1 | | | 0 |
| | | Subtotal Professional Fees | | | | | 0 |
| | | Travel | Round Trip Flights | | | N/A | 0 |
| | | Accommodation | Night | | | N/A | 0 |
| | | Other (Please specify other expenses) | Lump Sum | 1 | | N/A | 0 |
| | | Subtotal Other Costs | | | | | 0 |
| Price for Deliverable 12 | | | | | | | 0 |
| 3. Preparation of the Final Business Plan and a Recommendation Report for Izmir | | | | | | | |
| Item No. | Description of Services | Title/Item Name | Unit of Measurement | A. Quantity | B. Unit Price (USD) | C. Duration (Days) per staff | D. Total Price (USD) (AxBxC) |
| 3.1 | Activity: Preparation of Final Business Plans of the Innovation Centers in 3 provinces and Preparation of a Recommendation Report Deliverable # 13: Final Business Plans of each Innovation Center. Deliverable # 14: Recommendation Report including the lessons learnt, best practices and outcome of the programs implemented during the Contract execution. | Team Leader | Person-Day | 1 | | | 0 |
| | | Senior Key Experts | Person-Day | 3 | | | 0 |
| | | Innovation Experts | Person-Day | 3 | | | 0 |
| | | SME Development Experts | Person-Day | 3 | | | 0 |
| | | Assistant Experts | Person-Day | 3 | | | 0 |
| | | Subtotal Professional Fees | | | | | 0 |
| | | Travel | Round Trip Flights | | | N/A | 0 |
| | | Accommodation | Night | | | N/A | 0 |
| | | Other (Please specify other expenses) | Lump Sum | 1 | | N/A | 0 |
| | | Subtotal Other Costs | | | | | 0 |
| Price for Deliverables 13 and 14 | | | | | | | 0 |
| TOTAL FINANCIAL PROPOSAL : | | | | | | | 0 |

| BREAKDOWN OF FINANCIAL PROPOSAL | |
|--|----------------------|
| | Amounts (USD) |
| TOTAL PROFESSIONAL FEES (Sum of all subtotals of professional fees for all items except Item 2.2.; all deliverables except Deliverable 9) | 0 |

| | |
|--|---|
| TRAINING OF TRAINERS PROGRAM (Item 2.2; Deliverable 9) | 0 |
| TOTAL OTHER COSTS (Sum of all subtotals of other costs for all items except Item 2.2.; all deliverables except Deliverable 9) | 0 |
| TOTAL AMOUNT OF FINANCIAL PROPOSAL | 0 |

The Proposers shall provide details of travel (how the total quantities are determined and how they are allocated to staff, how unit prices are determined), accommodation (how the total quantities are determined and how they are allocated to staff, how unit prices are determined) and other expenses (breakdown and allocation of these expenses into different items) in case they put a price for those items. Total quantity (Column C) for travel and accommodation items shall be the total number of round trip flights for all staff to be assigned to that deliverable and the total number of nights of stay for all staff to be assigned to that deliverable.

The maximum number of working days that can be proposed for key personnel and assistant experts for all activities and deliverables combined can not exceed **220 working days per staff**. (22 working days per month x10 months). The working days for these staff should be allocated to deliverables based on their nature and duration of the activity.

The maximum number of working days that can be proposed for all mentors can not exceed **300 working days** for Implementation of Accelerator Program and Commercialization Program.