



AMENDMENT NO. 1

Date: 25/12/2021

Subject: Amendment No. 1 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)-2021/11 (E-tendering Event ID: TUR10-RFP-21-11)

Dear Madam/Sir,

Please find “ATTACHMENT-1 for the Minutes of Pre-Proposal Meeting and Answers to Questions received from Prospective Proposers in the Meeting and via e-mail”, within the context of subject RFP issued on 23 Nov 2021 for “Digital Transformation of Ankara, Bursa, Kayseri and Konya Model Factories” within the scope 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, remaining valid.

Please make sure that your proposals are submitted through e-tendering on or before 6 January 2022, 07:00 am (EST/EDT New York Time), as indicated in the e-tendering system.

Attachments:

ATTACHMENT-1 - “Minutes of Pre-Proposal Meeting and Answers to Questions received from Prospective Proposers in the Meeting and via e-mail

Yours sincerely,

UNDP TURKEY Country Office

ATTACHMENT-1 - “Minutes of Pre-Proposal Meeting and Answers to Questions received from Prospective Proposers in the Meeting and via e-mail:

A. Minutes of Pre-Proposal Meeting:

Date & Time	08 Dec 2021, Wednesday - 14.00 hrs. - 15:30 hrs.
Venue	Virtual Zoom Webinar
1. Opening remarks and introduction by Kismet Deniz Ciftci Arslan (Projects Coordinator)	
2. Presentation through screensharing the RFP document, on the important issues (listed below) to be considered during preparation of Proposals by Murat OZERDEN (Procurement Administrator)	
SECTION 3. BID DATA SHEET	
<ul style="list-style-type: none">– BDS No. 8 - Proposal security shall be compliant with the requirements stipulated in the section.– BDS No. 16 - Due to constraints in the Project’s timeline, deadline is not expected to be extended and proposals shall be submitted latest by 06 January 2022, 07:00 am (New York Time) as indicated in eTendering system.– BDS No. 18 - Proposals shall be submitted through UNDP ATLAS e-tendering system. User guides and videos for registering and bid submission can be found in the link given in the section.	
SECTION 4. EVALUATION CRITERIA	
Minimum Eligibility and Qualification Criteria	
<ul style="list-style-type: none">– Summary of Previous Experience Section through reiteration on the minimum qualifying criteria and required supporting documents– Summary of Financial Standing Section through reiteration on the minimum qualifying criteria and required supporting documents– Summary of the conditions for meeting eligibility and qualification criteria in case of submission as a Joint Venture/ Consortium/Association	
Technical Evaluation Criteria	
<ul style="list-style-type: none">– Summary of three sections to be scored within context of technical evaluation. Reiteration on the structure of the technical proposal to be submitted as part of Proposal.	
SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST	
<ul style="list-style-type: none">– FORM F: FINANCIAL PROPOSAL SUBMISSION FORM - This Form shall be submitted as a password protected document through e-tendering. Financial proposal data shall NOT be disclosed in any other documents of the submission nor in the data recorded in e-tendering system. In the e-tendering system prices shall be inserted as “1” as per the instruction provided in the system.	

- FORM G: FINANCIAL PROPOSAL FORM - This Form shall be submitted as a password protected document through e-tendering. Financial proposal data shall NOT be disclosed in any other documents of the submission nor in the data recorded in e-tendering system. In the e-tendering system prices shall be inserted as “1” as per the instruction provided in the system.

Q&A Session:

After presentation of above-mentioned sections of the RFP, vendors have been given the floor for questions. Answers to Questions received from Prospective Proposers in the Meeting are given in the following section.

B. Answers to Questions received from Prospective Proposers in the Pre-Proposal Meeting:

Question 1: If the previous contract that will be claimed as previous experience is in Turkish Liras which rate shall we use to convert it into USD?

Answer 1: As stipulated in FORM D: QUALIFICATION FORM, Page # 82 of the RFP, Proposers shall convert the original currency quoted in the Satisfactory Work Completion Certificates into USD, in accordance with the prevailing UN operational rate of exchange valid on the signature date of the claimed contract. UN operational rates of exchange are available at the following website: <https://treasury.un.org/operationalrates/OperationalRates.php#E>

Question 2: What is the requirement on the timeline for submission of Proposal Security?

Answer 2: As stipulated in SECTION 3. BID DATA SHEET, BDS No. 8 at Page # 18-19, PDF copy of the Proposal Security shall be submitted as part of e-tendering submission by the indicated deadline which is 6 January 2022, 07:00 am (EST/EDT New York Time).

In addition to the scanned PDF Copy, Proposers shall deliver the original Proposal Security to the address to be confirmed by UNDP. After receipt of proposals, UNDP will contact Proposers to communicate the address for delivery of original Proposal Securities. Proposal securities shall be delivered to the confirmed address within 7 days after receipt of address information from UNDP.

Question 3: Can you provide information with regard to the layout of each Model Factory?

Answer 3: Information regarding the layout, machines, devices, equipment, and production processes of the model factories is already provided as a separate Annex to the RFP, namely, “Annex I- Current Structure of Model Factories” which can be accessed among the solicitation documents.

Question 4: Should the technical proposal be written in plain text/word format, or should it be in ppt format?

Answer 4: There is no particular format for preparation of technical proposal. All formats as long as they are acceptable to be uploaded to the etendering system are acceptable; however, proposers are highly encouraged to prepare their technical proposals in line with the structure given in FORM E: FORMAT OF

TECHNICAL PROPOSAL at page #84-86 of the RFP by paying utmost attention to alignment with section reference numbers.

Question 5: Can you provide editable (word) versions of the Forms to be submitted along with the Proposals?

Answer 5: Editable (word) versions of “Returnable Proposal Forms” are already given as a separate document which is uploaded among solicitation documents.

Question 6: Is it possible to extend the contract implementation period due to the global supply problems for electronic devices?

Answer 6: It is not possible to extend contract implementation period due to tight timeline and firm expiry date of the Project.

Question 7: Are there any restrictions on the percentage of the services that can be sub-contracted?

Answer 7: Contractor shall not be allowed to subcontract more than 30% of the total works/services to be implemented under the Contract. As requested in FORM E: FORMAT OF TECHNICAL PROPOSAL, Section 1.1.5 at page # 84 of the RFP, proposers shall elaborate within their technical proposal on the “extent to which any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team”.

Question 8: Shall the key personnel on the site be the permanent salaried employee of the Contractor or can they be outsourced and deployed from other sources?

Answer 8: Key personnel on site is not required to be the permanent salaried employee of the Contractor. Proposers can outsource the staff to be assigned for the Contract. However, it is the Contractor’s responsibility to ensure that all staff are working in line with the legal regulations and legislation in Turkey. For insurance issues, please refer to General Terms and Conditions Clause No. 13. INSURANCE AND LIABILITY. UNDP General Terms and Conditions can be accessed through <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> as also stipulated in Section 3. Bid Data Sheet No. 25.

Question 9: Could you clarify the “similar nature” when assessment of previous experience of Proposers?

Answer 9: The previous assignments which are similar to the ones stipulated in the Terms of Reference can be considered as similar experiences.

Question 10: Is it possible to indicate a net expiry date in the Proposal Security to be submitted along with the Proposals?

Answer 10: An expiry date can be indicated in the Proposal security through inclusion of an additional phrase in the standard format which will state that “In any case, this guarantee shall be valid until 06 June 2022.”

Question 11: With regard to the recent increase in TRY/USD exchange rate, is it possible to revise the minimum criteria for previous experience in terms of Contract value?

Answer 11: It is not possible to make any revision in the contract value requirement stipulated the previous experience section of the RFP. As stipulated in FORM D: QUALIFICATION FORM, Page # 82 of the RFP, Proposers shall convert the original currency quoted in the Satisfactory Work Completion Certificates into USD, in accordance with the prevailing UN operational rate of exchange valid on the contract signature date. UN operational rates of exchange are available at the following website: <https://treasury.un.org/operationalrates/OperationalRates.php#E>. Consequently, current fluctuation in the exchange rate does not have any impact in the monetary requirements stipulated in previous experience section.

Question 12: Can companies propose to work with more than one subcontractor rather than establishing a Joint Venture?

Answer 12: Yes, proposers can propose to work with more than one subcontractor; however, Contractor shall not be allowed to subcontract more than 30% of the total works/services to be implemented under the Contract. As requested in FORM E: FORMAT OF TECHNICAL PROPOSAL, Section 1.1.5 at page # 84 of the RFP, proposers shall elaborate within their technical proposal on the “extent to which any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team”.

Question 13: Can completed portion of ongoing contracts be accepted as previous experience?

Answer 13: Completed portion of ongoing contracts will be accepted as long as the claimed portion meets the minimum qualifying criteria stipulated in the Previous Experience Section of RFP given at page #24. In such case, proposers shall submit “Statements of Satisfactory Performance” for the claimed completed portion which shall include the information with regard to project name, client contact details, contract value, value of the completed portion, period of activity and types of activities undertaken.

Question 14: Due to confidentiality, some of the clients do not prefer to disclose contract amount information in the work completion certificates. In such case, is it acceptable to substantiate the value of the contract through other documentation such as invoices, receipts, contracts, etc.?

Answer 14: Proposers shall submit “Statements of Satisfactory Performance for the claimed experiences” which shall include minimum information regarding name/country of the project, client contact details, contract value, period of activity and types of activities undertaken. In the absence of contract value information in the Statement of Satisfactory Performance, Proposers shall substantiate such information through submission of other documentary evidence such as “copy of contract(s)”, “corresponding invoice(s)” and “receipt(s)”.

Question 15: Can the previous assignments implemented in other countries outside Turkey be submitted as previous experiences?

Answer 15: Yes, the previous assignments implemented in other countries outside Turkey can be submitted as previous experiences.

Question 16: Does UNDP plan to publish a document which elaborates on the differences between the previous (cancelled) tender and the current one?

Answer 16: No, UNDP will NOT publish a document which elaborates the differences between the previous (cancelled) tender and the current one.

Question 17: Can Turkish branch of an international company submit work experience of other branches as previous experience?

Answer 17: All work experience to be submitted should belong to the Proposer who submits the proposal.

Question 18: Is it possible to submit any security instrument other than the Proposal Security Format (Bank Guarantee) given in the RFP.

Answer 18: As stipulated in SECTION 3. BID DATA SHEET, BDS No. 8 at Page # 18-19, acceptable Forms of Proposal Security is the Bank Guarantee given in Section 6, Form H of the RFP. No other format can be accepted as a security instrument.

Question 19: Is it acceptable to disclose monetary information regarding the financial stability of the company in the technical proposal?

Answer 19: As per Financial Standing Criteria stipulated at page#24 of the RFP, proposer must demonstrate the current soundness of its financial standing and demonstrate its prospective long-term profitability.

Proposers shall submit copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the last 3 years (i.e., 2018, 2019, 2020).

Proposers shall not disclose any information about their financial proposal in any documents of the submission except for the password protected Financial Proposal Forms given in FORM F and FORM G.

Question 20: With regard to technical evaluation criteria “1.2 Relevance of specialized knowledge and experience on similar engagements done in the region/country”, documented experiences are sought in various fields to be evaluated as part of technical evaluation. Is it possible to submit work experience of our subcontractor as previous experience?

Answer 20: All work experience to be submitted should belong to the proposer who submits the proposal. It is not possible to accept the previous experience of the subcontractor of the proposer. In case of submission as a Joint Venture/ Consortium/Association, please refer to “conditions for meeting eligibility and qualification criteria” given at page# 25 of RFP.

On the other hand, assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the JV partners will be accepted for evaluation of “Relevance of specialized knowledge and experience on similar engagements done in the region/country”. Previous assignments completed by subcontractors of the proposer in the past cannot be claimed as previous experience of the Proposer itself.

Question 21: With regard to technical evaluation criteria “1.2 Relevance of specialized knowledge and experience on similar engagements done in the region/country”, documented experiences are sought

in various fields to be evaluated as part of technical evaluation. Are proposers expected to submit work completion certificates for each assignment to be demonstrated in this section?

Answer 21: With regard to technical evaluation criteria “1.2 Relevance of specialized knowledge and experience on similar engagements done in the region/country”, proposers are expected to demonstrate required specialized knowledge through submission of their own Project Data Sheets/track records which shall include sufficient information for assessment of evaluation committee regarding relevancy with the requirement/criteria. UNDP reserves the right to contact with the claimed clients for verification of the submitted information.

Question 22: Is there any limitation with regard to subcontracting for supply of hardware, software, consultancy services within the scope of the Contract?

Answer 22: Contractor shall not be allowed to subcontract more than 30% of the total works/services to be implemented under the Contract. As requested in FORM E: FORMAT OF TECHNICAL PROPOSAL, Section 1.1.5 at page # 84 of the RFP, proposers shall elaborate within their technical proposal on the “extent to which any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team”.

Question 23: In case Terms of Reference does not cover all of the hardware to be used during contract implementation, are the proposers expected to determine the exact requirement and propose additional hardware/solution within their proposal?

Answer 23: The proposers shall identify the exact requirement based on their solutions and propose a turnkey proposal including all equipment and services and propose all-inclusive financial proposal. As per FORM G. Financial Proposal Form given at page # 88-90, there are sections where proposers can specify “additional personnel in Table 2”, “other Software and Hardware costs in Table 3” and “other costs in Table 4”. Total Amount of Financial Proposal shall be the basis for financial evaluation of the proposals and maximum contract amount for the successful proposer. Contractor shall not be entitled to receive any additional amount beyond this amount.

Question 24: Are proposers expected to design new stands for the mechanical units which are already established in some Model Factories?

Answer 24: Existing mechanical units will remain unchanged. New designs will not be required from the Contractor for the already installed mechanical units. Model Factories will be responsible for solving any issues related to previously installed machine and equipment.

Question 25: There are CNCs and AGV autonomous vehicles that are on the line. Are the proposers expected to arrange the license for these vehicles?

Answer 25: For most of the machines and devices at the Model Factories, there exists licenses and permissions necessary for communication and they will be provided to the Contractor by the Model Factories. However, for the ones that do not have licenses and permissions, the Contractor is expected to provide necessary licenses and permissions. Model Factories will provide necessary support to the Contractor to contact with the manufacturing firms. Most machines and devices at the Model Factories support PROFINET/PROFIBUS communication protocols. In this regard, the Proposers are expected to use

a standard, e.g., OPC UA and/or MTConnect, for horizontal and vertical integration of the systems at the Model Factories.

Question 26: Do we have to develop a single design for all Model Factories? Or do you require contractor to develop different designs for each Model Factory separately? Can the conceptual design be the same?

Answer 26: As per Table for activity, deliverables, and schedules given at page # 67, 68 of the RFP, the contractor is required to develop a detailed roadmap which includes but not limited to requirements/specification, technological infrastructure design and scope for training materials and programs for all four Model Factories. It is expected that a general design will be developed considering the needs of all Model Factories. However, there may be a need to adapt this general design for each Model Factory depending on its specific needs. Proposers are expected to elaborate in their technical proposals how they plan to develop this deliverable in line with the existing information given in the RFP regarding current status of Model Factories.

Question 27: Can the Proposers propose the MES and ERP system as cloud-based applications or subscription type licensing?

Answer 27: No, cloud-based solutions or subscription type licensing will not be accepted.

Question 28: Can you describe forward-looking and backward-looking schedule clauses in detail?

Answer 28: In forward-looking scheduling, the goal is to fulfill the production orders as soon as possible according to availability of the resources. It tries to answer the question "When, at the earliest, can production start?" In backward-looking scheduling, the production orders are scheduled according to the clients' requested delivery dates. Accordingly, it tries to answer the question "When, at the latest, can production start in order to fulfill the order in time?"

C. Answers to Questions received from Prospective Proposers via e-mail:

Questions 29: Could you please clarify following queries?

- 1. Is it possible to make any change in the minimum contract amount requirement in the RFP in terms of previous experience, especially to the criteria which requires each of claimed contract to be at a minimum amount of USD 500,000?**
- 2. In terms of similar nature, is it possible to consider the assignments which were performed "outside manufacturing industry and IOT works" as similar nature?**

Answer 29: Please find our response below:

- 1. It is not possible to make any revision in the amount contracts requested as part of previous experience requirement of the RFP.*
- 2. If the works/services conducted outside the manufacturing industry are similar to the ones stipulated in the Terms of Reference, they can be considered as similar experiences. The previous assignments which are not similar to the ones stipulated in the Terms of Reference shall not be considered as similar in nature.*

Question 30: Cobot of AMF (Staubli TX2 60) is a standard industrial robot. However, within current state it's not suitable to intra-human co-operation. The required model is TX2touch-6 <<https://www.staubli.com/en/robotics/product-range/cobots/power-cobot/tx2touch-60/>> To secure work environment robot must stay in safety cage, and it is not possible to use the robot in both production and product installation. Our suggestion to use within production, to decrease cost of total project and minimize human interaction. Please choose a production machine from the production line and the part with pre-production- finished 3D diagrams (CAD file) and worktable, turret, insert CAD files of the production machine. CAD file will help to prepare regarding grippers.

Answer 30: Staubli TX2 60 can operate in several environments including sensitive environment. With the optional SIL3-PLe safety functionalities, it can be used in a man-machine collaboration context. Staubli TX2 60 at AMF at Ankara Model Factory will be mounted on a base fixed to the ground. The base is already equipped with safety laser scanner that can be tailored to different system responses by specifying different warning and safety zones. In this regard, the security of the work environment will be provided by these safety zones and hence there is no need for a safety cage.

The appropriate scenario regarding man-machine collaboration shall be designed in collaboration with the AMF personnel considering safety and applicability issues.

Question 31: With regard to following section, could you explain, role of smart glasses in this phase of production? Should we use smart glasses as an interface to establish each step by operator or work orders?

Smart Glasses:

The flat wheel assembly process on the assembly line is performed using the Microsoft Hololens 2 virtual reality glasses that facilitates the installation by guiding the operator in a virtual environment.

AGV and industrial robot shall be integrated with the IOT network. Moreover, AGV and industrial robot shall collaborate to carry out the assigned tasks without the intervention of the operator.

Answer 31: The related section in Annex I- Current Structure of Model Factories just gives information about hardware, software, devices, and equipment available at Bursa Model Factory. The last paragraph is not a continuation of the previous one and hence there is no expectation from the Contractor with regard to smart glasses.

The last paragraph emphasizes the need that AGV and robot shall be integrated with the IoT network. Please refer to clause 3.1.7.1.1.12 for the integration requirement of AGV and robot at Bursa MF.

Question 32: Is it possible to indicate a net expiry date in the Proposal Security to be submitted along with the Proposals?

Answer 32: An expiry date can be indicated in the Proposal security through inclusion of an additional phrase in the standard format which will state that "In any case, this guarantee shall be valid until 06 June 2022.

Question 33: As a company, we are a part of a global network group of companies under one brand, of which entities operate globally via separate legal entities in different countries. We would like to inquire if we could present one of our network group company's project references with a Letter of Undertaking?

Answer 33: All work experience to be submitted should belong to the Proposer who submits the proposal.

Question 34: The RFP states that there are 9 use cases (p.60). However, there are only 8 use cases listed under "4.1.1. TECHNICAL REQUIREMENTS FOR USE CASES" in the RFP. The first use case (4.1.1.1. Human-Robot and/or Machine-Machine Collaboration) has 2 options -only one to be implemented. Does this count as 2 hence adding up the use cases to 9 in total?

Answer 34: The total number of use cases is eight. The statement regarding 9 use cases on page #60 is a typo and it shall be revised to read as "8".

Question 35: We would like to arrange a field visit to one of the Model Factories before proposal submission. We would appreciate if our request would be subject to your kind consideration.

Answer 35: As per RFP SECTION 3. BID DATA SHEET, BDS No. 6, UNDP will not schedule a Site Visit for this Procurement activity.

Proposers may visit the Factories at their own expense and through their own coordination. No information with regard to the subject Tender shall be given in the visit. Clarification requests regarding subject tender shall only be communicated through tr.procurement@undp.org as stipulated in RFP SECTION 3. BID DATA SHEET, BDS No. 14. UNDP shall not be held responsible for any information provided by any authority during the mentioned visit.

Question 36: Is it possible to submit the proposal through other means such as e-mail or hard copy?

Answer 36: As per RFP SECTION 3. BID DATA SHEET, BDS No. 17, allowable manner of submitting proposals is e-Tendering only. Proposals that are submitted through any other means shall be rejected. Proposers should refer to BDS No. 18 given at page # 20 of the RFP for system user guides and videos for registering and submitting proposals in e-Tendering system.