

Clarification Ref: OPS/TURA/2024-B / 2024-15 / LRFP#9194020
Re-Advertisement | Establishment of Long Term Arrangement (LTA)
National Institutional Services for Engineering in Türkiye & Northwest
Syria 7 (3+2+2) Years

Note: These clarification requests were received from the bidders and answered on 15 January 2025.

#	Clarification Request and Answers
1	<ul style="list-style-type: none"> • Scope of Services: Could you provide more details regarding the specific engineering services required under this LTA? Are there predefined project types or scopes that are expected? <p>At this stage (i.e. at the LTA phase), the scope of the services covers general engineering services with no specific/actual project. Later, once the LTA is signed, specific projects/requirements will be requested and a Purchase Order is issued based on the actual project.</p>
2	<ul style="list-style-type: none"> • Utilization by Other Offices: Since the LTA may also be used by other UNICEF country offices, how will the engagement and coordination process be managed between the different offices and the LTA contractor? <p>Formal communication will happen with the requested UNICEF office as per the LTA unit prices adding travel and accommodation costs.</p>
3	<ul style="list-style-type: none"> • Technical Proposal Forms: Annex D requires filling out forms 1-12. Could you confirm if all forms are mandatory for submission, even if some might not apply to our specific area of expertise? <ul style="list-style-type: none"> • The 12 Technical Proposal Forms are mandatory.
4	<ul style="list-style-type: none"> • Financial Proposal: Should the financial proposal include a detailed breakdown of rates for different types of engineering services or just overall pricing? <ul style="list-style-type: none"> • Please fill the cells of unit prices as per the descriptions. No need to go beyond the requirements.
	<ul style="list-style-type: none"> • Evaluation Criteria: Could you provide additional insights into the weighting or importance of technical versus financial evaluations?

5	<ul style="list-style-type: none"> • Please check section “6 - Evaluation Process and Method” in the Terms of Reference (ToR) document (PDF file). 			
6	<ul style="list-style-type: none"> • Language Requirements: While all documentation must be in English, are there any specific formatting guidelines or templates we need to adhere to for the technical and financial proposals? • Please use the shared forms/templates for technical and financial proposals. 			
7	<ul style="list-style-type: none"> • Submission Process: For the password-protected financial proposal, should the password be submitted separately after the technical evaluation is complete, or will UNICEF request it at a specific time? • Once the company passes the technical evaluation, UNICEF will ask the company to share the password. You don’t need to share the password if your company is not requested to. 			
8	<ul style="list-style-type: none"> • Legal and Tax Compliance: Are there specific legal or tax registration documents required for firms based outside Turkey or Syria to qualify for this tender? • The tender is specific to companies that were registered in Türkiye (including the companies based in Northwest Syria). 			
9	<ul style="list-style-type: none"> • Minimum and Maximum Workload: While the agreement does not include a minimum purchase commitment, is there an estimated range of workload or volume for the LTA period? • Not at this stage. 			
10	<ul style="list-style-type: none"> • Timeline for Evaluation: Could you provide an estimated timeline for the technical and financial evaluations, as well as for notifying successful bidders? • 1-2 months. 			
11	<ul style="list-style-type: none"> • What is the range of total construction area of the buildings in scope? <table border="1" data-bbox="264 1871 1406 1976"> <tr> <td data-bbox="264 1871 574 1976">annex_f-price_proposal-form_14_PrM</td> <td data-bbox="574 1871 885 1976">Lot 1 MAIN ENGINEERING SERVICES</td> <td data-bbox="885 1871 1406 1976"> 1. Site Assessment 1.1. Assessment of existing buildings: </td> </tr> </table>	annex_f-price_proposal-form_14_PrM	Lot 1 MAIN ENGINEERING SERVICES	1. Site Assessment 1.1. Assessment of existing buildings:
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	<ul style="list-style-type: none"> It depends on the project. However, the building area could be upto 3,000 sqm. 		
12	<ul style="list-style-type: none"> What is the range of total construction area of the buildings in scope? 		
	annex_f-price_proposal-form_14_PrM	Lot 1 MAIN ENGINEERING SERVICES	1. Site Assessment 1.2. Assessment of sites for new construction
	<ul style="list-style-type: none"> It depends on the project. However, the building area could be upto 3,000 sqm. 		
13	<ul style="list-style-type: none"> What is the range of base area of the buildings in scope? 		
	annex_f-price_proposal-form_14_PrM	Lot 1 MAIN ENGINEERING SERVICES	1. Site Assessment 1.3. Soil investigation
	<ul style="list-style-type: none"> It depends on the project. However, the building area could be upto 3,000 sqm. 		
14	<ul style="list-style-type: none"> What is the range of total construction area of the buildings in scope? 		
	annex_f-price_proposal-form_14_PrM	Lot 1 MAIN ENGINEERING SERVICES	2. Design and Technical Documents 2.1. Conceptual design
	<ul style="list-style-type: none"> It depends on the project. However, the building area could be upto 3,000 sqm. 		
15	<ul style="list-style-type: none"> What is the range of total construction area of the buildings in scope? 		
	annex_f-price_proposal-form_14_PrM	Lot 1 MAIN ENGINEERING SERVICES	2. Design and Technical Documents 2.5. Bid Technical Documents
	<ul style="list-style-type: none"> It depends on the project. However, the building area could be upto 3,000 sqm. 		

<p>16</p>	<ul style="list-style-type: none"> • What is the range of total construction area of the buildings in scope? What does confidential stand for here? <table border="1" data-bbox="272 338 1411 447"> <tr> <td data-bbox="272 338 573 447">annex_f-price_proposal-form_14_PrM</td> <td data-bbox="573 338 889 447">Lot 1 MAIN ENGINEERING SERVICES</td> <td data-bbox="889 338 1411 447"> 2. Design and Technical Documents 2.5. Bid Technical Documents 2.5.4. Confidential Cost Estimates </td> </tr> </table> <ul style="list-style-type: none"> • It depends on the project. However, the building area could be upto 3,000 sqm. <p>Confidential Cost Estimates means prepare cost estimates of a project (i.e. costed BoQ) for UNICEF only without sharing the cost estimate with any party.</p>	annex_f-price_proposal-form_14_PrM	Lot 1 MAIN ENGINEERING SERVICES	2. Design and Technical Documents 2.5. Bid Technical Documents 2.5.4. Confidential Cost Estimates
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<p>18</p>	<ul style="list-style-type: none"> • What is your exact expectation for this service, could you please detail this item? <table border="1" data-bbox="272 1255 1411 1365"> <tr> <td data-bbox="272 1255 573 1365">annex_f-price_proposal-form_14_PrM</td> <td data-bbox="573 1255 889 1365">Lot 1 MAIN ENGINEERING SERVICES</td> <td data-bbox="889 1255 1411 1365"> 3. Technical Support to Procurement 3.1. Pre-qualification of contractors </td> </tr> </table> <ul style="list-style-type: none"> • Assess the technical proposals of construction companies based on agreed criteria with UNICEF. 	annex_f-price_proposal-form_14_PrM	Lot 1 MAIN ENGINEERING SERVICES	3. Technical Support to Procurement 3.1. Pre-qualification of contractors
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<p>19</p>	<ul style="list-style-type: none"> • Could you please specify the range of the number of contractors attended for bidding? <table border="1" data-bbox="272 1671 1411 1780"> <tr> <td data-bbox="272 1671 573 1780">annex_f-price_proposal-form_14_PrM</td> <td data-bbox="573 1671 889 1780">Lot 1 MAIN ENGINEERING SERVICES</td> <td data-bbox="889 1671 1411 1780"> 3. Technical Support to Procurement 3.3. Technical evaluation </td> </tr> </table> <ul style="list-style-type: none"> • It depends. It can not be specified at this stage. 	annex_f-price_proposal-form_14_PrM	Lot 1 MAIN ENGINEERING SERVICES	3. Technical Support to Procurement 3.3. Technical evaluation
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<p>20</p>	<ul style="list-style-type: none"> • Is the price include the travel expenses of is this item only for home office work? <table border="1" data-bbox="272 338 1409 447"> <tr> <td data-bbox="272 338 574 447"> <p>annex_f-price_proposal-form_14_PrM</p> </td> <td data-bbox="574 338 889 447"> <p>Lot 2 SUPPLEMENTARY TECHNICAL SUPPORT</p> </td> <td data-bbox="889 338 1409 447"> <p>For all items to be budgeted</p> </td> </tr> </table> <ul style="list-style-type: none"> • The price shall cover all expenses taking into consideration the project might be in Ankara or in the same city where your office is located. 	<p>annex_f-price_proposal-form_14_PrM</p>	<p>Lot 2 SUPPLEMENTARY TECHNICAL SUPPORT</p>	<p>For all items to be budgeted</p>
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<p>21</p>	<ul style="list-style-type: none"> • During the online meeting, I concluded that the technical specification should be prepared in two different ways. If I am mistaken, could you please guide me correctly? <ol style="list-style-type: none"> 1. A document explaining the technical specifications of the services we intend to offer. 2. Should we send a password-protected file containing the approximate costs of the services we outlined? <p>Additionally, which annexes should be filled out and sent along with the technical specification?</p> <p>When preparing the technical specification, should the price proposal we send in a password-protected file be prepared according to Annex-F?</p> <p>In this context, if we win the tender, will Annex-F be considered based on the work to be done in the subsequent process?</p> <ul style="list-style-type: none"> • Companies are required to send technical and financial proposals in two separate emails. The financial proposal (or price proposal) should be a password-protected file. The technical proposal means filling up the Technical Proposal Forms (1 - 12) under Annex D while the financial proposal means filling up the price proposal forms (13 & 14) under Annex E & F. 			