

United Nations Development Programme



AMENDMENT NO:2

Date: 27 July 2021

Subject: Amendment No:2 to Request for Proposal (RFP) for Business to Social Cohesion Project – Services for Inventory of Local Products within the scope of “Business to Social Cohesion Project” issued on 07 July 2021

Ref: UNDP-TUR-RFP(MC1)-2021/03

Dear Madam/Sir,

Please find attached “Answers to Questions from Prospective Offerors” in the context of subject RFP issued on 07 July 2021 for Business to Social Cohesion Project – Services for Inventory of Local Products within the scope of “Business to Social Cohesion Project”.

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

Please be sure that your proposal is submitted via email on or before the submission deadline on July 30, 2021; 17:00 (GMT+3, Local Time-Turkey) to the email address tr.procurement@undp.org

Attachments:

- 1- Answers to Questions from Prospective Offerors

Yours sincerely,

A handwritten signature in black ink, appearing to read 'S. Khojimatov', is placed above the printed name.

Sukhrob Khojimatov

Deputy Resident Representative

United Nations Development Programme



ATTACHMENT 1- ANSWERS TO QUESTIONS FROM PROSPECTIVE OFFERORS

Question 1: Should the entire Standard Proposal form be enclosed on letterhead?

Answer 1: Yes. As clearly stated in the format of Annex 2 - Form for Submitting Service Provider's Proposal, this Form must be submitted only using the Service Provider's Official Letterhead/Stationery. In addition, Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes.

Question 2: Should documents such as tax plate, no debt certificate be included in the bid document as jpeg or submitted as an annex?

Answer 2: The related business licenses documents shall be provided as an annex to the proposal. The file format should be PDF. Kindly refer to the RFP document for the required documents within the scope of this RFP.

Question 3: Should the stamp and signature be stamped under 'Authorized Person' only at the end? Do you demand stamping on the first page as well?

Answer 3: As clearly stated in the RFP document, the bidders shall ensure that their proposals are signed prior to submission of their proposals. In addition, the proposers shall ensure that Signature of the Proposer's Authorized Person with the Designation section is duly signed and stamped in Annex 2 - Form for Submitting Service Provider's Proposal.
