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Date: 11 September 2019

Subject : Amendment No: 2 to Invitation to Bid (ITB) for ‘Supply, Installation and Commissioning of on-grid Roof Top PV Systems’

Ref : UNDP-TUR-ITB(ORKOY)-2019/09

Dear Madam/Sir,

In relation to our ITB for ‘**Supply, Installation and Commissioning of on-grid Roof Top PV Systems**’, issued on 8 August 2019 with reference number **UNDP-TUR-ITB(ORKOY)-2019/09**, you are hereby provided with the ‘Answers to Questions’ received from prospective proposers, including the ones raised in Pre-Bid Conference that was held at UNDP Premises in Yıldız Kule Ankara/Turkey on 21 August 2019.

Please note that the deadline for submission of proposals, which was stated to be 17 September 2019 in the Amendment No:1 to the ITB, has been extended until **24 September 2019, 17:30 hrs, Turkey time**. Hence, the “Date, time and venue for the opening of bid” indicated in Item 17 of Bid Data sheet is postponed to **25 September 2019, 10:30 hrs by Turkey time**.

You are kindly requested to prepare your proposals with the consideration of the answers provided in this Amendment and submit your proposals latest by **24 September 2019, 17:30 hrs, Turkey time** to the address stipulated in our solicitation documents.

Yours Sincerely,

Usame Yalçın

Assistant Resident Representative (Operations)

Attachment-I ‘Answers to Questions’ received from prospective suppliers

Attachment-I:

'Answers to Questions' Received from Prospective Proposers

Question 1: Is it possible to extend the bid submission deadline for 2 weeks?

Answer 1: With reference to bid submission deadline extension requests coming from prospective proposers, it was decided to extend the bid submission deadline from 17 September 2019 to 24 September 2019, 17:30 hrs, Turkey time. Please kindly note the following revisions:

Section Item			Previous Version	Revised Version
1	Bid Data Sheet	Item 14	Deadline for Submission: 17.09.2019 (extended through Amendment No:1 from 03.09.2019), by 17:30 hrs Turkey time	Deadline for Submission: 24.09.2019, by 17:30 hrs Turkey time
2	Bid Data Sheet	Item 17	Date, time and venue for the opening of bid: Will be Conducted Date: 18.09.2019 (extended from 04.09.2019 through Amendment No: 1) Time: 10:30 hrs by Turkey time Venue: United Nations Development Programme (UNDP) Yıldız Kule, 16th Floor, Yukarı Dikmen Mahallesi, Turan Güneş Bulvarı, No:106, 06550, Çankaya, Ankara/Turkey Responsible Person: Meral Mungan Arda	Date, time and venue for the opening of bid: Will be Conducted Date: 25.09.2019 Time: 10:30 hrs by Turkey time Venue: United Nations Development Programme (UNDP) Yıldız Kule, 16th Floor, Yukarı Dikmen Mahallesi, Turan Güneş Bulvarı, No:106, 06550, Çankaya, Ankara/Turkey Responsible Person: Meral Mungan Arda

Question 2: If the bidders are to quote for more than one lot, shall they submit Bid Security Forms for each lot or is it possible to add the bid security amounts and submit one Bid Security Form? Is it possible to submit Bid Security in Turkish Currency or pay it in cash form in US Currency?

Answer 2: As indicated in Item 6 of Bid Data Sheet, the Potential Bidders to submit Bids for more than one lot shall include the Bid Security of stated amounts for each lot applied for. In other words, if the Bidder applies for two lots, the Bidder shall submit two separate bid securities.

As indicated in Item 6 of Bid Data Sheet, “acceptable form of bid security is only Bank Guarantee (See Form G of Section 6 for Form of Bid Security template)”, in the required amounts and currency (USD) indicated in the same section per lot basis.

Question 3: Will the quotations be evaluated separately, if the Bidder applies for more than one Lot?

Answer 3: As indicated in Item 18 of Bid Data Sheet, each lot will be evaluated separately, and one single contract will be awarded for each Lot to the Bidder that proposes the lowest price; among administratively and technically eligible and qualified Bidders.

Question 4: Could you kindly clarify from which the authority shall prospective bidders should receive the Work Completion Letters from?

- **Would work completion letters from a private company, investor, local electricity distribution companies, government be accepted?**
- **Is it possible to submit international work completion letters?**
- **Will land-based PV system work completion letters be accepted?**
- **Can we submit 1 work completion letter having capacity of 100 kW, instead of 2 separate 2 kW AC installed capacity?**

Answer 4: If the Prospective Bidder does not submit Provisional or Final Acceptance issued by Electricity Company, but provides ‘Satisfactory Performance’ letter from a private company, the following issues shall be taken into consideration:

Prospective bidders ultimately shall show that the central government and/or local government electricity distribution body which approved connection of the PV plant to the grid. This condition is also valid for international work completion letters.

As indicated in Section 4 Evaluation Criteria / “Minimum Eligibility and Qualification Criteria”, work completion letters should be from “on-grid roof top systems” having capacity of at least 2 kW AC installed capacity. There should be 2 separate work completion letters for each LOT applied.

Question 5: Can you please elaborate the VAT exemption? Can UNDP issue a VAT exemption document for the purchase of the goods from our sub-suppliers?

Answer 5: UNDP is exempt from VAT and therefore the Contractor shall issue the invoices to UNDP excluding VAT. However, UNDP’s VAT exemption is not extendable to its Contractors. Accordingly, the Contractor to be identified through this process shall not be entitled to any additional payment for any kind of taxes, including but not limited to VAT.

Consequently, the prospective proposers are expected to carefully review “Item 24-Tax Exemption of Bid Data Sheet that explains the taxation issues to ensure that they make a complete search in relation to VAT from the relevant governmental bodies and prepare their price proposals with the consideration of all relevant cost items.

Question 6: Is it possible to submit Turkish version of any Forms defined in this ITB, like Bid Security Form?

Answer 6: All Forms to be submitted by the Bidders shall be in English, based on templates given in English version of this ITB document.

Question 7: Can you please explain who will acquire the necessary permits and prepare the designs? Which party will cover the costs that would arise from application procedures, fees and taxes?

Answer 7: As indicated in "Section 5A Schedule of Requirements and Technical Specifications/Technical Requirements/Bill of Quantities"/Introduction, it is under contractors' responsibility to acquire all necessary permits and prepare the designs including design drawings based on TEDAS and Local Utility Companies' requirements. Contractors will also cover all the cost that might arise from application procedures, fees and taxes.

Question 8: Can you please elaborate the types of the roofs of the households at the pilot villages? Are they facing south or north, flat or inclined? What is the construction material of these roofs? How shall proposers guarantee the efficiency of the PV system where no household is defined exactly in each village?

Answer 8: Households at pilot villages were selected by the General Directorate of Forestry (GDF) on condition that their south facing roofs are suitable for PV system installation and the roof supporting structure, whichever the construction material (either wood, steel or concrete), is capable of carrying extra loads of the PV System.

General Directorate of Forestry shall only provide a list of households, whose south face is suitable for un-obstructed solar radiation, to the Contractor. If the roof top structure is not approved by the local authorities for installation of roof top solar PV systems, GDF shall provide a list of substitute households for replacement for one more round. However, if still there are unapproved households for roof top installation, the Contractor shall be paid according to realized number of the installed roof top PV system.

Some of the households' roofs are flat; whereas, there will be inclined roofs in these villages, in reality, as well. Inclination angle in inclined roofs vary in each household from 30° to 15°. It is expected that there will be minor efficiency loss (almost 3%) between 30° to 15° inclined PV systems. Accordingly, it is expected from successful bidders to comply with the efficiency values of the PV systems defined in the "Section 5A Schedule of Requirements and Technical Specifications/Technical Requirements/Bill of Quantities"/ D.2 PV Panels of the ITB.

GDF will only publicly announce the list of households after contract signature with the successful bidder. Hence, it is not possible to list the exact details of these houses.

Therefore, the prospective bidders shall prepare their bids and prepare their financial proposals considering the assumption that all roofs have flat surface.

Question 9: Will there be advanced payment within the scope of this tender, if successful bidder submits security letter from bank?

Answer 9: As indicated in Item 18 of Bid Data Sheet, there will be no advanced payment within the scope of this tender.

Question 10: Can we have the coordinates of the villages?

Answer 10: Locations of the villages are defined in ITB document, Item 2 of Bid Data Sheet.

Question 11: Is it possible to separate the ITB in to two parts, such as engineering services (including design and permits) and installation & commissioning services?

Answer 11: No. This ITB is intended to be a base for the future projects/tenders of General Directorate of Forestry. Accordingly, engineering, procurement, construction and commissioning services shall be supplied by single contractor.

Question 12: Is it possible to change the payment conditions?

Answer 12: No. Payment conditions are not open for any revision.

Question 13: Are the contractors allowed to use or indicate UNDP's name in their references after work completion?

Answer 13: UNDP will issue a work completion letter and there is no restriction in using or indicating UNDP as a reference afterwards.

Question 14: Will the bidders prepare their quotations for each household or will they prepare their quotations on LOT basis? Could you list the necessary documents to submit a bid?

Answer 14: As indicated in Bid Data Sheet Item 18, "Evaluation shall be made on LOT basis, i.e. lowest priced technically responsive, eligible and qualified bid to be identified for each LOT as per Schedule of Requirements and Technical Specifications/Technical Requirements shall be required for contract award for the respective LOT." Hence, bids shall be prepared on LOT basis.

Please kindly elaborate on "Forms to be Filled in", "Section 4: Evaluation Criteria", "Section 5A Schedule of Requirements and Technical Specifications/Technical Requirements/Bill of Quantities" of the ITB for reviewing submission document requirements. If there are any specific questions with regards to the documents, you may contact us through means identified in Item 11 and Item 12 of the Bid Data Sheet in the ITB.