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**Date: 16 August 2018**

**Subject : Amendment No 1 to Invitation to Bid (ITB) for ‘Supply, Installation and Commissioning of 4 x 100 kWp on-grid Field Installed PV Plant’**

**Ref : UNDP-TUR-ITB(ORKOY)-2018/05**

Dear Madam/Sir,

In relation to our ITB for ‘**Supply, Installation and Commissioning of 4 x 100 kWp on-grid Field Installed PV Plan**’, issued on 24 July 2018 with reference number **UNDP-TUR-ITB(ORKOY)-2018/05**, you are hereby provided with the ‘Answers to Questions’ received from prospective proposers, including the ones raised in Pre-Bid Conference that was held at UNDP Premises in Yıldız Kule Ankara/Turkey on 06 August 2018.

Please note that the deadline for submission of proposals, which was stated to be 27 August 2018 in the RFP, has been extended until **06 September 2018, 17:30 hrs, Turkey time**. Hence, the “Date, time and venue for the opening of bid” indicated in Item 17 of Bid Data sheet is postponed to **07 September 2018, 10:30 hrs by Turkey time**.

You are kindly requested to prepare your proposals with the consideration of the answers provided in this Amendment and submit your proposals latest by **06 September 2018, 17:30hrs, Turkey time** to the address stipulated in our solicitation documents.

Yours Sincerely,

**Sukhrob Khojimatov**  
Deputy Country Director

Attachment-I ‘Answers to Questions’ received from prospective suppliers

**Attachment-I:**

**'Answers to Questions' Received from Prospective Proposers**

**Question 1: Shall Bidders quote in US Dollars?**

*Answer 1: As indicated in Article 10 of Bid Data Sheet section of ITB, the currency of the of Bid is US Dollars. Please kindly refer to Article 25 of ITB, which indicates that "in case a local vendor established and operating in Turkey gets awarded by the contract for any LOT, the payment shall be effected in TL through conversion of the US\$ amount by the official UN exchange rate, valid on the date of money transfer. Otherwise, the payment shall be effected in US\$.", as well.*

**Question 2: There are a few institutions mentioned in the ITB. Could you kindly indicate the Contracting Authority of the contract(s) to be awarded?**

*Answer 2: Please kindly refer to "Section 5.A. Schedule of Requirements and Technical Specifications/Technical Requirements/Bill of Quantities", "1.1. Definitions" (Page 30) where the Contracting Authority is indicated as UNDP.*

**Question 3: Can the prices change during contract implementation?**

*Answer 3: The contractor shall provide its price for the goods and services with the unit prices indicated in "Form F: Price Schedule Form", even if the quantities stated above change due to any reason.*

**Question 4: While it is explained in the ITB document that the site approval procedures are not yet completed and hence the locations of the sites are not known, could you kindly inform the Potential Bidders on the planned locations of sites for which the approval process has been initiated?**

*Answer 4: The planned site locations for which the approval procedure has already been initiated are as follows:*

- Elazığ Province Central Sub-Province Sarıgül District – 0/150 Parcel (Elazığ İli Merkez İlçesi Sarıgül Mahallesi 0 Ada 150 Parsel)*
- Afyonkarahisar Province, Şuhut Sub-Province, Kulak Village 104/176 Parcel (Afyonkarahisar İli Şuhut İlçesi Kulak Köyü 104 Ada 176 Parsel)*
- Konya Province, Ilgın Sub-Province, Gökbudak Village 167/15 Parcel, (Konya İli Ilgın İlçesi Gökbudak Köyü 161 Ada 15 Parsel)*
- Çorum Province, Osmancık Sub-Province, Gecek Village 125/1 Parcel (Çorum İli Osmancık İlçesi Gecek Köyü 125 Ada 1 Parsel)*

*However, please kindly note that these sites may not be officially cleared, and they may need to change. UNDP does not have any responsibility if the sites change, or do not get*

*officially approved. The prospective proposers cannot claim any monetary or non-monetary prospects from UNDP due to change in planned sites.*

*UNDP will officially notify the successful Bidder(s) for each LOT before contract signature when pre-requisites mentioned in Item 29 of Bid Data Sheet are in place; when the Implementing Partner informs UNDP that clearance and approval processes are concluded officially.*

**Question 5: Is it possible to extend the bid submission deadline for 10 days?**

*Answer 5: With reference to bid submission deadline extension requests coming from prospective proposers, it was decided to extend the bid submission deadline from 27 August 2018 to 06 September 2018, 17:30hrs, Turkey time. Please kindly note the following revisions:*

<b>Section Item</b>			<b>Previous Version</b>	<b>Revised Version</b>
1	Bid Data Sheet	Item 14	Deadline for Submission: 27.08.2018, by 12:30 hrs Turkey time	Deadline for Submission: 06.09.2018, by 17:30 hrs Turkey time
2	Bid Data Sheet	Item 17	Date, time and venue for the opening of bid: Will be Conducted Date: 27.08.2018 Time: 14:30 hrs by Turkey time Venue: United Nations Development Programme (UNDP) Yıldız Kule, 16th Floor, Yukarı Dikmen Mahallesi, Turan Güneş Bulvarı, No:106, 06550, Çankaya, Ankara/Turkey Responsible Person: Meral Mungan Arda	Date, time and venue for the opening of bid: Will be Conducted Date: 07.09.2018 Time: 10:30 hrs by Turkey time Venue: United Nations Development Programme (UNDP) Yıldız Kule, 16th Floor, Yukarı Dikmen Mahallesi, Turan Güneş Bulvarı, No:106, 06550, Çankaya, Ankara/Turkey Responsible Person: Meral Mungan Arda

**Question 6: Where shall we insert the date in the “Form G: Bid Security”? Also, which information shall we fill in the “[Insert Title of Goods and/or Services]” and “[contact details]” bracket?**

*Answer 6: The “date” referred to is the date of announcement of this ITB, which is 24 July 2018. The contact information for UNDP and the Bidder shall be indicated in the proper brackets. The Title of Goods and/or Services shall be written as “Supply, Installation and Commissioning of 4 x 100 kWp on-grid Field Installed PV Plant”. Lot number applied shall be added in the title.*

**Question 7: Can we add or subtract any items in Form F: Price Schedule Form?**

*Answer 7: The Bidders are expected to fill in the provided "Forms to be Filled in" without making any changes with regards to the information to be filled in, such as subtracting or adding items. Form F: Price Schedule Form shall not change for any reasons, whatsoever.*

**Question 8: Is it possible to submit Turkish version of any Forms defined in this ITB, like Bid Security Form?**

*Answer 8: All Forms to be submitted by the Bidders shall be in English, based on templates given in English version of this ITB document.*

**Question 9: Could you kindly share the Turkish translation of the "UNDP General Conditions for Works Contracts"? Is there a possibility that a Bidder can change it?**

*Answer 9: The translation of the UNDP General Conditions for Works Contracts is published on 03.08.2018 as per Article 13 of Bid Data Sheet. Please kindly be reminded that the translation is unofficial and English version of the document shall govern.*

**Question 10: Shall Bidders submit "Key Personnel Forms" after the contract award?**

*Answer 10: All forms in ITB Document, including "Key Personnel Form" shall be filled in accordingly and be submitted along with the Bid until the deadline for submission of Bids. The evaluation will be done as per the submitted documentation.*

**Question 11: If the bidders are to quote for more than one lot, shall they submit Bid Security Forms for each lot or is it possible to add the bid security amounts and submit one Bid Security Form?**

*Answer 11: The Potential Bidders to submit Bids for more than one lot shall include the Bid Security of a 2800 USD for each lot applied for. In other words, if the Bidder applies for two lots, the Bidder shall submit two separate Bids and each of these two envelopes, there shall be one Bid Security of an amount 2.800 USD.*

**Question 12: Will the quotations be evaluated separately, if the Bidder applies for more than one Lot?**

*Answer 12: Each lot will be evaluated separately, and one single contract will be awarded for each Lot.*

**Question 13:** Shall the Bidders cover the costs of “Letter of invitation to Grid Connection Agreement” that will be issued from local electrical distribution companies?

*Answer 13: As explained in Section 5.A “Schedule of Requirements and Technical Specifications/Technical Requirements/Bill of Quantities” of ITB, “upon completion of area assignment, the REC will apply to the local electricity distribution company, who will issue the letter of invitation to grid connection agreement upon approval of the project documentation by that distribution company”. Implementing Partner will notify UNDP, when all approval procedures are cleared.*

*The contract shall only be signed when the conditions in Item 29 in Bid Data Sheet are met. Hence, Bidders shall not include charges/expenditures associated with the “Letter of invitation to Grid Connection Agreement” approval procedure in their financial proposals.*

**Question 14:** It is mentioned in the tender documents that grid connection points are not defined? Can you please elaborate this situation? Is it possible that unit prices may change afterwards, when the sites are declared, and the call letter is approved by the local electrical distribution company?

*Answer 14: Selected PV plant sites' formal approval procedures are still in progress. Accordingly, UNDP Turkey cannot declare the exact locations of PV Plants. However, the grid connection points, defined in the ITB document, are selected considering according to the realistic, longest possible distances. It is expected from bidders to quote for the quantities, defined in the ITB document's Bill of Quantity Table.*

*Please kindly note that Article 25 of Bid Data Sheet indicates that except for panels, inventors and trainings, the payments shall be realized over the actual quantities, whilst the unit prices indicated in Form F: Price Schedule Form shall not change for any reasons, whatsoever.*

**Question 15:** Can UNDP change the contract amount at the time of contract award?

*Answer 15: Please refer to Article 38 of Instruction to Bidders which indicates that “At the time of award of Contract, UNDP reserves the right to vary the quantity of goods and/or services, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.” Please note that, this clause does not necessarily mean that a change in contract amount at time of contract award takes place automatically.*

**Question 16:** As per Article 28 of Section 3. Bid Data Sheet, it is stated that the PV Plant locations are not formally defined. During the execution of works, what will happen if there will be a need to occupy adjacent parcel's land for any reason like storage, right of way, etc.?

**Answer 16:** *The Contractor shall take necessary precautions such as avoiding any violation of the property right of any parcels through measures such as using the accessible and already available roads, trans-passing over the borderlines for grid connection, etc.*

*Please refer to Answer 2 of Amendment No.1 for status of the PV Plant Locations, as well.*

**Question 17:** At page 29 in the ITB document, it is written in the introduction part that the transformer in the MBCS is 250kVA not 160 kVA, which is different than what was written in the whole document and in the BoQ Table. We think that it is a writing mistake, can you please clarify?

**Answer 17:** *Wording “250 kVA” at page 29 of the ITB document shall be changed with “160 kVA”. Please once again note that the transformer capacity inside the MBCS is 160 kVA as it is stated in the technical specifications, bill of quantity table and preliminary drawings.*

*Please kindly note the following change:*

Section Item		Previous Version	Revised Version
1	Section 5.A: Schedule of Requirements and Technical Specifications/Technical Requirements/Bill of Quantities	1. Introduction ... technical specifications for 250 kVA transformers and cells, data loggers, remote monitoring systems, project area security systems, camera alarm systems (CCTV)...	... technical specifications for 160 kVA transformers and cells, data loggers, remote monitoring systems, project area security systems, camera alarm systems (CCTV)...

**Question 18:** Is it possible to make alterations in the preliminary design or completely re-design the 100 kWp PV Plant?

**Answer 18:** *All Bidders are expected to provide their Bids as per the preliminary design data and drawings given in the ITB document. No alterations in the design is acceptable during bid submission. Please also kindly refer to Section 5.A “Schedule of Requirements and Technical Specifications/Technical Requirements/Bill of Quantities”, Item 3.5., which indicates that “The Contractor shall install and complete the PV plant fully in accordance with the project approved by TEDAS.”*

**Question 19:** According to local regulation, the final approval of the PV Plant by the local electrical distribution companies are done after 2 years, after provisional acceptance? Can you please explain how UNDP will do the final acceptance?

*Answer 19: UNDP Turkey will make the final acceptance after one year, after the provisional acceptance as it was stated in ITB document. As per the national regulations, i.e. "Regulation on Acceptance of Electricity Production Plants" (Elektrik Üretim Tesisleri Kabul Yönetmeliği) and "Procedures and Principles on Acceptance of Electricity Plants" (Elektrik Tesisleri Kabul Süreçlerine İlişkin Usul ve Esaslar), 2 years period is the maximum duration that the final acceptance of the plants can be made. National regulations allow the final acceptance to be made after one year of provisional acceptance, which is in alignment with UNDP's timeline for final acceptance.*

**Question 20: What will be the performance criteria of the PV Plant and which energy guarantees are expected from the contractors?**

*Answer 20: Please refer to Article 4 "Technical Requirements" of Section 5.A "Schedule of Requirements and Technical Specifications/Technical Requirements/Bill of Quantities", especially 4.2.8 and 4.2.9 where the type of energy guarantees are explained in detail.*

**Question 21: What will happen in case of a request which was made by the local electrical distribution company to change "B.1.2.3. AC Cable 3x(4X185mm2) NAYY" in Form F: Price Schedule Form to aerial/overhead connection?**

*Answer 21: As can be seen from technical drawings, the transformer's location is defined outside of the PV Plant.*

*In terms of grid connection, currently, B.1.3. AC Cable 1X50mm2 N2XSY is an aerial transmission (the cable needed between the transformer and the main grid is defined in item B.1.3 in BoQ Table) whereas B.1.2.3. AC Cable 3x(4X185mm2) NAYY (cable between transformer and the PV Plant) is planned as underground transmission cable.*

*While it is not expected, in case local electricity distribution company requires an aerial/overhead cable (B.1.2.3. AC Cable 3x(4X185mm2) NAYY) instead of underground cable, UNDP may consider issuing an amendment to the contract to include the actual materials used.*

*In view of the above, the prospective proposers shall provide their prices as required in Form F "Price Schedule Form". In case of a change in AC Cable requirement UNDP and the Contractor shall mutually agree on a price that is in line with the market rates providing value for money.*

**Question 22: What will be the case, if any need for an additional equipment is arisen during the implementation of the contract?**

*Answer 22: While the Contractor is expected to install the PV plant as per the design approved by the local electricity distribution company, in case additional goods/services/works other than the submitted proposal are needed, this will be mutually agreed between the Contractor and UNDP prior to provision of any such equipment.*

*Only upon UNDP's prior approval of the equipment and respective prices (that the Contractor shall prove through submission of at least three (3) price quotations) the additional equipment can be procured, if any.*

**Question 23: Can you please elaborate the VAT exemption? Can UNDP issue a VAT exemption document for the purchase of the goods from our sub-suppliers?**

*Answer 23: UNDP is exempt from VAT and therefore the Contractor shall issue the invoices to UNDP excluding VAT. However, UNDP's VAT exemption is not extendable to its Contractors. Accordingly, the Contractor to be identified through this process shall not be entitled to any additional payment for any kind of taxes, including but not limited to VAT.*

*Consequently, the prospective proposers are expected to carefully review "Item 24-Tax Exemption of Bid Data Sheet that explains the taxation issues to ensure that they make a complete search in relation to VAT from the relevant governmental bodies and prepare their price proposals with the consideration of all relevant cost items.*

**Question 24: When will UNDP approve the sub-suppliers of the contractor? What will happen if UNDP rejects a sub-supplier during the execution of works? Is it possible publish the Turkish Translation of General Terms and Conditions for Civil Works?**

*Answer 24: UNDP will give clearance to key personnel and the sub-suppliers prior to work start date. Please refer to Article.17 "Contractor's Employees" and Article 39.2 "Default of Contractor in carrying out Engineer's Instruction" in General Term and Conditions for Civil Works (GTCCW) document, which was issued with this ITB Document. The unofficial Turkish translation of GTCCW is also published as requested by the Bidders.*

**Question 25: Will there be a SCADA (Supervisory Control and Data Acquisition) requested for the PV Plant for monitoring?**

*Answer 25: Yes. There is a SCADA in the PV Plant, which is defined in Article 3.6 of Section 5.A. "Schedule of Requirements and Technical Specifications/Technical Requirements/Bill of Quantities" of ITB.*

**Question 26: The PV Panels defined in the ITB Document had been chosen poly-crystalline 270 Wp modules. Is it possible to use 117.5 Wp Thin Film Technology (CdTe) modules?**

*Answer 26: There is no limitation for the PV panel (module) production technology. Either poly-crystalline or thin film technology can be used, taking into account that one panel should be of 270 Wp. Bidders are requested to quote for items defined in the BoQ*



*table in the ITB document and no changes to the requested goods and services are acceptable.*

**Question 27: In Form D: Eligibility and Qualification Form states that Statements of Satisfactory Performance are required for each LOT. Please clarify if we can submit for each LOT similar statements?**

*Answer 27: As per ITB Document requirement, Form of Previous Relevant Experience can be similar for each LOT applied. However, Statements of Satisfactory Performance Forms from the Bidders' clients should be different for each LOT applied. (i.e. if the bidders would like to quote for 4 LOTs, they should submit at least 8 Statements of Satisfactory Performance Form having at least 100kWp on-grid land installed PV plant from their 8 different clients).*

**Question 28: In Form E: Format of Technical Bid, includes a column heading "Specifications Quoted by the Bidder". Please clarify if we are required to add the manufacturer's names in the column?**

*Answer 28: The Bidders are expected to write the specifications of the quoted goods and services into the subject column. While it is not mandatory, they may also indicate the manufacturer's name in this column, as well. Please kindly note that the information with regards to manufacturer (Certification or authorization to act as Agent on behalf of the Manufacturer, or Power of Attorney) is already requested as a supporting document to Form B: Bidder Information Form.*

**Question 29: Item 20 in the Bid Data Sheet states that the maximum duration of contract is 14 months. Please clarify if the 12 months period includes the time for procurement of materials.**

*Answer 29: Please refer to Item 25 in Bid Data Sheet for delivery dates, where it is expected from successful bidder to complete the procurement and installation works within 6 weeks' period, after which the provisional acceptance will be made.*

**Question 30: Will grid connection be required for 4 PV Plants as shown in drawings? Can you please clarify whether there is any "Invitation Letter" obtained from Local Electricity Distribution Companies? If not, there may be uncertainties during the implementation, including the length of energy transmission line.**

*Answer 30: Yes, grid connection will be required for all 4 plants. However, whilst the technical drawings aim to enable the Bidders submit their Bids, they will be subject to approval. Article 4.1.6 of Section 4 Technical Requirements of ITB indicates that "The electric power to be generated by the on-grid PV plant shall be fed to the power distribution grid as per the approved technical project (Çağrı Dosyası) by TEDAŞ and local electrical distribution company."*

*Please kindly refer to Answer 2 of this Amendment No 1 that the official approval procedures for the sites are still in progress. Accordingly, there is no Invitation Letter obtained yet from local electricity distribution companies.*

*Please also kindly be reminded that the contract will only be signed when pre-requisites mentioned in Item 29 of Bid Data Sheet are all in place, in order to overcome uncertainties during the implementation of the contract. It is expected that Bidders quote for the most realistic maximum length for Item B.1.2.3 in Form F: Price Schedule Form, while the payment will be made over the actual quantities during the contract implementation.*