



*Empowered lives.
Resilient nations.*

AMENDMENT NO.1

Date: 24 September 2019

Subject: Amendment Nr.1 To RFP for “Training Programmes to İŞKUR Job and Vocational Consultants (JVCs) in İstanbul and Gaziantep” within the scope of Employment and Skills Development Project

Ref: UNDP-TUR-RFP(KFW)-2019/12

Dear Madam/Sir,

Please find attached “Answers to Questions from Prospective Proposers” in the context of subject RFP issued on 18 September 2019 for “Training Programmes to İŞKUR Job and Vocational Consultants (JVCs) in İstanbul and Gaziantep” within the scope of Employment and Skills Development Project.

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

Please be sure that your proposals are submitted on or before the submission deadline on **Monday, September 30, 2019 23:59 hrs. (Local Time-Turkey, GMT+3)** via email or courier mail.

Attachment-1: Answers to Questions from Prospective Proposers

Yours Sincerely,

Sukhrob Khojimatov
Deputy Resident Representative

ATTACHMENT 1- ANSWERS TO QUESTIONS FROM PROSPECTIVE PROPOSERS

Question 1: Is it enough to provide a number of similar work references along with work completion certificates, or is there a specific number for the references that a Consultant or a Joint Venture should meet?

Answer 1: *Similar work references will be evaluated as part of "expertise of firm", the number of references for similar experience will be used for rating of expertise level of the proposers during technical evaluation. There is not a specific number of references for a proposer to meet.*

Question 2: Besides the written self-statement for acceptance of UNDP General Terms and Conditions, shall the proposers sign Annex 3 General terms and Conditions of Contract of UNDP?

Answer 2: *There is no need to sign the Annex 3 General Terms and Conditions, declaration of full acceptance for General Terms and Conditions will meet the related criterion.*

Question 3: Is it mandatory to submit hard copy of the proposal to UNDP?

Answer 3: *The proposals could be submitted via e-mail, there is no need to submit hard copy of the proposal to UNDP.*

Question 3: Is there any flexibility for expected start date and completion date for the services?

Answer 3: *Regarding the project requirements, the expected duration and completion date of the contract could not be changed.*

Question 4: Please clarify the following statement of ToR; "The expected duration of the one training curriculum is 3 days and it should be delivered to 300 JVCs in 3 weeks within 5 weeks period." Shall we complete all sessions of the training in three successive weeks? Could we plan the sessions of training in any time in five weeks period?

Answer 4: *There is no requirement for succession of the training session. Only requirement for timeline of trainings is that the training sessions shall be completed in the five weeks period.*

Question 5: Shall the proposal price for training sessions include the cost of venue, lunch and coffee breaks? Shall we propose alternative hotel names with our proposal?

Answer 5: *The price for training session shall include any costs for providing training services, including cost of venue, lunch and coffee breaks. The alternative hotel names are not required with the proposal.*

Question 6: Regarding the training sessions in İstanbul, will one training session for 100 JVCs to be conducted in European side of İstanbul and the other session for 100 JVCs to be conducted in Anatolia side of İstanbul?

Answer 6: *As indicated by the terms of reference, one session for 100 JVCs will be conducted in European side and the other session for 100 JVCs will be conducted in Anatolian side of İstanbul.*