**CORRIGENDUM No: 1**

**to the**

**CONTRACT NOTICE**

Publication reference**:** BSB 874 –SA04

**Subject:** **Service Procurement for mentoring/facilitator for preparation of SMEs for Certification**

**Location:** Düzce, Turkey

1. The contract notice is corrected / modified as follow:

Service Contract Notice

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PROVISIONAL TIMETABLE

Instead of:

**15. Implementation period of the tasks**

10 (ten) months

Read as:

**15. Implementation period of the tasks**

6 (six) months

1. **The draft contract**

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**Article 19 Implementation of the tasks and delays**

Instead of:

19.2 The period for implementing the tasks is <10> months from the start date

Read as:

19.2 The period for implementing the tasks is <6> months from the start date

1. **Annex II Terms of Reference**

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## 2.3 Results to be achieved by the contractor

Instead of:

Set of documents foreseen in EFQM Model for Committed to Excellence (C2E) certification. Each set, filled in by the beneficiary SMEs, includes:

* Application of the SME.

Read as:

Set of documents foreseen in EFQM Model for Committed to Excellence (C2E) certification. Each set, filled in by the 10 beneficiary SMEs, includes:

* Application of 10 SMEs.

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## **4.2 Specific work**

Instead of:

In the framework of their preparation, at first the staff of each SMEs will be trained and informed by the facilitators about the necessity and the feasibility of the certification, the process as well as the benefits for the SME. After the training, each SME, will conduct a self-assessment against the 9 criteria of the EFQM Model. Those 9 criteria that give to the Model an integrated Total Quality character are

1) Leadership

2) Strategy

3) People

4) Partnerships and Resources

5) Processes, Products & Services

6) Customer Results

7) People Results

8) Society Results

9) Business Results

Read as:

In the framework of their preparation, at first the staff of each SMEs will be trained and informed by the facilitators about the necessity and the feasibility of the certification, the process as well as the benefits for the SME. After the training, each SME, will conduct a self-assessment against the 7 criteria of the EFQM Model. Those 7 criteria that give to the Model an integrated Total Quality character are

1) Purpose, vision and strategy

2) Organisational culture and leadership

3) Engaging stakeholders

4) Creating sustainable value

5) Driving performance and transformation

6) Stakeholders perception

7) Strategic and operational performance

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# LOGISTICS AND TIMING

## Start date & period of implementation of tasks

Instead of:

The intended start date is 21.05.2021 and the period of implementation of the contract will be 10 months from this date. Please see Articles 19.1 and 19.2 of the special conditions for the actual start date and period of implementation.

Read as:

The intended start date is 21.05.2021 and the period of implementation of the contract will be 6 months from this date. Please see Articles 19.1 and 19.2 of the special conditions for the actual start date and period of implementation.

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6.1.1 Key Experts

Instead of:

Fatma Akgün : 0532 494 8169

Read as:

Fatma Akgün : 0532 245 41 55

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# MONITORING AND EVALUATION

## Definition of indicators

Instead of:

* 2 experts will work for 10 months
* Set of documents foreseen in EFQM Model for Committed to Excellence (C2E) certification. Each set, filled in by the beneficiary SMEs, includes:

- Application of the SME

**Read as:**

* 2 experts will work for 6 months
* Set of documents foreseen in EFQM Model for Committed to Excellence (C2E) certification. Each set, filled in by the 10 beneficiary SMEs, includes:

- Application of the 10 SMEs

All other terms and conditions of the contract notice remain unchanged. The above alterations and/or corrections to the contract notice are integral part of the contract notice.

 Onur Sezgin

**Deputy Director of Registry**

**Düzce Governorship**