

Request for Proposal – Addendum No. 1

Project Reference: HVT/057

Applied Research Programme in High Volume Transport

Surface Transport Decarbonisation Index

5 June 2023

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To whom it may concern

Letter of Invitation

DT Global International Development UK Ltd (“DT Global”) invites you to submit a proposal to provide services for the Surface Transport Decarbonisation Index under the Applied Research Programme into High Volume Transport funded by the UK Foreign, Commonwealth & Development Office (FCDO).

Please note the following amendments to the original Request for Proposal (RFP) dated 3 May 2023.

SECTION A: LETTER OF INVITATION

Please note the following amendment:

Proposals must be submitted no later than **21 June 2023 at 21.00pm BST** to HVT.Procurement@dt-global.com.

B.3 PROPOSAL REQUIREMENTS

Please note the following amendment:

- 3.13 The proposal must be valid for at least ninety (90) calendar days after the proposal submission deadline (specified in the Letter of Invitation) (i.e. 19 September 2023). During the period of validity of their proposal or any agreed extension, the bidder is required to keep available the Key Personnel proposed for the Services.

B5 SUBMISSION AND EVALUATION OF PROPOSALS

Please note the following amendment which increases the budget:

- 5.1 Bidders are required to submit a proposal to undertake this assignment under this Open procedure to provide research services, which shall include the following mandatory documents:
- (i) Technical proposal in English in a non-editable format as a response to the Terms of Reference at Section E and as described in section F-1.
 - (ii) Financial Proposal in British Pounds Sterling and in a non-editable format detailing proposed inputs and rates for the proposed team and any reimbursable expenditure as described in section F-2. Bidders should note that the indicative budget has now been increased to **GBP 250,000.00** for this assignment. This amount is exclusive of VAT. Bidders must ensure that all rates and costs for reimbursable expenditure are rounded to two decimal places throughout their proposal. Failure to round all figures to two decimal places may result in the use of the whole number only for evaluation without any rounding.

B.6 COMMENCEMENT OF SERVICES

Please note the following amendment:

- (iii) 6.1 The expected time for the commencement of the Services is approximately August 2023. The successful Research Supplier is expected to be available to commence the assignment during this month.

SECTION L – PROPOSAL SUBMISSION CHECKLIST

Please note the following amendment:

Proposal is written in English and is signed	
Proposal consists of separate DDQ, technical and financial submissions	
Proposal is valid for 90 days i.e. 19 September 2023	
Separate Code of Conduct declaration as detailed in Section B4	
Separate Conflict of Interest declaration in format at Section I	
Separate Non-canvassing and Collusive Behaviour declaration in format at Section J	
Confirm acceptance of contract terms and conditions in cover email or cover letter as detailed in Section B3	
Due Diligence update OR completed Due Diligence Questionnaire	
Insurance certificate (as requested in Due Diligence Questionnaire)	
CVs are in the format as detailed in Section K	

The Terms of Reference and all other terms and conditions of the original RFP remain unchanged.

Yours faithfully,



Niki Sayer
HVT Procurement Manager
DT Global International Development UK Ltd