



Date: 28.11.2014

Subject: Amendment Nr.1 to Expression of Interest for Prequalification of '*Demining of Eastern Borders of Turkey*'

Ref : UNDP-TUR-EOI-PROJ(DEM)-2014/01

Dear Madam/Sir,

In relation to our Expression of Interest for Prequalification of '*Demining of Eastern Borders of Turkey*', issued on 17.11.2014 with reference nr. UNDP-TUR-EOI-PROJ(DEM)-2014/01, you are hereby provided with the first set of 'Answers to Questions' received from prospective applicants.

You are kindly requested to prepare your applications with the consideration of these 'Answers to Questions' and submit your applications latest by **15.12.2014, 18:00 hrs** Ankara local time, to the address stipulated in our solicitation documents.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'MD', is positioned above the name Matilda Dimovska.

Matilda Dimovska
Deputy Resident Representative

Attachment-I-First set of 'Answers to Questions' received from prospective applicants

Attachment-I:

First Set of 'Answers to Questions' Received From Prospective Applicants

Question 1: Is it possible to extend the deadline for submission of Applications for Prequalification until 15 December 2014?

Answer 1: Yes, the deadline for submission of Applications for Prequalification has been extended to 15 December 2014.

Question 2: Is it possible to make available all the necessary Forms and Templates in an editable format (i.e. MS Word)?

Answer 2: Yes: The editable formats of all required forms have been uploaded to the web page(s) on which the prequalification document is hosted, namely:

<http://procurement-notice.undp.org>

<http://www.tr.undp.org/content/turkey/en/home/operations/procurement/procurement-notice/>

<https://www.ungm.org/Public/Notice>

Question 3: What is the evaluation score for Section B.3 presented under 'Section B: Similar Work Experience', which is not included in the Evaluation for Prequalification Form 2?

Answer 3: Question B3, should be read as supporting documentation to Question B1 and B2 and should refer to highlighting any similar work experience in countries similar to Turkey, on projects and joint ventures. Consequently, it does not have any sub-score and has not been included in the Evaluation for Prequalification Form.

Question 4: Due to the international structure of our Joint Venture, some of the legal documentation inc. signature circular, chamber of commerce, power of attorney, has notarized copies in legal language of country of registration for company. Could you please clarify whether the apostil copies from the Ministry of Foreign Affairs would suffice or would you require an approved copy from Turkish Consulates as well? Please note that, to get a Notarized approval of any legal document translation in Turkey, any such document must be approved by Turkish consulate in order to be validated in Turkey. Could you also confirm whether you require all documents to be provided in English and Turkish languages?

Answer 4: As explained in Article II.8 of the Expression of Interest for Prequalification document, the Application prepared by the Applicant and all correspondence and documents relating to the Application exchanged by the Application and the procuring

UNDP entity shall be in the English language. The documents and certificates that require notarization shall be approved by the authorized legal entity in country of origin. However, all documents submitted by the Applicant, should have English translations and the translations should be notarized. No apostil copies are required.

Question 5: Should the applicants submit four printed copies of SOP and one CD in detail or only list of SOP?

Answer 5: As also mentioned in Item 10: 'Signing of the Application and Number of Copies', in Article II: Preparation of Applications in Annex 1: Instructions to Applicants, each Applicant shall submit in a sealed envelope in five sets (One marked "Original"; three as "Copy" and one in CD). The original of the application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant. Accordingly, the same shall apply to SOPs like all other parts of the application.

As also stated in Section D: Work Methodology in 'Part II: Evaluation Scheme for Applicants Meeting All Pass/Fail Criteria', the applicants are required to submit SOP addressing all the components stipulated in this section as to how the contractor will conduct the services. Therefore, submission of only list of SOP shall not be considered sufficient to meet the requirement.

Question 6: Is it possible for an Applicant to visit UNDP Turkey Country Office to discuss the questions and inquiries?

Answer 6: As stated in Item 4: 'Clarification of Prequalification Document' in Annex 1: Instructions to Applicants of the EoI document, a prospective Applicant requiring any clarification of the Prequalification Document shall contact the UNDP in writing at the UNDP's address indicated in the Expression of Interest for Prequalification Document. The UNDP will respond in writing to any request for clarification provided that such request is received no later than four (4) days prior to the deadline for submission of applications. The UNDP shall post responses to the web page(s) on which the prequalification document is hosted.

In this regard, the Applicants should communicate their inquiries to UNDP Turkey Country Office in writing as visiting of the Country Office will not be possible.

Question 7: Can you please clarify what the abbreviation ITA stands for?

Answer 7: ITA stands for 'Instructions to Applicants', which is Annex I of the EoI document.

Question 8: Can you please clarify in case of a JV, if the Lead Partner meets all requirement for PF3 and PF4, will the other members of the JV be also required to meet the same criteria, as the statements in PF3 and PF4 are conflicting in this respect?

Answer 8: In case of JVs, for both PF3 and PF4 criteria, the Lead Partner and Member Partners must meet at least %50 and 20% of the requirement, respectively; i.e. even if the Lead Partner meets the whole requirement either for PF3 or PF4, the member partners must also meet at least 20% of the requirement for the JV to be eligible for prequalification.

The statement as regard to meeting of the requirement by JV members in PF4 is also valid for PF3.

Question 9: Should all the partners of a JV be a demining company or not?

Answer 9: All partners of the JV must meet the requirements listed in Part I: Pass/Fail Eligibility Criteria in Annex III of the EoI document from PF 1 to PF4 in order to be considered for further evaluation for prequalification.

Question 10: Should a foreign company out of Turkey have a Turkish partner?

Answer 10: No as stated in Item 2: 'Eligible Applicants in Annex 1: Instructions to Applicants', an applicant shall be a legally established single entity or a Joint Venture/Consortium.

Meanwhile, as also stated in Item A.1 of Part II: 'Evaluation Scheme for Applicants Meeting All Pass/Fail Criteria', the Applicants shall present their current facilities such as location of office(s) and partnerships in Turkey etc. that would contribute to successful performance of the Contract, in case of award, in response to this section.

Question 11: What type of organizational documentation is required to be submitted for the subcontractors to be deployed by an Applicant?

Answer 11: For the subcontractors to be used by the Applicants, a document that shows the breakdown of works to be conducted by the subcontractor, together with the legal name, address and contact details of the subcontractor shall be submitted in Section A.4: 'Description of the organizational unit(s) that will become responsible for the contract and the general management approach towards a project of this kind' ' in Section A: Management Plan of the EoI application.

Question 12: How the use of subcontractors shall be evaluated?

Answer 12: *The use of subcontractors by the Applicants will be evaluated under Section Part A.4: 'Description of the organizational unit(s) that will become responsible for the contract and the general management approach towards a project of this kind' ' in Section A: Management Plan of the EoI application.*

Question 13: **Could you share the link to the website where responses to clarification questions will be posted?**

Answer 13: *Responses to the clarification questions are published on which the prequalification document is hosted, namely:*

<http://procurement-notice.undp.org>

<http://www.tr.undp.org/content/turkey/en/home/operations/procurement/procurement-notice/>

<https://www.ungm.org/Public/Notice>

Question 14: **In case that the official documents to be submitted as part of the EoI Application are in a language other than English, shall the unofficial translations to be made by the Applicant itself be acceptable?**

Answer 14: *No, unofficial translations to be made by the Applicant itself shall not be acceptable. All translations to English shall be made by a sworn translator and notarized to be acceptable.*

Question 15: **Can you please clarify if the Applicants should send the EoI prior to submitting the pre-qualification document by 08th Dec 2014?**

Answer 15: *EoI for Pre-Qualification is only one document for prequalification of Applicants. . Accordingly, the applications for Pre-Qualification shall be submitted until the deadline for submission of the Application for Pre-Qualification which has been extended until 15 December 2014.*

Question 16: **Can you please clarify the difference between Section B2 and D2, as there are 4 repeated points in both sections? Can you also clarify how Section B2 (viii) is different from Section D4 and how Section B2, (ix) is different Section D1?**

Answer 16: *In Part II Section B2: Capacity for the clearance of land mines, the Applicants are expected to present their similar past experience in relevance to each of the listed items under B2 from points (i) to (ix). Whereas under Section D2: "Clearance Capacity", the Applicant is expected to demonstrate its **existing** corporate capacity and structure, as per each item listed below the relevant section.*

Consequently, in Section B2 (viii) 'Internal Quality Assurance / Quality Control system' the Applicants are expected to provide their similar project experience where they have

implemented internal QA/QC system. Whereas in D4, the Applicants are expected to provide detailed description on their existing corporate internal Quality Control and Assurance mechanisms.

As referred to the difference between Section B2 (ix) and Section D1; in B2 (ix) the Applicant is expected to provide information on Standard Operating Procedures that it has developed under previous demining projects; whereas in D1, the Applicant is expected to demonstrate how it will address all the components presented under the relevant section with its company's SOP.

Question 17: Shall the Annex (ii), Form 1 still be submitted, even if Annex (i) and Annex (iii) are submitted and there have been no changes in the title, status etc.?

Answer 17: Yes, Form 1 'Applicant Information Sheet' must be submitted.