

**ADDENDUM NO. 2**

**Request for Proposals for Provision of Job Evaluation and Salary Survey Consultancy Services**

The Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP Documents remains in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondents shall take this Addendum into consideration when preparing and submitting their Proposal.

**I. Submission deadline.**

The submission deadline for the RFP has been extended to **13 February, 2018; 17:00 Hrs Korean Time**

**II. Amendment to Annex 6: Timeline**

Annex 6 is hereby amended as follows:-

**Annex 6**

**Timeline**

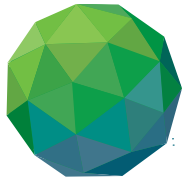
The Green Climate Fund will follow the timeline below for this RFP. Any changes to this timeline will be posted on the GCF website. Please note that the target dates and may be adjusted.

|   | <b>Event</b>  | <b>Responsible Party</b> | <b>Date (and time, KST*)</b>              |
|---|---|--------------------------|---|
| 1 | Issuance of RFP   | GCF                      | 06 December, 2017                         |
| 2 | Last day to send completed Acknowledgement Letter of RFP          | Tenderer                 | 6 February , 2018                         |
| 3 | Last date for requests for clarification of the RFP               | Tenderer                 | 6 February , 2018                         |
| 4 | Last date to reply to questions received/ Last date for amendment | GCF                      | 8 February , 2018                         |
| 5 | Date by which proposal must be received in Korea by GCF           | Tenderer                 | 13 February , 2018; 17:00 Hrs Korean Time |
| 6 | Date of opening of Technical Proposals                            | GCF                      | 13 February , 2018, 2018                  |
| 7 | Notice of successful provider                                     | GCF                      | 26 February, 2018                         |
| 8 | Contract signing  | GCF/Tenderer             | 2 March, 2018                             |
| 9 | Work start  | Tenderer                 | As specified in the contract.             |

**Green Climate Fund**

Songdo International Business District  
175 Art Center-daero  
Yeonsu-gu, Incheon 406-840  
Republic of Korea

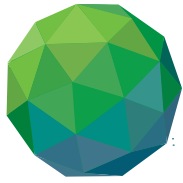
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procurement@gcfund.org



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### III. Clarification on the RFP Document

| <b>Description</b>             | <b>Clarification</b>  |
|--------------------------------|---|
| Evaluation Process for the RFP | <p>The Evaluation Process will be as follows:-</p> <p>A reviewing committee shall be established to evaluate each technical proposal. The technical proposal is evaluated individually on the basis of its responsiveness to the technical requirements and will be assessed and scored according to the evaluation criteria set out in the RFP. Technical proposals that score at least 75 points out of 100 will be considered as qualified for the review of financial proposal. Any proposal less than that will be disqualified from proceeding to the next step and its financial proposal shall be returned unopened following the award of the contract.</p> <p>The financial proposal of all proposers which have attained the minimum score in the technical evaluation will be evaluated subsequently. The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100. The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:</p> <p><math>Sf = 100 \times Fm / F</math>, in which “Sf” is the financial score, “Fm” is the lowest price, and “F” is the price of the proposal under consideration.</p> <p><b>Consolidated evaluation</b><br/>The weights given to the Technical (T) and Financial (P) Proposals are:</p> <p>T = 0.70, and<br/>P = 0.30</p> <p>Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following:</p> <p><math>S = St \times T\% + Sf \times P\%</math>.</p> <p>The firm achieving the highest combined technical and financial score will be invited for contract negotiations.</p> |



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**Annex 5  
Acknowledgment Letter**

Dear Sir/Madam,

We, the undersigned, acknowledge receipt of your Request for Proposal (RFP) No. 2017/C/024 dated 06 December, 2017, and hereby confirm that we:

INTEND                       DO NOT INTEND

to submit a proposal to the secretariat of the Green Climate Fund (GCF) by the deadline date of 13 February, 2018, and that we:

INTEND                       DO NOT INTEND

to send one (1) authorized representative to observe the public opening procedure on 13 February , 2018, 17:30 Hrs Korean Time.

We acknowledge that this RFP is confidential and proprietary to the secretariat, and contains privileged information. Upon request, we will return this RFP or any part thereof, and all copies thereof, to the secretariat.

Name of Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Name and Address of Vendor: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

If you do not intend to submit a proposal to the secretariat, please indicate the reason:

We do not have the capacity to submit a proposal at this time.

We cannot meet the requirements for this RFP.

We do not think we can make a competitive offer at this time.

Other (please specify): \_\_\_\_\_

Kindly return this acknowledgement letter immediately via e-mail to [procurement@gcfund.org](mailto:procurement@gcfund.org)

**NOTE: Due to current security arrangements, your authorized representative must present a completed copy of this letter in order to observe the public opening procedure.**

**Green Climate Fund**

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