



United Nations Development Programme

AMENDMENT NR.2

Date: 12/08/2022

Subject: Amendment Nr.2 to Request for Proposal (RFP) for Procurement of *“Training and Consultancy Services for Innovation Program of Manisa, Başkent, Çerkezköy and Yalova IMES OIZ Innovation Centers”* issued on 20 July 2022.

Ref: UNDP-TUR-RFP(OIZ)-2022-87 (E-tendering Event ID: TUR10-RFP-22-87)

Dear Madam/Sir,

In relation to subject RFP issued on 20 July 2022 for Procurement of *“Training and Consultancy Services for Innovation Program of Manisa, Başkent, Çerkezköy and Yalova IMES OIZ Innovation Centers”* within the Scope of “Developing a Model to Improve Technology Use in Organized Industrial Zones Project”, please kindly find “Attachement-1: Minutes of Pre-Proposal Conference and Answers to Questions received from Prospective Proposers in the Conference and via e-mail”.

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

Deadline for submission of proposal has been extended until 29-August-2022, 07:00 am (New York Time). Please make sure that your proposal is submitted through e-tendering, on or before 29-August-2022, 07:00 am (New York Time).

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

Yours Sincerely,

UNDP Türkiye Country Office

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ATTACHMENT-1

Minutes of Pre-Proposal Conference and Answers to Questions received from Prospective Proposers in the Conference and via e-mail

A. Minutes of Pre-Proposal Conference:

Date and Time:	04.08.2022, 10:00 am – 11:00 am
Venue:	Virtual Zoom Webinar
<ol style="list-style-type: none"> 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 Çağlar Selçuk (Procurement Officer) 	
<p>SECTION 3. BID DATA SHEET</p> <ul style="list-style-type: none"> - BDS No.6 - Proposal security shall be compliant with the requirements stipulated in the section. - BDS No.14 and 15 - 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 below. https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html 	
<p>SECTION 4. EVALUATION CRITERIA</p> <p>Minimum Eligibility and Qualification Criteria</p> <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 	
<p>TECHNICAL EVALUATION CRITERIA</p> <ul style="list-style-type: none"> - Summary of three sections to be scored within context of technical evaluation. 	
<p>SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST</p> <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. Financial information provided in the Technical Proposal shall lead to Bidder’s disqualification. - 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 	

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<p>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. Financial information provided in the Technical Proposal shall lead to Bidder’s disqualification.</p>
<p>3. 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.</p>

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

QUESTION 1: Is there possibility for the extension to the proposal submission deadline?

ANSWER 1: Deadline for submission of proposal has been extended until 29-August-2022, 07:00 am (New York Time).

QUESTION 2: Regarding the “Previous Experiences” given under Section 4. Evaluation Criteria, if the Proposers submit their proposal as a Consortium, can the lead entity submit more than one contract to meet the criteria of USD 500,000 similar contract requirement?

ANSWER 2: Yes, if the Proposers submit their proposals as Consortium, the Lead Entity can submit more than one contracts of at least USD 250,000 each to meet the criteria of USD 500,000 contract of similar nature requirement. If the Lead Entity has a contract of similar nature at or above USD 500,000, it can submit only this contract.

In any case, all parties of the consortium cumulatively shall meet the criteria of USD 900,000 contract(s) of similar nature as stipulated in Section 4. Evaluation Criteria of this RFP.

QUESTION 3: Can you provide the exact contract end date to help prospective proposers to prepare a more realistic work plan?

ANSWER 3: As it is stated in I. “Expected duration of the contract/assignment” under Section 5. Terms of Reference the contract is expected to expire on 20 December 2023.

QUESTION 4: As per Article 3.1 given under Form E: Format of Technical Proposal, a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement shall be provided. Does the spreadsheet include all staff such as backstopping, etc?

ANSWER 4: The proposer shall provide a spreadsheet to show the activities of the Key Personnel (Team Leader, Senior Expert and Junior Expert) and Non-key Personnel (Trainers and Mentors) given in “K. Professional Qualifications of the Successful Contractor and its key personnel” under Section 5. Terms of Reference and the time allocated for his/her involvement.

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

QUESTION 5: As per RFP, Section 4. Evaluation Criteria, Technical Evaluation Criteria, 3.2 b Senior Expert on page 31, the criterion under Specific Experience is stated as “Professional experience on research, development and innovation processes for a medium or large-scale manufacturing company as a consultant/trainer/manager in public / private / nongovernmental organizations.” Could you further explain if the required experience should come from a manufacturing SME/company or from a public / private / nongovernmental organization?

ANSWER 5: The Senior Expert shall have experience on research, development and innovation processes for a medium or large-scale manufacturing company while working as a consultant/trainer/manager under a public / private / non-governmental organization. Manufacturing company is also accepted as a private organization.

QUESTION 6: Does the estimated 468 working days in “Table 1. Estimated Total Working Days and Tentative Training Contents” provided in Section 5. Terms of Reference, cover all of the working days for the 4 innovation centers, or is the estimated amount of 468 working days intended for each center?

ANSWER 6: Table 1. “Estimated Total Working Days and Tentative Training Contents” in Section 5. Terms of Reference will be used as a base for the content and estimated working days of Innovation Programs of Başkent OIZ, Yalova İMES OIZ, and Çerkezköy OIZ Innovation Centers. The Contractor is expected to allocate at least 468 working days for each Innovation Center for the Training and Consultancy Services.

QUESTION 7: Does the estimated 468 working days in Table 1. “Estimated Total Working Days and Tentative Training Contents” provided in Section 5. Terms of Reference, cover the working days of Key Personnel such as Team Leader, Senior Experts and Junior Expert along with the working days of Non-Key Personnel?

ANSWER 7: 468 estimated total working days given in Table 1. “Estimated Total Working Days and Tentative Training Contents” in Section 5. Terms of Reference are only allocated for Trainers and Mentors.

QUESTION 8: Would submitting a Statement of Satisfactory Performance for a contract that is currently under implementation but not completely finalised with the details of the activities implemented up until the submission deadline listed be allowed and eligible?

ANSWER 8: The proposers can submit Statement of Satisfactory Certificate for completed portion of ongoing contract as long as completed portion meets the minimum qualifying criteria stipulated in the Previous Experience Section of RFP given at page #23. In such a case, Statement of Satisfactory Certificate for the claimed completed portion shall include all required information for compliance with the criterion.

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QUESTION 9: We kindly would like to request an Extension for the Submission Deadline to ensure the Technical Proposal is improved and thorough to its full extent.

ANSWER 9: Please see Answer to Question 1.

QUESTION 10: As per BDS No. 19 in Section 3. Bid Data Sheet of the RFP (Page # 20), it is stated that Maximum expected duration of contract is until December 20, 2023 and as per Section 5. Terms of Reference, it is stated that project end date is 31 December 2023 in E. Deliverables and Schedules/Expected Outputs. Could you please clarify which end date we should take into consideration so that we can have more realistic planning?

ANSWER 10: As it is stated in “I. Expected Duration of the Contract/Assignment” under Section 5. Terms of Reference and BDS No.19 of Section 3. Bid Data Sheet, the Contract is expected to expire on **20-December-2023**.

As it is stated in “E. Deliverables and Schedules/Expected Outputs” under Section 5. Terms of Reference (on page #38), 31 December 2023 is the end date of “Developing a Model to Improve Technology Use in Organized Industrial Zones Project”.

QUESTION 11: On page 55 of the Request for Proposal, under FORM E: FORMAT OF TECHNICAL PROPOSAL, Article 2.6. says that “Does the implementation plan include information on allocation of key personnel (total working days for each staff) to each separate activity and deliverable?”, whereas Article 3.1. says that “Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement. Accordingly, could you please elaborate whether both Articles 2.6. and 3.1. refer to the key personnel required under “K. Professional Qualifications of the Successful Contractor and its key personnel” or not?

ANSWER 11: Yes, both articles refers to the Key Personnel (Team Leader, Senior Expert and Junior Expert) and Non-key Personnel (Trainers and Mentors) given in “K. Professional Qualifications of the Successful Contractor and its key personnel” under Section 5. Terms of Reference.

QUESTION 12: In the Terms of Reference, it is indicated that “A general framework for training and consultancy services has been developed for Innovative Capacity Development Projects and 18 companies have been identified within the scope of Manisa OIZ Innovation Center, Innovation Program. The Contractor will be provided background studies and Innovative Capacity Development Projects prepared for 18 companies after signature of the contract.” Could you please clarify the number of companies to be addressed for Baskent, Yalova and Cerkezkoy OIZ Innovation Centers? Will it be also 18 companies for each innovation center?

ANSWER 12: It is expected to be identified 20 companies within the scope of each the first phase of the Innovation Program of each Innovation Center (Başkent OIZ, Yalova İMES OIZ, Çerkezköy OIZ Innovation Centers). In this regard, the proposers shall prepare their proposal considering 20 companies for Başkent OIZ, Yalova İMES OIZ, Çerkezköy OIZ Innovation Centers.

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QUESTION 13: In Section 5. Terms of Reference, estimated total working days in line with tentative training contents is 468 working days as indicated in Table 1. “Estimated Total Working Days and Tentative Training Contents” provided under 1.1. Manisa OIZ Innovation Center. Does this total of 468 days cover also all training and consultancy of other Innovation Centers as Baskent, Yalova and Cerkezkoy? or 468 days is planned for each innovation centers ? Does 468 days covers working days of Team Leader, Senior Expert, Junior Expert? or Are these days planned only for trainers and mentors?

ANSWER 13: The Table 1 is prepared for Manisa OIZ Innovation Center and total of the “Estimated Total Working Days” is 468 working days. “Estimated Total Working Days” given in Table 1 are allocated for only Trainers and Mentors and covers only the trainings and consultancies. The Contractor is expected to allocate at least 468 working days for each Innovation Center for the Training and Consultancy Services.

QUESTION 14: As per Section 5. Terms of Reference, “International experience in the establishment and/or business plan development of innovation centers or innovation management related centers in the last 8 years” is an asset for Senior Expert. Should we consider this item for international donors or as overseas experience?

ANSWER 14: The international experience shall be considered as overseas experience.

QUESTION 15: In the Terms of Reference, it is indicated that Contract is expected to be signed in August 2022. Considering the submission deadline on 15th of August and evaluation process afterwards, should we consider September 2022 or end of August 2022 as the start date?

ANSWER 15: Deadline for submission of proposal has been extended until 29-August-2022, 07:00 am (New York Time). Therefore, “Expected Date for Commencement of Contracts” is considered as September 2022.

QUESTION 16: Would it be accepted to deposit the amount of Proposal Security to the UNDP's bank Account by the bidder instead of providing Proposal Security delivered from a Financial Institution on behalf of the bidder?

ANSWER 16: As stipulated in Section 3. Bid Data Sheet, BDS No.6 at Page #17, acceptable Forms of Proposal Security is the Bank Guarantee (See Section 6, Form H for template). No other format can be accepted as Proposal Security.