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Date: February 27th, 2019

Subject : Amendment No.1 to Request for Proposal (RFP) for “Provision of Cleaning Services for UNDP Premises at Yıldız Kule” on February 8th, 2019.

Reference: UNDP-TUR-RFP(ADM)-2019/04

Dear Madam/Sir,

In relation to our RFP for “**Provision of Cleaning Services for UNDP Premises at Yıldız Kule**”, issued on February 8th, 2019 with reference **UNDP-TUR-RFP(ADM)-2019/04**, you are hereby provided with information pursuant to inquiries from Prospective Proposers and the need for further clarifications. Kindly note that the deadline for physical submission of Proposals has been extended to **17:30hrs (GMT + 3) on March 7th, 2019**.

You are kindly requested to prepare your proposals with the consideration of the information provided in this Amendment and submit your proposals physically latest by **17:30hrs (GMT + 3) on March 7th, 2019** to the address stipulated in the subject solicitation document.

Yours Sincerely,

A handwritten signature in blue ink, appearing to read 'Üsane Yalçın', is written over a blue line.

Üsane Yalçın
Assistant Resident Representative (Operations)

Attachment-I: Answers to Inquiries from Prospective Proposers

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Answers to Inquiries from Prospective Proposers

Question 1: Is the only allowable manner of submitting proposals by hand delivery?

Answer 1: As stipulated in PDS Item 14, the only allowable manner of submitting proposals is by Courier/Hand Delivery.

Question 2: Are the “Editable Forms” present within the website where the Procurement Notice is located?

Answer 2: The “Editable Forms” have been uploaded to all the websites in which the Procurement Notice has been announced.

Question 3: Will there be an increase in the Contract Amount with regards to the potential increases the Government may reflect to the Minimum Base Wage Rate or will the Contract Amount be fixed? If the latter applies; in case the Minimum Base Wage Rate is higher than the Contract Amount, will there be an increase in the Contract Amount?

Answer 3: As stipulated in Items iii and iv of “Form G: Financial Proposal Form”:

iii. The Proposers shall calculate their Price Proposals for all phases of the LTA, by incorporating all potential increases to be announced by the Turkish Government in the “Minimum Base Wage Rate” and other benefits, as all of these increases shall be reflected to payments to Contractor’s staff during LTA implementation, i.e. The Proposers shall include all foreseen increases in “Minimum Base Wage Rate” and other benefits, in the salaries of its staff for the whole LTA period.

iv. The Contractor shall not be entitled to any additional payment other than the “Total LTA Amount for 33 Months” to be proposed in the Price Schedule, due to any kind of increase instituted by the Turkish Government, including but not limited to increases in social security premium and unemployment premium as per the legislation, pay raises, overtime, etc. during the execution of the LTA.

Question 4: In PDS Item 27, “CVs of Cleaning Supervisor, Daily Full Time Cleaning Staff and Daily Part Time Cleaning Staff” have been listed within the required documents; while in Item 3.2 of “Form E: Format of Technical Proposal”, it has been stated that “CVs for Key personnel that will be provided to support the implementation of this project” are required. Are the CVs stated in “Form E: Format of Technical Proposal” additional to the staff CVs and are the CVs required at this stage?

*Answer 4: The CVs of Cleaning Supervisor, Daily Full Time Cleaning Staff and Daily Part Time Cleaning Staff **must be** submitted within the Technical Proposal. Whilst submitting these CVs, you should be guided by the “Format for CV of Proposed Key Personnel” stipulated in “Form E: Format of Technical Proposal”. Reference to CVs throughout the RFP Document are to CVs of Cleaning Supervisor, Daily Full Time Cleaning Staff and Daily Part Time Cleaning Staff.*

Question 5: In PDS Item 27, “CVs of Cleaning Supervisor, Daily Full Time Cleaning Staff and Daily Part Time Cleaning Staff” have been listed within the required documents. Will the proposer be penalized if the staff member who is mentioned at the proposal stage, will no longer be available to work on this contract if the proposer is successful?

Answer 5: As stated in Item 16.2 of Instruction to Proposers: “During the Proposal validity period, the Proposer shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.” Throughout the Contract Validity; the replacement of a Key Personnel with a newly proposed one will only be possible upon UNDP’s prior written approval, given that the newly proposed Key Personnel has at least the qualifications of the current Key Personnel to be replaced.

Question 6: In PDS Item 27, “CVs of Cleaning Supervisor, Daily Full Time Cleaning Staff and Daily Part Time Cleaning Staff” have been listed within the required documents. Will additional CVs of staff that will be proposed to undertake the responsibilities of Key Personnel during staff holidays and sickness be required?

Answer 6: At this phase the Proposers need not provide additional CVs. Throughout the Contract Validity; the temporary replacement of a Key Personnel with a newly proposed one due to staff holidays or sickness will only be possible upon UNDP’s prior written approval, given that the newly proposed Key Personnel has at least the qualifications of the current Key Personnel to be replaced.

Question 7: In the RFP Document, it has been observed that there is no statement regarding “severance and notice pay”, “annual leave” or “official holidays” of the Key Personnel. Will these items be included to the Proposal?

Answer 7: The Proposers are expected to take into consideration all kinds of payments to be made to their Key Personnel while preparing their Financial Proposals. As also stipulated in Item iv of “Form G: Financial Proposal Form”:

iv. The Contractor shall not be entitled to any additional payment other than the “Total LTA Amount for 33 Months” to be proposed in the Price Schedule, due to any kind of increase instituted by the Turkish Government, including but not limited to increases in social security premium and unemployment premium as per the legislation, pay raises, overtime, etc. during the execution of the LTA.