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Date: 24.07.2020

AMENDMENT NO.2

Subject Request for Proposal for Data Analytics Services for Turkish Employment Agency

Ref UNDP-TUR-RFP(KFW)-2020/09

Dear Madam/Sir,

Please find attached “Answers to Questions” in the context of subject RFP issued on 24 June 2020 for “Data Analytics Services for Turkish Employment Agency”.

You are kindly requested to prepare and submit your quotation in response to our subject RFP with the consideration of this amendment, with all other clauses of the RFP remaining valid.

Please kindly note that the submission deadline of the proposals is extended to August 5, 2020; 14:00 (GMT+3, Local time-Turkey), and be sure that your proposal is submitted on or before the extended deadline August 5, 2020; 14:00 (GMT+3, Local time-Turkey) and via e mail to the email address below:

tr.procurement@undp.org

Attachments:

1- Answers to Questions from Prospective Proposers

Yours sincerely

Sukhrob Khojimatov
Deputy Resident Representative



ATTACHMENT 1- ANSWERS TO QUESTIONS FROM PROSPECTIVE PROPOSERS

Question 1: Shall the proposed experts be full time employee / permanent staff of our firm?

Answer 1: It is not a criterion; the proposers could propose and mobilize experts who are not fulltime employee or permanent staff of the firm. The proposer can propose any experts, free-lance or employee of other firms, noting that the Contractor is responsible for and shall assume all risk and liabilities relating to experts and its personnel in accordance with Clause 8 of UNDP General Terms and Conditions for Contracts.

Question 2: With reference to the terms of reference, there is a discrepancy about the language of submission of the inception report, please clarify.

Answer 2: The deliverables including all reports shall be prepared in Turkish with an executive summary both in English and Turkish.

Question 3: Please provide more detail on how to prepare our proposal for “Understanding of the Requirement”.

Answer 3: As per the proposal submission template, the proposer shall show their understanding of the requirement through all sections of their proposal. The proposer’s understanding of the requirement will be evaluated in accordance with the stipulated questions by the proposal submission template; Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?

Question 4: Is there a template for Section B item b for preparation of approach and methodology? Shall it look like a technical offer comparison to technical specifications, or not?

Answer 4: There is not a template for the approach and methodology of the proposers. The proposers shall develop a content in line with the terms of reference. It shall be noted that terms of reference is not a technical specifications defining only the minimum requirements. Terms of reference provide a general framework for the scope of the services, the proposers shall provide a detailed approach and methodology to achieve the expected results and performance indicators.

Question 5: Is it possible to submit proposals physically to your premise regarding the size of the documents?

Answer 5: The proposals will only be accepted via email; physical submissions will not be accepted due to Covid 19. UNDP corporate emails can receive attachments up to 30 MB. The attachments can also be provided via cloud sharing services e.g. google drive, wetransfer with a cover letter to the following email address tr.procurement@undp.org.

Question 6: A written self-declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List is required in accordance with the proposal submission form. What should be the format for this declaration?

Answer 6: The proposers shall provide a separate official letter with company letter head and signed by authorized personnel of the company, stating that;

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It is declared that our firm, as XYZ, is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

Question 7: Is it acceptable to submit copies of work completion certificates in Turkish?

Answer 7: The scanned copies of the documents are acceptable in English and Turkish.

Question 8: Are the firms registered outside of Turkey eligible for this RFP? Is it required to associate with a local agency to participate this RFP?

Answer 8: The firms registered anywhere outside of Turkey are also eligible to submit a proposal for this RFP. It is not required for firms registered outside of Turkey to associate with a local agency.

Question 9: Is it acceptable to submit financial statements (balance sheets/income statements) in USD?

Answer 9: It is acceptable to submit financial statements in USD, noted that the statements shall be signed by an authorized accountant.

Question 10: Is it acceptable to submit company registration documents/power of attorney issued by Indian authorities?

Answer 10: All equivalent documents submitted with an English translation will be accepted.

Question 11: Is it acceptable to propose in USD?

Answer 11: No, the currency of the proposal shall be Turkish Liras.

Question 12: Is it possible to mobilize more than one expert for a key expert role?

Answer 12: For the key experts, the proposer can provide only one candidate who will assume all the roles and responsibilities throughout the contract period.

Question 13: Is there a requirement for full time assignment of the experts in Ankara for 18 weeks contract duration? Is there a flexibility as working from home due to Covid 19 pandemic?

Answer 13: Full time assignment of the experts is not a minimum requirement. The proposer shall propose an implementation plan including the proposed working days allocated for both key experts and non-key experts in line with the requirement. Regarding the duty station, it is expected that the experts shall be in Ankara during their services. Home-based assignment is possible, but subject to approval of UNDP and depends on the nature of services.

Question 14: Is there a requirement for full time assignment of the experts in Ankara for 18 weeks contract duration? Is there a flexibility as working from home due to Covid 19 pandemic?

Answer 14: Full time assignment of the experts is not a minimum requirement. The proposer shall propose an implementation plan including the proposed working days allocated for both key experts and non-key experts in line with the requirement. Regarding the duty station, it is expected that the experts shall be in Ankara during their services. Home-based assignment is possible, but subject to approval of UNDP and depends on the nature of services.

Question 15: The expected start date for the services was August 2020, is there a change in the expected start date?

Answer 15: The expected start date is not changed.

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Question 16: Is there a requirement for full time assignment of team leader?

Answer 16: Full time assignment of team leader is not a minimum requirement. The proposers shall determine the working days for each expert in line with the requirement and their approach and methodology.

Question 17: Is it possible to extend the submission deadline for proposals?

Answer 17: The submission deadline of the proposals is extended to August 5, 2020; 14:00 (GMT+3, Local time-Turkey).

Question 18: With reference to the Term of Reference, it is stipulated that “Fundamental Information Communications Technology ve Service Channels (web services, telephone, face to face, social media). Please provide more details for the required output in this regard.

Answer 18: It is expected that the contractor shall define the roles of Information Communications Technology ve Service Channels within the data strategy.

Question 19: Regarding analysis of business processes and identification of important data for ISKUR, we are planning to propose a limitation for one business process. Is it acceptable?

Answer 18: There will be no need for a limitation of business processes. It will be satisfactory to define a business processes series which integrate in-house and outside data determined for ISKUR within the same platform.