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**AMENDMENT NR.2
ANSWERS TO QUESTIONS**

Date: 11 February 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,

Please find attached (Attachment-1) the “Answers to Questions” received from prospective proposers in the context of 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.

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

Please be informed that, further to requests from prospective proposers, the deadline for submission of proposals that was stated as February 18,2019 14:00 hrs. in Amendment Nr.1 has been extended to **February 25,2019 14:00 hrs.** The prospective proposers are requested to note that this is the last and final extension for this RFP.

Please make sure that your proposals are physically delivered to the address in the RFP latest by 14:00 hrs. Turkish Time on **February 25,2019.**

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 add additional staff items (such as project coordinator or mentors) to the price schedule in Form G: Financial Proposal Form, if they are deemed necessary for various tasks of the assignment?

Answer 1: The items quoted in the price schedule of Form G: Financial Proposal Form are determined in accordance with cost items relevant to corresponding activity/deliverable. Accordingly, the proposers are required to present their financial proposals in the format given in Form G: Financial Proposal Form which includes the key and non-key personnel determined by UNDP for performance of the subject services.

The Proposers shall fill out the price schedule in Form G: Financial Proposal Form (formalized excel sheet published as a returnable form along with the RFP). Any price schedule quoted by the proposers other than the table given in Form G: Financial Proposal Form and includes items not quoted in the table may be rejected by UNDP.

Question 2: The Accelerator Program will be developed and implemented only for the Innovation Center that will be established in İzmir. This program will not be developed and implemented in Adana and Mersin. In this regard, can proposers propose more working days for key personnel who will work in İzmir than key personnel who will work in Adana and Mersin?

Answer 2: The Proposers will determine total working days of any of the key personnel depending on their roles and responsibilities in separate activities. Hence, the total number of working days proposed for key personnel of İzmir, where an accelerator program will be developed and implemented, may be different than the total number of working days proposed for key personnel of Adana and Mersin.

Question 3: Can you elaborate on the determination of the number of trainings that will be conducted under Task 2.1: “Provision of General Services” and who will be trainers that will conduct trainings for this activity?

Answer 3: The contractor will conduct at least 2 training sessions of 2 days in each of the 3 provinces. Hence, the minimum number of training sessions under this task will be 6. On the other hand, as mentioned in Item E.2.1. “Provision of General Services” of Section 5 Terms of Reference (ToR), the maximum number of training sessions will be 15 for all 3 provinces combined. The proposer will determine the exact number of trainings according to the training needs of beneficiaries in each province which will be elaborated in the service manual of “General Services” that will be developed under Task 1.4. It is important that the total number of training sessions will be feasible within the implementation period of this activity as specified in Item F. “Activity, Deliverables and Schedules” of the ToR.

The trainings under Task 2.1. will be provided by the key personnel of the Contractor as specified in Item E.2.1. “Provision of General Services” of ToR. Those who will receive trainings under Task 2.2. “Training of Trainers Program” will not take part as trainers under Task 2.1.

Question 4: In Item L. “Professional Qualifications of The Proposer and Its Key Personnel” having in house capacity or access to expertise of other companies or organizations that have capacity to provide architectural expertise for establishment and design of “Design and Innovation Labs” and Innovation Centers (lay-outs and work

flows) is mentioned as an asset for Proposers. Can you elaborate on what is meant by “architectural expertise” in this context.?

Answer 4: Please refer to Question& Answer 3 in Amendment Nr.1 issued on 31 January 2019. The Proposer is expected to have in house capacity or access to expertise of other companies or organizations that have capacity to provide services detailed in Question& Answer 3 in Amendment Nr.1 issued on 31 January 2019.

Question 5: Who will conduct services under Task 2.3. “Implementation of an Accelerator Program in İzmir” and Task 2.5. “Implementation of the Commercialization Program in 3 provinces”?

Answer 5: The services for implementation of the accelerator program in İzmir and commercialization programs in 3 provinces will be conducted by key personnel of the Contractor and mentors who have the capacity to implement accelerator and/or commercialization programs, and possess qualifications required in Item L. “Professional Qualifications of the Proposer and Its Key Personnel” of the ToR.

Question 6: In Item 4.4. of Section 2 “Instruction to Bidders” it is stated that the eligibility of proposers that are wholly or partly owned by the Government shall be subject to UNDP’s further evaluation and conditions that may lead to undue advantage against other proposers may result in the eventual rejection of the Proposal.

Some of the technoparks and technokents are partly owned by or have representatives in their board from respective chambers of industry and/or commerce of their cities. In this regard if such a technopark or technokent is proposed as a JV/Consortium/Association partner or for subcontracting of some of the activities, will this be a ground for rejection under above mentioned clause?

Answer 6: As stated in various parts of the ToR, the implementing partner of UNDP in this project is the Ministry of Industry and Technology (MoIT) which is under the central government of Turkey. Thus, the term “Government” refers to the central government of Turkey within the context of this RFP. Furthermore, though the chambers of industry and/or commerce will be local partners of this assignment in terms of providing space for the Innovation Centers in 3 provinces and reaching out to potential beneficiaries of programs that will be implemented under this assignment; neither they had input in development of the RFP document and the ToR nor they will take part in evaluation of the proposals.

Considering all these factors, proposal of technoparks or technokents that are partly owned by or have representatives in their board from respective chambers of industry and/or commerce of their cities (including 3 provinces where the innovation centers will be established) either as a JV/Consortium/Association partner or subcontracting some of the activities will not be accepted as a conflict of interest under Item 4.4. of Section 2 “Instruction to Bidders” of the RFP document.

Question 7: Can a local NGO/CSO be proposed as a JV/Consortium/Association partner of one proposer and provide letter of cooperation to another proposer to provide architectural expertise for establishment and design of Innovation Centers (lay-outs and work flows) or technical expertise for specifications of machinery, equipment and software that will be used in Innovation Centers?

*Answer 7: If a local NGO/CSO is a JV/Consortium/Association partner of one proposer, **it can not provide** letters of cooperation to another proposer to provide architectural expertise for*

establishment and design of Innovation Centers (lay-outs and work flows) or technical expertise for specifications of machinery, equipment and software that will be used in Innovation Centers.

Question 8: For this assignment, what will be the role of the chambers of industry and/or commerce of cities where the innovation centers will be established and are proposers expected to cooperate with chambers in their proposals?

Answer 8: As specified in Item A. "Background Information and Rationale, Project Description" and Item B. "Context" of the ToR, chambers of industry and/or commerce of 3 provinces are local partners of the project. They will allocate spaces where Innovation Centers will be established and provide support to UNDP and the Contractor for reaching out to potential beneficiaries of the programs in the scope of the assignment through their networks. The Innovation Centers that will be established and operationalized through the course of this assignment will be sustained and managed by respective chambers of industry and/or commerce after the end of this assignment.

Since chambers of industry and/or commerce of 3 provinces are local partners of the project, UNDP and MoIT for this assignment, and they will cooperate with UNDP, MoIT and the Contractor in the implementation phase for above mentioned tasks, proposers shall not seek cooperation with them while they are preparing their proposals.

Question 9: In regard to Task 1.2. "Establishment of Design and Innovation Labs that will be located within the Innovation Centers", can you elaborate on the relationship of the lay-out and work flow of the labs for Innovation Centers that will be established within the SME Capability Centers?

Answer 9: As per discussions with implementing partner MoIT and chambers of industry and/or commerce of 3 provinces, the Innovation Center is expected to be established within the SME Capability Center only in Mersin. The lay-out and work flow of the labs should be considered separately for Innovation Centers and SME Capability Centers in accordance with separate requirements specified in their respective ToRs and spaces allocated for each.

Question 10: As per Section 4. Evaluation Criteria, the proposers are required to submit proposals as a JV/Consortium/Association and at least one of the partners shall be a local or international NGO/CSO (university, foundation, society etc.) that has relevant experience with this assignment. In this regard, in areas where the name of the proposer should be written, such as the envelopes and the returnable proposal forms, should proposers write only the name of the lead partner or the name of the JV/Consortium/Association?

Answer 10: As per Item 24 in Section 3. Bid Data Sheet, 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. Hence, in the Proposer lines of these forms, the name of the partner for which the form is filled out shall be written.

In all other forms and envelopes, the Proposer should refer to the name of the Joint Venture (JV)/ Consortium/Association.