

**RFP # 009-2020**  
**Provision of the Hatay PDMM Fit-Out Work**  
**Bidders' Reply to Queries**

**Question 1:** Currently, we provide the work for the provision of fit-out works for UNHCR. We would like to know if we decide to attend a new bid, do we have to resend all necessary documents again? Are there any documents that will be exempted from our current contract

**Answer 1:** Please refer to RFP#009-2020 Main tender document, accordingly if your company is not already registered with UNHCR, you should complete, sign and submit the Vendor Registration Form (Annex-G) together with the respective documents (last three (3) years' tax declaration, official gazette / claim on the company registry date, tax registration, financial statement documents etc.). If you are already registered with UNHCR and received Purchase Order within last two years, then please provide the signed and stamped Vendor Registration form by indicating your Vendor ID.

**Question 2:** There is no special explanation on the tender document regarding payment whether there will be partial payment. Please clarify.

**Answer 2:** The payment details shall be shared with the winning company according to the workplan / Gantt chart and provided milestones.

**Question 3:** Provincial directorate is exempt from VAT and similar taxes. Do we need to register our office in Hatay in order to employ labour or is it enough to employ the labour as part of the company?

**Answer 3:** Please refer to Annex H- General Conditions of Contract Civil Works Article 34 that the contractor shall make his own arrangements for the engagement of all labour local or otherwise.

**Question 4:** When do we need to start the work, is it right after the contract award or is there a specific date?

**Answer 4:** The contractor is expected to start the work immediately after the contract award.

**Question 5:** Is it mandatory to visit the site to participate the tender?

**Answer 5:** No it is not mandatory to conduct site visit to participate the tender.

**Question 6:** It is requested to provide the three years financial report as part of proposal. Do we need to provide these documents in English?

**Answer 6:** Indeed, three (3) years financial report is mandatory and UNHCR requires the three (3) years financial report should be duly certified by the chartered accountant.

**Question 7:** Can you send the "Annex J" (Confirmation on EU Sanction List of RFP Documents)?

**Answer 7:** The letter is provided as part of the Annex B, please refer to Annex B-3 form.

**Question 8:** Regarding the ventilation system, item number 38, the technical specifications does not indicate the capacity of the required system and required percentage of the fresh air, and whether DX battery is required.

**Answer 8:** Please refer to ventilation system drawings, Annex B- Material Proposal and Annex D Bill of Quantities of the tender dossier. 100% fresh air shall be used, and the system does not require any DX battery, it will be fully powered by electricity.

**Question 9:** If the financial proposal submitted in USD currency, can we provide bid security in TRY currency.

**Answer 9:** As long as the amount in the bid security is provided as 10% of the bidders' proposed amount, it is acceptable to submit the bid security in TRY currency.

**Question 10:** Regarding Proven Experience Part, Provisional Acceptance (Geçici Kabul) documents are acceptable for work experience criteria?

**Answer 10:** Yes, it is acceptable only if the context of the job is relevant.

**Question 11:** Will Rehabilitation/Restoration works be considered as similar experience?

**Answer 11:** Yes, rehabilitation and restoration works shall be considered as similar experience.

**Question 12:** During tender dossier control, we could not see a template for Bid Security. Shall we provide Bid Security in free text format or is there a template of UNHCR for Bid Security?

**Answer 12:** Please consult with your bank, they must have a standard format for this.

**Question 13:** In Tender Dossier, 3- RFP#009-2020\_Annex B Technical Proposal Form; there are forms to be fulfilled by Tenderer. Will Word (Soft) versions of these forms be provided or Tenderer must fulfill by handwriting at given forms?

**Answer 13:** Please consult with your bank, they must have a standard format for this.

**Question 14:** Regarding CV of Key Personnel; is it possible to change key personnel after being awarded by Contract? We ask this question due to the undetermined workload of our company.

**Answer 14:** The proposed personnel are the key for the project, the technical evaluation and scoring is made based on the proposed CVs; therefore, it is expected the awarded company to continue with the same personnel until the implementation is completed.

**Question 15:** As far as it is written, no copies of the Tenderer's Bid is requested. We kindly ask if only one original folder will be requested or additional copies (one original two copies or one original three copies etc.) will be requested or not.

**Answer 15:** Duly signed original copy of the proposals shall be submitted as part of the financial and technical envelopes.

**Question 16:** Regarding Proposed Materials, should we include brochures or catalogues for each item which are scored? In this case, the volume of Bid Dossier will be significant.

**Answer 16:** Please provide the catalogues and brochures as part of your technical proposal as requested in the RFP tender file.

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