



Date: Thursday, November 11, 2021
Reference: **UNDPIRH-ITB-202125- Provision of Event Management IRH -Event ID 0000010776**
Subject: Clarification Letter 4

Dear Sir/ Madam,

Please be informed that, further to inquiries from prospective Offerors, we are sending both the clarification request received and the respective UNDP response to all Offerors and posting on relevant procurement websites in accordance with our standard practices.

Clarification Note:		
No:	Question	Answers / Corrections
1	Form F – Price Schedule: It is stated in the document “Invitation to Bid” section “B-3 Online Events” page 27 that there are two possible scenario about online events. One of them is the scenario “where the webinar will be able to be shot in a physical venue (Studio, Hotel or IRH premises)” the other one is the scenario “where the webinar will be hosted solely virtually”. However, the financial offer table sheet “LOT1 - EM - Scenario3 – Online” doesn’t seem to be able to include all these details. Is it possible to send to the bidders an alternative financial offer table or should we dismiss the information given in “B-3 Online Events” page 27?	Please note that for the scenario “where the webinar will be able to be shot in a physical venue (Studio, Hotel or IRH premises)”, costs provided in LOT1 highest and LOT 1 lowest will be taken into consideration. For example, the costs for other items like technical equipment, support staff, etc., which are provided in LOT1 small and big events scenarios sheets, will be considered for this scenario. Therefore, please use the sheet for the scenario “where the webinar will be hosted solely virtually”.
2	In the etendering system there is exist: STEP2: ENTER LINE BID RESPONSES Line in this event: 1	Please insert either one (1) lot as per the financial proposal. The evaluation will be based on the Form F instead of the price in the e-tendering system.

	<p>Your Total Line Pricing : 0000 usd</p> <p>In this step which price we will write to ? Because we uploaded to the system 3 different prices Schedule depend to 3 scenario</p>	
3	<p>In Form A, do you expect us to provide the total amount we will be allocating for the given agreement? If yes, what should our calculations be based on? Are there any files shared for us to calculate the expenses accordingly?</p>	<p>The total can be separate by the Lots based in the Form F- Price Schedule. (eg. Lot 1: USDXXXX , Lot 2: USDXXXX)</p>
4	<p>In Form B, the documents asked, include lots of technical terms. Are there any files or notes for the Turkish equivalent for the desired files we should be providing? If yes, could you please kindly share the list in Turkish? Also, are the Turkish versions of the files will be enough or shall we provide the files in English? Also how will we share these desired files? Where should the files be attached? E-mail or the system? Could you please kindly provide a detailed roadmap?</p>	<p>The list of required document is only in English. Do take note that not all the documents are required, just provide if applicable. As per the tender document, please ensure the document submitted is translate in English.</p> <p>The documents will be submitted together in the e-tendering submission.</p>
5	<p>In Form C, since the bid submission is not a joint venture, is there any obligation for us to fill the Form C?</p>	<p>If you do not have any Joint Venture/ Consortium/ Association, the form is not require.</p>
6	<p>In Form D, by experience, do you mean a term contract which bidders acts as a provider for some time based on an agreement for a group /</p>	<p>The list of relevant experience must be related to the list of services as per the ITB.</p>

	company / organization for logistics, leisure, meetings, events and accommodation or shall we include any kind of arrangements for small / crowded groups which include logistics, leisure, meetings, event and accommodation whether it is completed for one time or frequently.	
7	In Form E, how shall we provide the answers? In a separate Word file, with the regarding questions and attached into somewhere or to a portal or to the same file?	Yes, please provide in a separate document.

All other terms and conditions remain the same.

Thank you and best regards,

Procurement IRH Istanbul
UNDP Europe & CIS
Istanbul Regional Hub, Turkey
www.eurasia.undp.org