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Date: May 31st, 2019

Subject : Amendment No.1 to Request for Proposal (RFP) for “Provision of Cleaning Services for UNDP Premises at Yıldız Kule” issued on May 22nd, 2019.

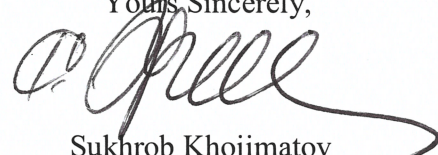
Reference: UNDP-TUR-RFP(ADM)-2019/08

Dear Madam/Sir,

In relation to our RFP for “**Provision of Cleaning Services for UNDP Premises at Yıldız Kule**”, issued on May 22nd, 2019 with reference **UNDP-TUR-RFP(ADM)-2019/08**, you are hereby provided with information pursuant to inquiries from Prospective Proposers and the need for further clarifications.

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 **12:30hrs (GMT + 3) on June 12th, 2019** to the address stipulated in the subject solicitation document.

Yours Sincerely,



Sukhrob Khojimatov
Deputy Resident Representative

Attachment-I: Answers to Inquiries from Prospective Proposers

Attachment-I:

Answers to Inquiries from Prospective Proposers

Question 1: Please clarify if the required documents stipulated in Item 27 within the Proposal Data Sheet of the RFP Document (such as; Company Profile, Tax registration, business licenses, Financial statement, CVs, Criminal records, Statement of good health, etc.) need to be notarized or will the signed (by an Authorized Personnel) copies be sufficient?

Answer 1: The summary of the modes of submission of documents listed in Item 27 of the PDS are as follows:

<i>Name of Document</i>	<i>Mode of Submission</i>
<i>Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured.</i>	<i>Signed by Authorized Personnel of the Proposer.</i>
<i>Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Proposer is updated with its tax payment obligations, or Certificate of Tax Exemption, if any such privilege is enjoyed by the Proposer.</i>	<i>Issued by the relevant governmental authority.</i>
<i>Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Proposer is not a corporation.</i>	<i>Issued by the relevant authority (chamber of commerce, etc.).</i>
<i>Trade name registration papers, if applicable.</i>	<i>Official Trade Registry Gazette.</i>
<i>Official Letter of Appointment as local representative, if Proposer is submitting a Proposal on behalf of an entity located outside the country.</i>	<i>Issued and duly signed by Authorized Personnel of the appointing entity located outside the country.</i>
<i>Statement of Satisfactory Performance from at least 1 international client (UN Agencies, international organizations/companies, embassies, etc.) for the last 5 years.</i>	<i>Issued and duly signed by Authorized Personnel of the international client.</i>
<i>Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past 3 years [2016, 2017, 2018]</i>	<i>Issued and duly signed by Auditor.</i>
<i>CVs of Cleaning Supervisor, Daily Full Time Cleaning Staff and Daily Part Time Cleaning Staff who are proposed to work with UNDP and the diploma of their highest attained degree.</i>	<i>Signed by Authorized Personnel of the Proposer.</i>

<i>Criminal Record, dated at most 30 days prior to deadline for submission of Proposals, belonging to Cleaning Supervisor, Daily Full Time Cleaning Staff and Daily Part Time Cleaning Staff who are proposed to work with UNDP.</i>	<i>Issued by the relevant governmental authority.</i>
<i>Statement of Good Health, dated at most 30 days prior to deadline for submission of Proposals, belonging to Cleaning Supervisor, Daily Full Time Cleaning Staff and Daily Part Time Cleaning Staff who are proposed to work with UNDP.</i>	<i>Issued by the relevant governmental authority.</i>

Question 2: In order to fill in the required information to the following forms, could you please provide the editable formats of Form A: Technical Proposal Submission Form, Form B: Proposers Information Form, Form D: Qualification Form, Form E: Format of Technical Proposal, Form F: Financial Proposal Submission Form and Form G: Financial Proposal Form?

Answer 2: The editable forms have been uploaded to the Procurement Notice for your ease of reference.

Question 3: Please state when the “Weekly Cleaning Services”, “Monthly Cleaning Services”, “Every Two Months Cleaning Services” and “Every Three Months Cleaning Services” shall be performed?

Answer 3: The “Weekly Cleaning Services”, “Monthly Cleaning Services”, “Every Two Months Cleaning Services” and “Every Three Months Cleaning Services” shall be performed on Sundays.

Question 4: Please confirm that no supervisor is needed during the weekdays between 8:00 A.M. and 5:30 P.M.?

Answer 4: The “Supervisor” shall be present when the part-time cleaning staff are performing their duties.

Question 5: Please state whether the cleaning staff shall be working on official Turkish holidays? If yes, how many days of work per year should we assume as work on official Turkish holidays?

Answer 5: The cleaning staff will be working in accordance with UNDP working days. The UN Official Holidays in Turkey are being determined by UNCT in the beginning of each calendar year and these holidays may or may not differ from official Turkish holidays. We cannot provide an assumption at this stage, since these holidays change on an annual basis.