

REQUEST FOR PROPOSAL (RFP)

RFP Number UNFPA/TUR/RFP/24/001

For the establishment of a:

LONG TERM AGREEMENT

In regards to:

PROVISION OF RECRUITMENT AND PAYROLL MANAGEMENT SERVICES IN TURKIYE

The bidders conference for the establishment of a Long Term Agreement in regards to provision of recruitment and payroll management services in Türkiye was held online on 23 February 2024 at 10:00 am with the participation of suppliers.

Participants:

Adecco

Barbaros Güngör, Irmak Kocar, Özden Nizamoğlu

UNFPA Türkiye CO

Fatma Hacıoğlu, Humanitarian Programme Manager,

Sezen Uğurlu, Humanitarian Programme Associate,

Gözde Tuna Sırer, Admin Associate

Yaprak Öncel, Procurement Associate

Sedef Sener, Admin Support Consultant

Questions:

Q1- Is there going to be additional costs/procurement apart from recruitment and payroll of temporary personnel?

A1- As mentioned in the ToR: travel costs, domain costs, phone lines, unpredictable vehicle rentals, accommodation might occur.

Q2 - RFP document page 6 item 1.3.4 The successful Bidder shall have the right to review their prices every 12 months from commencement of the LTA, and shall notify UNFPA in writing 90 days prior to the 12-month period of a proposed price decrease or increase. The successful Bidder shall provide proper justification for any price increase. UNFPA shall be entitled to either accept the price decrease/increase or to cancel the LTA, and shall notify the successful Bidder in writing of its decision.

As per the above item 1.3.4. please confirm if an amendment to the contract is applicable before 12 months?

A2 - Based on the salary wage increase by the Government, an amendment could be made to review the prices before 12 months in discussion with UNFPA.

Q3 - Where should we include the expenses on work permit?

A3- The expenses on work permit should be included to the item on **others**

Q4 - RFP document page 31 invoicing methodology - Please confirm the duration of the replacement of absent personnel?

A4 - Replacement of absent personnel will only be needed in limited circumstances hence the duration will be determined if needed based on the circumstances.

Q5- RFP document page 29 item 20 - Please confirm if Arabic / Farsi agreement is requested?

A5 - Arabic and Farsi agreement is included in ToR as it is required during the work permit submission to the Ministry of Labour. Bidders are not expected to submit a copy of the agreement as annex.

Q6- How many foreign personnel do you expect to recruit?

A6 - We are expecting to recruit approx. $\frac{2}{3}$ of the personnel who are not Turkish nationals.