

**Addendum #02 to RFP-068-IND-2021**  
**12<sup>th</sup> July, 2021**

**“To assess the impact of Government Schemes for Doubling Farmers’ Income in Uttarakhand”**

**Dear Bidders,**

The following addendum is hereby made to the RFP document “To assess the impact of Government Schemes for Doubling Farmers’ Income in Uttarakhand.”

**Reference: Annex -3 FORM FOR SUBMITTING SERVICE PROVIDER’S TECHNICAL PROPOSAL**

**Annex- 3**

**FORM FOR SUBMITTING SERVICE PROVIDER’S  
TECHNICAL PROPOSAL**

(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery<sup>1</sup>)

[insert: Location].  
[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date] , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

**A. Qualifications of the Service Provider**

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.
- c) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;
- d) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
- e) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

<sup>1</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes



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## B. Qualifications of Key Personnel

The Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is team leader, key personnel, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.

## C. Proposed Methodology for the Completion of Services

The Service Provider/Project in-charge/Co Project in charge, must describe how it will address / deliver the demands of the RFP; providing a detailed description of the essential performance characteristics reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

[Name and Signature of the Service Provider's Authorized Person]  
[Designation]  
[Date]

All other terms and conditions of the RFP document, except as amended herein above, remain unaltered.

Arun Arumugan,  
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