



AMENDMENT NO. 2

Date: 15/07/2020

Subject: Amendment No.2 to “Request for Proposal (RFP)” for “Provision of Non-Technical Survey Services for Turkey’s Minefields” within the context of “National Non-Technical Survey Project”.

Ref: UNDP-TUR-RFP(DEMIII)-2020/08 (E-TENDERING EVENT ID: TUR10-RFP-20-08)

Dear Madam/Sir,

Please find “**ATTACHMENT-1 ANSWERS TO QUESTIONS FROM PROSPECTIVE PROPOSERS DURING/BEFORE PRE-PROPOSAL MEETING**” and “**ATTACHMENT-2 SITE VISIT AGENDA WITH CONFIRMED DATES**” within the context of subject “Request for Proposal (RFP)” issued on 22 June 2020 for “Provision of “Non-Technical Survey” Services for Turkey’s Minefields.

You are kindly requested to prepare and submit your proposals in response to our subject “Request for Proposal (RFP)” with the consideration of these answers; whereas all other clauses of the “Request for Proposal (RFP)”, except as amended herein, remaining valid.

- **Site Visit Dates** which were stated to be 05-06 August in the RFP, has been amended as **12-13 August** as per Section 3. Bid Data Sheet, Clause No. 5 which states that “*Site Visit might be rescheduled/cancelled considering the status of COVID19 and relative restrictions in August*”. Please refer to “**ATTACHMENT-2 SITE VISIT AGENDA WITH CONFIRMED DATES**” for details.
- **Deadline for submission of proposals** which was stated to be 17 August 2020, 07:00 am (New York Time) in the RFP, has been extended until 3 September 2020, 07:00 am (New York Time). Please make sure that your proposals are submitted through e-tendering on or before 3 September 2020, 07:00 am (New York Time), as indicated in the e-tendering system.

ATTACHMENT-1 ANSWERS TO QUESTIONS FROM PROSPECTIVE PROPOSERS DURING/BEFORE PRE-PROPOSAL MEETING

ATTACHMENT-2 SITE VISIT AGENDA WITH CONFIRMED DATES

Yours sincerely;

UNDP TURKEY Country Office

ATTACHMENT-1 ANSWERS TO QUESTIONS FROM PROSPECTIVE PROPOSERS DURING/BEFORE PRE-PROPOSAL MEETING

After opening remarks, UNDP and TURMAC (Implementing Partner) Teams have introduced themselves. Companies have been given the floor for introducing themselves as well.

After the introduction, presentation has been made through the RFP document. Presentation has focused on the following main sections:

- 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 5. Terms of Reference: Summary of the section and reference to important clauses.
- Section 6: Returnable Proposal Forms: Summary of the section and reference to important clauses.

Meeting has continued with the Q&A Session, and following questions have been received from prospective proposers and answered by the UNDP representatives:

Question 1: As per Section 1 - Letter of Invitation of the RFP Document, it is stated that the financial resources required to undertake the National Non-Technical Survey Project are still under discussion, and final approval has not yet been given. Is there any update regarding the mentioned approval?

Answer 1: There is no update regarding the mentioned approval. Although the approval is expected to be received soon, in the absence of this approval, preparatory activities including this RFP will have to be cancelled. In such case, UNDP will either abandon the procurement or cancel the award procedure without the proposers being entitled to claim any compensation. In this regard, the Proposer shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.

Question 2: With reference to Section 4. Evaluation Criteria of the RFP, could you please clarify the requirement for the Previous Experience?

Answer 2: As detailed in Section 4. Evaluation Criteria, Previous Experience Section of the RFP;

- *Proposers shall have implemented minimum 3 demining or NTS contracts over the last 10 years counting back from the proposal submission deadline.*
- *Total cumulative amount of these 3 demining contracts shall not be less than USD 2 Mil.*
- *1 of the 3 demining contracts mentioned above shall include completion of NTS Services, and this contract shall have been implemented within the last 5 years counting back from the proposal submission deadline.*
- *Proposers shall submit Work Completion Certificates/Reference Letters or other documentary evidences stipulated in Answer 3, from the Client which shall clearly demonstrate compliance with above requirements in order to be considered as acceptable.*

Note: Ongoing contracts will be accepted as long as the proposers can submit Work Completion Certificates/Reference Letters or other documentary evidences stipulated in Answer 3 for the completed portion of the works/services which shall correspond to minimum requirements stipulated above.

As indicated in "Section 4. Evaluation Criteria, Minimum Eligibility and Qualification Criteria" section of the RFP; Eligibility and Qualification will be evaluated on Pass/Fail Basis. Failure to meet any of the above listed criteria which are part of Minimum Qualification Criteria of the RFP, will result in disqualification of the Proposer.

Question 3: Although we completed multiple similar contracts for UNOPS/UNMAS, we cannot obtain work completion certificates or reference letters from these organizations. Could you please clarify how can we demonstrate our compliance with the "Minimum Qualification Criteria for Previous Experience" through documentary evidence with regard to the contracts implemented for UNOPS/UNMAS?

Answer 3: With reference to "Form D: Qualification Form, Previous Relevant Experience Section" given at page nr. 69 of the RFP; proposals shall record previous contract information in the table given in the section. Work Completion Certificates or Reference Letters from Clients shall include (at minimum) the information recorded in the mentioned table in order to be considered acceptable. If proposers fail to obtain work completion certificates or reference letters from UNOPS/UNMAS to be submitted as part of their proposal, proposers shall submit other documentary evidences (such as duly signed and stamped "progress reports", "monthly completion certificates" "contract copies", "related invoices", etc., which shall clearly demonstrate successful completion of works/services and compliance with information recorded in the aforementioned table. In any case, UNDP reserves the right to request additional information/documentation for clarification of documents submitted in the original Proposals.

As long as the submitted documents can constitute evidence for successful completion of works/services under the contracts recorded in the table given in "Form D - Previous Experience Section of the RFP", they will be considered for evaluation. These documentary evidences shall include the following information at minimum:

- Project name & Country of Assignment*
- Client*
- Contract Value or amount of the completed portion of works/services*
- Completion date of the works/services*
- Types of activities undertaken*

Question 4: Is it possible to submit Work Completion Certificates or reference letters in a Language other than English?

Answer 4: As per Section 3 - Bid Data Sheet, Clause No. 1 of the RFP, Language of Proposal shall be in English. Official English translation (signed and stamped by certified translator) of Work Completion Certificates or reference letters shall be submitted in order to be considered for evaluation.

Question 5: Can UNDP make split payments for members of a Joint Venture?

Answer 5: No, UNDP cannot make split payments for members of a Joint Venture. As per Section 2 - Instructions to bidder, clause no 14.1 given at page nr. 9 of the RFP, if the Proposer is a group of legal entities that will form or have formed a Joint Venture (JV), and if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture. In this regard, in case of a Joint Venture, payments shall be made to the designated Lead Entity only.

Question 6: Is it possible to have information regarding the minefield records on the Southeastern border of Turkey at the site visit?

Answer 6: At the scheduled site visit, proposers will have chance to review some sample Minefield records as allowed by the Beneficiary TURMAC; however, they will not be allowed to take notes or take away any information with regard to Minefield Data.

Question 7: Will the minefield records be made available to the successful proposer after contract signature to have an understanding on the historical minefield data?

Answer 7: As per Section 5 - Terms of Reference, page nr. 44 of the RFP, after contract award, NTS Service Provider will start NTS operations upon receipt of Task Orders to be provided by TURMAC. The Task Orders will contain the required information such as minefields data, historical records, maps, mine accidents data, etc.

Questions received before the pre-proposal meeting via e-mail:

Question 8: We are planning to send our proposal as a Business Partnership formed by 3 members and designate one party to act as a lead entity. Please clarify what we should include in our submission?

Answer 8: With reference to "Section 6: Returnable Bidding Forms / Checklist, Form C: Joint Venture/Consortium/Association Information Form" given at page nr. 67 of the RFP;

- Proposers shall complete and return copy of "Form C: Joint Venture/Consortium/Association Information Form" duly signed by each member of the Joint Venture.*
- Proposers shall attach "Notarized copy of JV/Consortium/Association agreement signed by every partner", which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture.*

In addition to above, Proposers should refer to Section 4. Evaluation Criteria, Minimum Eligibility and Qualification Criteria Section of the RFP, for the context of the requirements that shall be met cumulatively or individually in case of a Joint Venture/Consortium/Association, to ensure compliance with the minimum requirements.

Question 9: With reference to Section 4. Evaluation Criteria, Previous Experience Section of the RFP, could you please clarify if 2 Million is required for each single contract or it is the sum required for 3 contracts at minimum?

Answer 9: With reference to Section 4. Evaluation Criteria, Previous Experience Section of the RFP, total cumulative amount of the implemented contracts or completed portion of the contracts shall not be less than 2 Million. The requirement is total cumulative amount of the implemented contracts or completed portion of the contracts, not for each single contract.

Question 10: With reference to "Section 4. Evaluation Criteria, Previous Experience Section and Financial Standing Section of the RFP", could the lead party be the one meeting minimum 51% of the financial requirement and be different than the party submitting the work experience documents, in case of a Joint Venture/Consortium/Association?

Answer 10: As per the previous experience criteria stipulated in "Previous Experience Section" given at page nr. 26-27 of the RFP;

- *In case of a Joint Venture/Consortium/Association, all Parties shall cumulatively meet requirement.*
- *The requirement shall be met by any of the members or combination of the members of a Joint Venture/Consortium/Association.*

As per the Financial Standing Criteria stipulated in Financial Standing Section given at page nr. 27 of the RFP,

- *In case of a JV/Consortium/Association, all Parties cumulatively should meet requirement with following conditions:*
 - *Lead Party shall meet minimum 51% of the requirement.*
 - *Every other partner shall individually meet minimum 10% of the requirement.*

In view of above requirements which were already stipulated in the RFP, the lead party shall be the one meeting minimum 51% of the financial requirement; however, it can be different from the party submitting the work experience documents, in case of a Joint Venture/Consortium/Association.

ATTACHMENT-2 SITE VISIT AGENDA WITH CONFIRMED DATES

Day 1 (Wednesday): Site Visit Activities in Şanlıurfa					
S. No	Dates	Action Authority	Activity	Time	Remarks
1	12/08/2020	UNDP, TURMAC, NTS Companies	All participants arrive to Hotel El Ruha in Şanlıurfa.	<u>10:00</u>	Below is given for information purpose: Ankara Departure to Şanlıurfa: 07.45 İstanbul Departure to Şanlıurfa: 06:35
2			Verification of Security Clearance Checks	10:00 - 10:20	Security clearance check for all participantsin Hotel El Ruha Briefing room
3			Site Visit Briefing	10:20 - 12:00	Security briefing and site visit plan will be presented to the companies in Hotel El Ruha Briefing room.
4			Travel from Hotel El Ruha to Akçakale Border Post in Akçakale/Şanlıurfa	Departure : 13.00 Arrival : 14.00	
5			Minefield Visit in Akçakale	14.00 - 17.30	The necessary coordination with Land Forces and Akçakale Border Post will be provided by TURMAC.
6			After Action Briefing	17.30-18.00	If needed, just after minefield visit.
7			Travel to Şanlıurfa	18.00-19.00	
Day 2 (Thursday): Site Visit Activities in Şanlıurfa					
S. No	Dates	Action Authority	Activity	Description	Remarks
8	13/08/2020	UNDP, TURMAC, NTS Companies	Travel from Şanlıurfa to Suruç Border Post in Suruç/Şanlıurfa	<u>Departure : 08.30</u>	
				<u>Arrival : 09.30</u>	
9			Minefield visit in Suruç	09.30 - 13:30	The necessary coordination with Land Forces and Suruç Border Post will be provided by TURMAC.

10			After Action Briefing	13.30 - 14.00	If needed, just after minefield visit.
11			Travel to Şanlıurfa	14.00 - 15.00	
12			End of Site visit	<u>15:00</u>	Below is given for information purpose: Departure for İstanbul: 16.35 and 22:40 Departure for Ankara: 21.55

Inner and Intercity city travels:

Companies shall pay for all their travel costs for this site visit; due to security reasons, it is strongly recommended that participants would travel in groups in the restricted military zones. Participants will rent and drive their own vehicles (vehicle with driver is not allowed because of the security permissions - no one will be allowed to the first degree security zone other than approved participant list).

Travel, Meal and accommodation expenses:

The participants will pay for their own travel (air and ground), accommodation and meal costs.

Accommodation options: It is strongly recommended that all representatives stay at the same hotel proposed as option 1

ŞANLI URFA

Option 1: Hotel El Ruha - Yeni Mh. Halepli Bahçe Cad.No:155/A Balıklıgöl-Şanlıurfa +90 414 215 44 11

Option 2: Nevali Hotel - Bamyasuyu Mah. R.Tayyip Erdoğan Bulvarı No:2/1 ŞANLIURFA +90 414 318 80 00

Option 3: Dedeman Hotel Atatürk Mahallesi, Meteoroloji Caddesi No:19, 63100 Haliliye/Şanlıurfa +90 414 318 25 00