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AMENDMENT NR.1

Date: 10/12/2021

Subject: Amendment Nr.1 to Request for Proposal (RFP) for “*Provision of Design and Development of an SME Digitalization Platform*” within the Scope of Beyond Recovery of SMEs through Digitalization (Digital Way) Project issued on 26 November 2021.

Ref: UNDP-TUR-RFP(DW)-2021/13

Dear Madam/Sir,

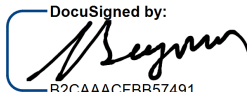
In relation to subject RFP issued on 26 November, 2021 for “*Provision of Design and Development of an SME Digitalization Platform*” within the Scope of Beyond Recovery of SMEs through Digitalization (Digital Way) Project, please kindly find “**Attachement-1: Answers to Questions from Prospective Proposer**”;

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

Deadline for submission of proposals has been extended until 15 December 2021, 17:00 hrs (Turkey Local Time). Please make sure that your proposal is submitted via email to tr.procurement@undp.org, on or before 15 December 2021, 17:00 hrs (Turkey Local Time).

Attachement-1: Answers to Questions from Prospective Proposers

Yours Sincerely,

DocuSigned by:

B2CAAACFBB57491...

Usame Yalçın

Assistant Resident Representative
(Operations)

ATTACHMENT-1
ANSWERS TO QUESTIONS FROM PROSPECTIVE PROPOSERS

QUESTION 1:

As per Terms of Reference, there are three face-to-face meetings and trainings in Ankara. Are these meetings one-day? Do we add the transportation cost of these meetings in Table 3: Breakdown of Other Costs?

ANSWER 1:

Each of the face-to-face meetings and trainings is expecting to be one-day. As per Section VIII. Facilities to be Provided by UNDP and Duty Station of Annex 4 Detailed Terms of Reference, *All additional costs such as travel, accommodation, living or other costs of experts for attending meetings with the UNDP and the MoIT as well as conducting the training in Ankara will be covered by the Contractor and the professional fees for experts shall include these costs.*

QUESTION 2:

Our company was established as sole-trader in 2017 and its structure changed to joint stock company in 2021 without changing the registration number. Is this a problem for three years working entity criterion?

ANSWER 2:

As per RFP, the proposer shall be legally registered entity. After the establishment of the entity, the structure of the entity may be changed but it shall be proofed by official document which demonstrate the continuity of the entity.

QUESTION 3:

As per Terms of Reference, Preparation and submission of reports (monthly performance and recommendations reports, testing reports, draft design report and the final report) within deadlines and in accordance with UNDP CO approved contents and templates. Can you share an example of the templates?

ANSWER 3:

UNDP does not have a prepared report template. The templates shall be prepared by the Contractor. UNDP may request additional content or section in these reports. The important point is that the reports shall be explain the scope and improvements about the assignment. Please also refer to Section VI. Key Performance Indicators and Service Level of Annex 4 Detailed Terms of Reference.

QUESTION 4:

We want to participate the procurement with Reference No: 86193. Can we ask detailed questions about the assignment?

ANSWER 4:

Yes, As per RFP, Contact Person information for Inquiries are given below:

Çağlar Selçuk, Procurement Officer

Address: Yıldız Kule, Yukarı Dikmen Mah, Turan Güneş Bulvarı, No:106, Cankaya, Ankara, 06550 Turkey

E-mail address: tr.procurement@undp.org

Please submit your questions to above email.

Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

QUESTION 5:

As per Terms of Reference, there are two key personnel. Can we submit three or more persons CV? Can we add extra budget/cost into our financial proposal? Or, Can we add extra CV without adding extra budget/cost into our financial proposal?

ANSWER 5:

Two Key personnel (Team Leader and Key Expert) are defined in Section X. Qualification and Requirement of the Key Personnel of Annex-4 Detailed Terms of Reference. The proposer shall submit **one** CV for each position in technical Proposal.

Moreover, as per Detailed Terms of Reference, Contractor shall provide support facilities to the team of experts (support and back-stopping staff) during the implementation of the contract, if necessary. In this regard, the proposer can provide additional personnel (expert) to the two key personnel in the technical proposal in this context. Proposer can also submit their CV in the proposal. The cost of additional staff must be added to the Financial proposal by adding additional row(s) to Table 2: Breakdown of Professional Fees, and Table 4: Breakdown of Price per Deliverable/Activity (for each deliverable). The Contractor will not receive any additional payment for whatsoever reason.

QUESTION 6:

Can companies from Outside Turkey (like, from India or USA) apply for this RFP?

ANSWER 6:

Yes, the proposers from outside Turkey can apply for this RFP.

QUESTION 7:

Do we need to come to Turkey/Ankara for meetings and trainings?

ANSWER 7:

Yes, 3 face-to-face coordination meetings and trainings are planned at the MoIT premises in Ankara during the contract period. The contractor personnel shall participate these meetings and training physically.

QUESTION 8:

Can we perform the tasks (related to RFP) outside Turkey (like, from India or USA)?

ANSWER 8:

The Contractor shall work on a home-based basis. However, 3 face-to-face coordination meetings and trainings are planned at the MoIT premises in Ankara during the contract period. The contractor personnel shall participate these meetings and training physically.

QUESTION 9:

Can we submit the proposals via email?

ANSWER 9:

As per RFP, Proposals may be submitted via email to the address below:

United Nations Development Programme

Çağlar Selçuk

Procurement Officer

tr.procurement@undp.org