

United Nations Development Programme



AMENDMENT NO:3

Date: 21 January 2022

Subject: Amendment No:3 to Request for Proposal (RFP) for “Provision of Consultancy Services and Trainings for SME Digitalization in Industry and Tourism Sectors” within the scope of “Beyond Recovery of SMEs through Digitalization (Digital Way)” titled project issued on 10 January 2022

Ref: UNDP-TUR-RFP(DW)-2022-01

Dear Madam/Sir,

Please find attached “Attachment 1- Answers to Questions from Prospective Proposers” in the context of subject RFP issued on 10 January 2022 for “Provision of Consultancy Services and Trainings for SME Digitalization in Industry and Tourism Sectors” within the scope of Beyond Recovery of SMEs through Digitalization (Digital Way) titled project.

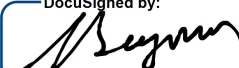
You are kindly requested to prepare and submit your proposal in response to our subject RFP with the consideration of this amendment, with all other clauses of the RFP remaining valid.

Please be sure that your proposal is submitted via email on or before the submission deadline on **January 31, 2022; 14:00 (GMT+3, Local Time-Turkey)** to the email address tr.procurement@undp.org.

Attachments:

- 1- Answers to Questions from Prospective Proposers

Yours sincerely,

DocuSigned by:

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Üsame Yalçın

Assistant Resident Representative
(Operations)



ATTACHMENT 1- ANSWERS TO QUESTIONS FROM PROSPECTIVE PROPOSERS

Question 1: Concerning the subject services, it is mentioned in the Terms of Reference document that "each one-to-one consultancy to an SME shall be 5 days and one day of mentoring shall last a minimum 4 hours". Unfortunately, further information was not provided about the mentorship services. Will the mentorship focus on implementing the roadmap prepared with the consultancy or does it have another expected outcome?

Answer 1: As clearly indicated in Annex 4: Detailed Terms of Reference, the one-on-one consultancy services shall be provided for 5 days and at least 4 hours a day for each SME. The SMEs to receive consultancy services shall be determined following their application through the Platform. During the application phase, basic information and level of digitalization of the SME will be assessed. After the SMEs are determined/selected, each SME shall receive tailor-made consultancies depending on their existing situation and expectations. The 5 day period of consultancy services shall cover activities of assessment, road map development, implementation and reporting. Thus, each 5 days consultancy is expected to be designed in accordance with the specific case of the related SME.
