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AMENDMENT NR.1

Date: 14 February 2019

Subject: Amendment Nr.1 to Request for Proposal (RFP) for “*Consultancy Services for Development and Implementation of an Incubation Programme in Şanlıurfa*” within the scope of “Resilience Building via Increased Livelihoods Opportunities and Strengthened Social Cohesion for Syrian Refugees and Host Communities Project” issued on 31 January 2019.

Ref: UNDP-TUR-RFP(SR)-2019/04

Dear Madam/Sir,

In relation to subject RFP issued on 31 January 2019 for “*Consultancy Services for Development and Implementation of an Incubation Programme in Şanlıurfa*” within the scope of “Resilience Building via Increased Livelihoods Opportunities and Strengthened Social Cohesion for Syrian Refugees and Host Communities Project”, please find attached two components of this Amendment Nr.1;

Attachment-1: The “Answers to Questions” raised by prospective proposers,

Attachment-2: 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 attachment, with all other clauses of the RFP remaining valid.

Please make sure that your proposals are physically delivered to the address in the RFP latest by 14:00 hrs. local time on **February 19,2019**.

Yours Sincerely,

Sukhrob KHOJIMATOV
Deputy Country Director

ATTACHMENT-1- "ANSWERS TO QUESTIONS" FROM PROSPECTIVE PROPOSERS

Question 1: Are NGO/CSOs (universities, foundations, societies) eligible to submit a proposal for this RFP?

Answer 1: Yes. NGO/CSOs (universities, foundations, societies) are eligible to submit a proposal for this RFP.

Question 2: In the case of submission of a proposal as a JV/Consortium/Association, is it mandatory for all parties to submit all relevant documents (such as Certificate of Incorporation or Tax Registration/Payment Certificate) that will be attached to Form B: Proposer Information Form?

Answer 2: As per Item 24 of Section 3. "Bid Data Sheet" of the RFP document, 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, attachments to Form B: Proposer Information Form should be submitted separately by each party of the JV/Consortium/Association.

Question 3: In the case of submission of a proposal as a JV/Consortium/Association, is it mandatory to notarize the JV/Consortium/Association agreement?

*Answer 3: 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 4: As per Section 4. "Evaluation Criteria", non-performance of a contract shall not have occurred as a result of contractor default for the last 3 years. Can you elaborate on what non-performance of a contract means in this context?

Answer 4: Non-performance shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Please refer to footnote 1 of Section 4. "Evaluation Criteria" for details.

Question 5: In item 1.1.2. of Technical Evaluation Criteria, project financing capacity is scored. Can you elaborate on how this criterion will be scored?

Answer 5: As mentioned in the explanation of that criterion, project financing capacity will be determined on the basis of average current ratio of the proposer in the last 3 years. Current ratio is calculated as (current assets/current liabilities) for any fiscal year.

Question 6: As per Section 3 of Form E. Technical Proposal Form, proposers are required to submit diplomas of their key personnel. Is it mandatory to submit either their originals or notarized copies?

Answer 6: The proposers may submit copies of diplomas of their key personnel. UNDP reserves the right to request submission of either originals or notarized copies of diplomas during the evaluation of proposals if deemed necessary.

Question 7: Are proposers required to be a member of UN Global Compact to submit a proposal for this RFP?

Answer 7: The proposers are not required to be a member of UN Global Compact to submit a proposal for this RFP. As mentioned in Section 4. "Technical Evaluation Criteria" of the RFP document, those proposers who are members of UN Global Compact will receive points at technical evaluation.

Question 8: Can you elaborate on the difference between duration of the contract which is mentioned as 4 months in Item 20 of Section 3 "Bid Data Sheet" (BDS) and duration of the assignment which is mentioned as 90 days in Item I "Expected duration of the assignment" of Section 5 "Terms of Reference" (ToR)?

Answer 8: The duration of the assignment is 90 days as specified in the ToR. The 4 months of contract duration mentioned in the BDS includes 30 days of payment period mentioned in Item 26, in addition to 90 days duration of the assignment mentioned in the ToR.

Question 9: Is it possible to extend the due date of submission which was specified as February 19, 2019 14:00 hrs. in the RFP document?

Answer 9: Due to project duration, requirements and exigencies, currently it is not possible to extend the due date of submission for proposals. Please kindly make sure that your proposals are physically delivered to the address in the RFP latest by above mentioned due date.

ATTACHMENT-2: REVISIONS TO THE RFP DOCUMENT

Please be kindly informed that following revisions have been made in the subject RFP issued on January 31, 2019 for “*Consultancy Services for Development and Implementation of an Incubation Programme in Şanlıurfa*” within the scope of “Resilience Building via Increased Livelihoods Opportunities and Strengthened Social Cohesion for Syrian Refugees and Host Communities Project”.

Clause Nr.	Clause in the Original RFP	Revised Clause
“Section 4. Evaluation Criteria” Item “Minimum Eligibility and Qualification Criteria: Previous Experience”	Minimum 5 years of relevant experience. <i>(For JV/Consortium/Association, all Parties separately should meet this requirement)</i>	Minimum 3 years of relevant experience. <i>(For JV/Consortium/Association, all Parties separately should meet this requirement)</i>