



AMENDMENT NO. 4

Date: 09/07/2021

Subject: Amendment No. 4 to “Request for Proposal (RFP)” for “Digital Transformation of Ankara, Bursa, Kayseri and Konya Model Factories” within the context of “Applied SME Capability Center Project”.

Ref: UNDP-TUR-RFP(MF)-2021/02 (E-tendering Event ID: TUR10-RFP-21-02)

Dear Madam/Sir,

Please find “ATTACHMENT-1 for the “ANSWERS TO QUESTIONS RECEIVED FROM PROSPECTIVE PROPOSERS” via e-mail within the scope of subject RFP issued on 27 May 2021 for “Digital Transformation of Ankara, Bursa, Kayseri and Konya Model Factories” within the context of “Applied SME Capability Center Project”.

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, remains valid.

Please make sure that your proposals are submitted through e-tendering on or before 19 July 2021, 07:00 am (EST/EDT New York Time), as indicated in the e-tendering system.

Attachments:

ATTACHMENT-1 for the “ANSWERS TO QUESTIONS RECEIVED FROM PROSPECTIVE PROPOSERS” via e-mail.

Yours sincerely,

UNDP TURKEY Country Office

ATTACHMENT-1 for the “ANSWERS TO QUESTIONS RECEIVED FROM PROSPECTIVE PROPOSERS” via e-mail.

Question 1: Is there a specific format that the technical proposal should be submitted in? Does the e-tendering system not allow the submissions of certain types of documents (i.e. Word, PowerPoint, PDF)? Also, would it be possible to submit the proposal in a PowerPoint deck format?

Answer 1: E-tendering allows submission of documents in PDF, Word and ZIP folder formats. For PowerPoint submissions, bidders are advised to try if the system would allow uploading PowerPoints. If not, bidders can submit their PowerPoint presentations in a zip folder.

If bidders are uploading a large number of files (ex. 15 or more), it is advised to zip the files into a ZIP folder and upload the folder instead of each file individually. Bidders can upload several ZIP folders, but it must be noted that the total size of each ZIP folder uploaded cannot exceed 50MB.

Bidders are highly encouraged to prepare their technical proposals in an organized manner by following the structure given in FORM E: FORMAT OF TECHNICAL PROPOSAL of the ITB.

Question 2: Is it possible to add the detailed CVs of key personnel separately through the e-tendering system, or should they be added to a single technical proposal document?

Answer 2: Bidders can add the CVs of key personnel as separate documents. However, it is advised to zip the files into a ZIP folder and upload the folder instead of each file individually. Bidders can upload several ZIP folders, but it must be noted that the total size of each ZIP folder uploaded cannot exceed 50MB.

Bidders are highly encouraged to prepare their technical proposals in an organized manner by following the structure given in FORM E: FORMAT OF TECHNICAL PROPOSAL of the ITB.

Question 3: When it comes to the ability draw upon capacity for projects, Our Company is “one firm”, meaning that a project reference implemented in any one territory ‘belong’ as much to other territories throughout the world as that territory itself in question. With this in mind, would the submission of project references from other territories be constituted as demonstration of technical capacity, without these territories needing to be part of any JVs that may be established?

Answer 3: As stipulated in FORM D: QUALIFICATION FORM of the ITB, bidders shall submit (as previous experiences) only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the JV partners. Assignments completed by the Bidder’s individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder’s partners or sub-consultants, but can be claimed by the Experts themselves in their CVs.

In view of the above, if the bidder itself is legally contracted for the mentioned projects, those projects might be submitted as previous experiences regardless of the country of assignment. It shall be noted that the claimed contracts shall have been implemented by the same legal entity as the one bidding for this Tender.

Question 4: We would like to ask you for a clarification with regards to “Table 2: Breakdown of Professional Fees” provided under Form G: Financial Proposal Form (page 96 of the RfP). Do the number of days that have been specified for each expert position (e.g. 41 days for Team Leader) specify the total number of days for that position, or do they denote the number of days per the expert position? For

example, is there a total of 68 days allocated to the province coordinators, or will it be 68 x 4 days across the 4 Model Factories?

Answer 4: Number of days stipulated in the table shall be invested by each expert. For Example: There are 4 Province Coordinators, and each Province Coordinator shall invest 68 days which corresponds to total 272 days (68 x 4).

For clarifying purpose, Table 2: Breakdown of Professional Fees given in FORM G has been revised to read as follows. Column D (Total amount) shall be calculated through multiplying column A (Number of Position), B (Daily Rate) and C (Number of Days).

Table 2: Breakdown of Professional Fees

Name	Position	Number of Position	Fee Rate (Daily Rate)	No. of Days	Total Amount
		<u>A</u>	<u>B</u>	<u>C</u>	<u>D= A x B x C</u>
	Team Leader	1		41	
	Province Coordinators	4		68	
	Senior Experts	4		102	
	Experts	12		136	
To be determined	Other Personnel (Please specify)				
Subtotal Professional Fees (USD) :					

Question 5: We would like to ask you for a clarification with regards to the “Relevance of specialized knowledge and experience on similar engagements done in the region/country” criterion, namely criterion 1.2 in Section 1 of the Technical Evaluation Criteria. Would project references completed by sub-contractors be considered eligible within the scope of the evaluation of the technical proposal?

Answer 5: Subject criteria seeks relevance of specialized knowledge and experience on similar engagements done in the region/country. Evaluation shall be focused on the relevance of specialized knowledge and experience of the bidder itself as main contractor, subcontractor or one of the JV Partners.