



AMENDMENT NO. 1

Date: 19/03/2020

Subject: Amendment No.1 to RFP for “Conducting Awareness Raising Activities and Training/ToT Sessions on “Zero Waste” in Şanlıurfa Haliliye and Kilis Center” within the scope of “Effective Urban Waste Management for Host Communities Phase II: Strengthening Social Cohesion through Participatory Waste Management”

Ref: UNDP-TUR-RFP(USB)-2020/03

Dear Madam/Sir,

Please find **ATTACHMENT-1 PRE-PROPOSAL MEETING AGENDA/MINUTES AND ANSWERS TO QUESTIONS FROM PROSPECTIVE PROPOSERS DURING PRE-PROPOSAL MEETING** within the context of subject RFP issued on 04 March 2020 for “Conducting Awareness Raising Activities and Training/ToT Sessions on “Zero Waste” in Şanlıurfa Haliliye and Kilis Center”

You are kindly requested to prepare and submit your Proposals in response to our subject RFP with the consideration of these answers, whereas all other clauses of the RFP, except as amended herein, remaining valid.

Deadline for submission of proposals which was originally 25 March 2020, 06:00am (New York Time), has been extended until 01 April 2020, 06:00 am (New York Time). Please make sure that your bids are submitted through e-tendering, on or before 01 April 2020, 06:00 am (New York Time).

ATTACHMENT-1 PRE-PROPOSAL MEETING MINUTES AND ANSWERS TO QUESTIONS FROM PROSPECTIVE PROPOSERS DURING PRE-PROPOSAL MEETING”

Yours sincerely;

UNDP TURKEY Country Office

ATTACHMENT-1 PRE-PROPOSAL MEETING AGENDA/MINUTES AND ANSWERS TO QUESTIONS FROM PROSPECTIVE PROPOSERS DURING PRE-PROPOSAL MEETING

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| Subject | Conducting Awareness Raising Activities and Training/ToT Sessions on “Zero Waste” in Şanlıurfa Haliliye and Kilis Center |
| Reference No | UNDP-TUR-RFP(USB)-2020/03 |
| Date & Time | 13 March 2020, Friday– 10.00 hrs |
| Venue | UNDP Yıldız Kule |

Section 1: Agenda & Minutes of Meeting

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| 1. Opening remarks and introduction (Murat OZERDEN, Procurement Administrator) |
| 2. Presentation on the procurement aspects of the requirement through RFP Document (Murat OZERDEN, Procurement Administrator) <ul style="list-style-type: none">- Section 3. Bid Data Sheet: Summary of the section and reference to important clauses of the section.- Section 4. Evaluation Criteria: Summary of the section and reference to important clauses.- Section 6: Returnable Proposal Forms: Summary of the section and reference to important clauses. |
| 3. Presentation on the technical aspects of the requirement through RFP Document (Murat OZERDEN, Procurement Administrator) <ul style="list-style-type: none">- Summary of the section and reference to important activities. |
| 4. Introduction on e-tendering (Murat OZERDEN, Procurement Administrator) <ul style="list-style-type: none">- Introduction on registration, proposal submission and proposal management through e-tendering. |
| 5. Closing Remarks (Murat OZERDEN, Procurement Administrator) |

Section 2: Answers to Questions from Prospective Proposers during Pre-Proposal Meeting

Question 1: Please clarify if VAT Exemption can be extended to the suppliers of the contractor.

Answer 1: While UNDP has an exemption from VAT in its official procurements, this exemption cannot be automatically extended to its vendors. Accordingly, as indicated in "Section 3. Bid Data Sheet No. 25", It is the Proposer's responsibility to learn from relevant authorities (Ministry of Finance) and/or to review/confirm published procedures and to consult with a certified financial consultant as needed, to confirm the scope and procedures of VAT exemption application as per VAT Law and Ministry of Finance's Communiqués. The Contractor to be selected cannot be entitled to receive any amount over its Proposal in relation to VAT. Overall contract amount to be paid to the Contractor shall not exceed the offered total price.

UNDP will issue a VAT exemption certificate for each invoice to be issued to UNDP by the contractor only to serve as the basis for exclusion of VAT in the invoices to be submitted to UNDP.

Question 2: Is there restriction on the page number of the proposal to be submitted?

Answer 2: No, there is no restriction on the page number of the proposal to be submitted.

Question 3: Can we propose key personnel who is currently working in a Public Institution?

Answer 3: Proposers can propose key personnel who is working for a Public Institution; however, it is the proposer's responsibility to learn from relevant authorities for engaging a Government Official.

Question 4: Is there any standard format for a Work Completion Certificate?

Answer 4: There is no standard format. Proposers shall submit documentary evidences which demonstrate Satisfactory performance and completion of services.

Question 5: Will UNDP provide any physical facility Şanlıurfa and Kilis?

Answer 5: As indicated in Section H of the RFP, UNDP will not provide any physical facility for the services of the Contractor. The contractor shall ensure that experts are adequately supported and equipped.

Question 6: Will you also require Arabic contents in the promotional materials or performing Arabic activities on awareness raising?

Answer 6: No, content of all promotional materials shall be developed in Turkish. All activities with regard to awareness raising will be performed in Turkish.

Question 7: With regard to Section L, “Qualifications of Team Leader”, it is stated that “at least 3 years of experience as a key expert for public entities or international organizations on zero waste system is required”. Please clarify if a project manager/coordinator positions will be considered as a “key expert” position.

Answer 7: Yes, project managers/coordinators will be considered as “key experts”.

Question 8: What kind of documentation does UNDP require for demonstrating qualifications of the Key Personnel.

Answer 8: Proposers shall submit the CV of each key personnel as per the format given in “Form E: Format of Technical Proposal” of the RFP.

Question 9: What kind of documentation does UNDP require for demonstrating qualifications of the Key Personnel.

Answer 9: Proposers shall submit the CV of each key personnel as per the format given in “Form E: Format of Technical Proposal” of the RFP.