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Date: 26.10.2016

**CLARIFICATIONS AND AMENDMENT NR: 1**

**Subject: Clarifications and Amendment Nr.1 to RFP for Supervision of Civil Works for Construction of 5 Livestock Markets within the scope of the Ardahan Kars Artvin Development Project (AKADP)**

**Ref: UNDP-TUR-RFP-PROJ(AKADP)-2016/10**

Dear Sir/Madam,

Further to inquiries from prospective Proposers, we hereby provide you with answers to questions to enable you to submit your proposals in relation to our RFP dated 11.10.2016.

You are kindly expected to prepare your proposal with the consideration of the **answers to the questions**, provided in the Attachment- I of this letter.

We would like to inform you that the deadline for submission of proposals which was stated as 26.10.2016, 17.30 pm in the RFP document has been extended until **04.11.2016, 17.30 pm**. All other conditions stated in the RFP remain valid.

On this basis, you are kindly requested to submit your quotations to the address stipulated in the RFP latest **04.11.2016, 17.30 pm**.

Yours sincerely,

ARR (Operations), UNDP

Attachment I: Questions and Answers (4 pages)

## ATTACHMENT - I

### QUESTIONS AND ANSWERS

**FOR THE RFP DTD. 11.10.2016, Ref: UNDP-TUR-RFP-PROJ(AKADP)-2016/10**

*Question 1: Regarding Article 27 Other Documents that may be submitted to Establish Eligibility in Data Sheet of Section 2: Instruction to Proposers of the RfP:*

*“Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor’s Report for the past 3 years (2013 onwards)”*

*We understand that the balance sheets and income statements (certified by accountant and/or the tax authority) for Year 2013, Year 2014 and Year 2015 is sufficient as a proof document for this eligibility. Additional auditor’s report for each year is not an obligatory document for this clause. Please confirm it.*

**Answer 1-**Yes, the balance sheets and income statements certified by accountant and/or the tax authority for the year 2013, 2014 and 2015 are sufficient as a proof document for this eligibility. But, in case of need, UNDP has a right to ask for additional supporting/proof documents.

*Question 2: Regarding the table in Article G.1. Personnel of Section 3: Terms of Reference (TOR) of the RfP: The working days of the short term experts are indicated as 85 (eighty-five). Whereas in the table in Section 7: Financial Proposal Form of the RfP: The working days of the short term experts are indicated as 45 (fourty-five). Please clarify this issue.*

**Answer 2-** The total number of estimated days for short term experts is 45 days. (30 Working Days until Provisional Acceptance, 15 Working Days between Provisional and Final Acceptance). Pls. consider revised version below;

Section Item	Previous Version				Revised Version			
Section 3: Terms of Reference (TOR)	Personnel	Days until P. A.	Days between P. and F. A.	Total Days	Personnel	Days until P. A.	Days between P. and F. A.	Total Days
G. Requirements								
G.1 Personnel	Short-term Experts	<u>70</u>	15	<u>85</u>	Short-term Experts	<u>30</u>	15	<u>45</u>

*Question 3: Pls. clarify the requirements stipulated in G. Requirements and G.1 Personnel of Section 3: Terms of Reference (TOR) of the RfP.*

**Answer 3-** Pls kindly find clarifications and revisions for G. Requirements and G.1 Personnel of Section 3: Terms of Reference (TOR) of the RfP,

Section Item	Previous Version	Revised Version
G.1.1 Project Coordinator (Civil Engineer)	At least 5 years of experience in design, supervision and/or management of construction of <b><u>water structures (dams, ponds, irrigation schemes, sewer systems etc.)</u></b>	At least 5 years of experience in design, supervision and/or management of construction of <b><u>superstructures (e.g. steel (columns, beams) and reinforced concrete structures etc.)</u></b>
	More than 10 yrs of experience in design, supervision and/or management of construction of <b><u>water structures (dams, ponds, irrigation schemes, sewer systems etc.)</u></b>	More than 10 yrs of experience in design, supervision and/or management of construction of <b><u>superstructures (e.g. steel (columns, beams) and reinforced concrete structures etc.)</u></b>
G.1.3. Electrical Engineer	Experience as <b><u>site manager</u></b> in at least one supervision contract concerning construction of superstructures	Experience as a site manager <b><u>and/or an electrical engineer</u></b> in at least one supervision contract concerning construction of superstructures
G.1.5. Civil Technician / Construction Technician	University degree in Survey/Topographical <b><u>Engineer</u></b>	<b><u>2-year University degree in Civil Technician</u></b>
	The Contractor will submit, for UNDP's approval, CVs of the survey technicians <b><u>within at most one week after signature of contract with UNDP.</u></b>	<b><u>The Proposers will submit CVs and copies of Diploma of the civil technicians at the time of the submission of the RFP.</u></b>

**Question 4:** *Are JVs and/or Single Entities deemed as eligible for the submission of the RfP?*

**Answer 4-** No, as stated in the Instructions to Proposers Data Sheet DS no:26, in order to be qualified for the second stage of the evaluation, a Proposer shall:

- Be established as a **single legal entity** (real persons, JVs, consortia are not eligible),

**Question 5:** *Are companies established in 2011 or later, eligible?*

**Answer 5-** No, as stated in Instructions to Proposers Data Sheet DS no 26, in order to be qualified for the second stage of the evaluation, a Proposer shall:

- Have been **legally established since 2010 or before,**

***Question 6: Is it acceptable, if the administrative documents are submitted in Turkish?***

**Answer 6-** Yes, submission of below administrative documents in Turkish are acceptable;

- Diploma of the proposed staff
- Reference letters
- Company legal documents
- Financial statements
- Company record
- Audit report

***Question 7: Kindly advise on the possibility of issuing the Bid Security / Proposal Security in Turkish language. Also having fixed date for the validity of the Bid Security / Proposal Security instead of using wording “This guarantee shall be valid up to 30 days after the final date of validity of bids.”***

**Answer 7-** No, the Bid Security / Proposal Security attached in RfP in English must be submitted with the proposal. Meanwhile, fixed date of the validity of is acceptable as long as this date covers the duration of at least 120 days from the last day of Proposal submission with the condition that the validity of the proposal security will be extended upon UNDP’s request, as needed.

***Question 8: Could you please clarify whether advance payment for the service contract is available?***

**Answer 8-** No, as stated in Instructions to Proposers Data Sheet DS no 12, Advanced Payment upon signing of contract is not allowed.

***Question 9: Regarding the phrase in Article Form 1.2.2: Similar Work Experience of Section 6: Technical Proposal Form of the RfP:***

***“Form 1.2.2 should be supplemented with document(s), such as contract, client letter, service completion certificate etc., that substantiate the information to be provided in the said form by the Offeror.”***

***We think the copy of the supporting documents (such as contract, client letter, service completion certificate etc.) with their English translations are sufficient at the technical proposal submission stage. The notarization is not an obligatory for the supporting documents of the similar works experiences of the offerors. Please confirm this.***

**Answer 9-** Yes, submission of the original official documents in Turkish with their English translations are sufficient at the technical proposal submission stage.

**Question 10:** *Should the proposed Key/Non-key personnel be employed before the date of announcement?*

**Answer 10-** No, current employment of proposed Key/Non-key staff (except Project Coordinator (Civil Engineer)) is not an obligation. But Proposers should have at least 10 permanent staff currently working for the Offeror this year (2016) and employed before the date of announcement of the present RFP, in fields (such as civil, electrical and mechanical engineers, survey technicians, quality control and assurance managers,) related to this contract.

**Question 11:** *According to the data sheet, Proposer should submit Single Similar Work Experience (SSWE) with a minimum value of 500.000 TRY. Whereas in the Statement of Declaration this amount is set as minimum value of 600.000 TRY. Please clarify*

**Answer 11-** Proposer should submit Single Similar Work Experience (SSWE) with a minimum value of 500.000 TRY. Please consider revised version below;

Section Item	Previous Version	Revised Version
Section 6: Technical Proposal Form	We have participated as contractor or subcontractor, in at least 1 single contract, in 2006 or later, with a value of at least <b>600.000 TRY (Six-hundred-thousand)</b> , carried out by us that has been successfully and substantially completed, and that concerns supervision, which may include design, of civil works, as demonstrated in the following table:	We have participated as contractor or subcontractor, in at least 1 single contract, in 2006 or later, with a value of at least <b>500.000 TRY (Five-hundred-thousand)</b> , carried out by us that has been successfully and substantially completed, and that concerns supervision, which may include design, of civil works, as demonstrated in the following table:
Statement of Declaration		

**Question 12:** *The English language is a minimum requirement for only “Project Coordinator (Civil Engineer)”. This linguistic skill is neither prerequisite nor an asset for the rest of the team. Please kindly confirm.*

**Answer 12-** As stated in G. Requirements and G.1 Personnel of Section 3: Terms of Reference (TOR) of the RfP, Fluency in English and in Turkish language is a minimum requirement for Project Coordinator (Civil Engineer). Whereas for the rest of the Key/Non-Key staff, fluency in English language is not a minimum requirement.