

1st October,2018

Reference: GCF/RFP/2018/S/028

ADDENDUM NO. 5

Request for Proposals for Provision of Expert Services through GCF Communities of Practice

This Addendum is issued to complement, and will constitute integral part of, the Request for Proposals (RFP). The original RFP Document will remain in full force and effect. Respondents shall take this Addendum into consideration when preparing and submitting their proposal.

I. Responses to Requests for Clarifications

No	Clarification requested	Response
1	What kind of references do you want to see in the proposal? References regarding our experience with the deliverables mentioned in section 4 of the ToR, references regarding our experience in the areas we are proposing for (section 3 of form Tech 3) or both?	References should be provided related to the areas of expertise that a Firm is submitting proposals for.
2	Is there a minimum/maximum number of references that needs to be provided for each core sectoral area/key thematic area for which we are proposing?	There is no limit of references to be provided. However, we do expect at least one reference for each area you are applying for.
3	Is there a minimum/maximum number of references that needs to be provided in the Company Profile Form (Annex 4)? Is there any minimum requirement for the reference projects, e.g. that only projects implemented in the last three years are eligible?	There is no limit of reference cases nor time range. However, you need to submit a least one reference to support your company experience for the area you apply for. All references that are deemed to strengthen the position of a firm can be considered through technical evaluation.
4	We want to submit a proposal together with a partner company. As I gather from the answer to question 28 in addendum no. 2 we would have to submit the Company Profile Form (Annex 4) three times: once for our company, once for our partner's company and once for our consortium. What kind of information should be included in the form for the consortium? Should it just repeat what has been stated in the companies' individual forms? And do we have to complete the whole Company Profile Form for the consortium or just the part about the general information?	Each individual firms' profile should provide detail information of the firm while profile for the consortium can be focused on the overall organizational characteristics, structure, and legal nature and status of the related consortium. As well, description on advantages that can strengthen the capacity of the whole of the consortium through the formation of such structure is encouraged to be fully made.
5	Who is supposed to sign the Consortium Company Profile? An authorized signatory of the consortium's lead firm?	Yes.
6	We have collaborated with the company we want to partner with before but not (exclusively) in the areas for which we are proposing our expertise for the present contract. Should we still submit all the projects we implement(ed) together as reference?	References are needed only for those areas of expertise the consortium or a firm intends to participate.

7	Is it possible to submit a proposal together with a partner (thus as a consortium) but not creating a (new) legal entity?	Yes. But there should be a clear legal representation of the prime firm who will be responsible for the services to be provided to the Fund.
8	Would it be possible to form a consortium of two companies and an individual expert? If yes, would the individual expert also have to complete the Company Profile Form (Annex 4)? -	This RFP is to hire a consulting firm and not individual consultant. Hence, Individual experts should belong to a Firm submitting proposals through a due employment or legitimate relationship with the firm and the Fund will not consider any individual as an entity to be engaged in this initiative.
9	Your answer to question 22 in addendum no. 3 about where in the proposal you would like to see descriptions of relevant projects was to use the section on prior experience with international organizations. Does this mean that only projects implemented for international organizations are eligible as references?	No, please use the section for “Prior Experience for International organizations” to describe all the references including those with local partners.
10	How do you define ‘international organization’ as in the Company Profile Form under “Prior experience with international organizations”? Does an international organization have to be an organization with members from several countries (like e.g. the EU or the UN) or would an organization that is based in one country and can be said being an organization from that country but being active worldwide also count as an international organization?	Yes. We agree with your definition of “International Organizations” and expect to see if bidders have prior experience with them. However, as described in Q9, we expect to see all the prior experiences that you have, not only with int’l organizations, but also with international private companies and local partners.
11	Regarding the table in the Company Profile Form about relevant working experience with partners: We implement about 50% of our projects together with different partners. The list of our working experience with partners could thus be quite long, even if we limit it to projects that are of relevance for the areas of expertise we are proposing for. Could you maybe give us an indication as to how many/what kind of experiences you would like to see there?	It is encouraged that a Firm’s own discretion is exercised to determine the number of projects to be referenced and depth of details of such references in a way to clearly demonstrate experiences and professional capacity.
12	Regarding the Acknowledgement Letter (Annex 5): The submission deadline and the date of the public opening procedure in the document are both the 26th September which was the originally planned date. Now this date is the 08th October. Are we allowed to change that date in the letter or should we leave it as it is and it is implicitly agreed that the 26th September means the 08th October?	If you have already submitted the acknowledgement letter, there is no need to send a revised version.
13	In the answer to question 46 in addendum no. 2 there is a list of project-related information that you would like to see. Does it mean that you want to see all these points addressed in the demonstrations of expertise in sections 2 and 3 of the Technical Proposal Template (Form Tech 3) and in the section about reference projects in Annex 4	Only in the section about reference projects in Annex 4.

	or only in one of these sections? If so, in which one?	
14	Would it be assessed negatively if we did not provide all the points of the list that can be found in the answer to question 46 in addendum no. 2 for a reference project/demonstrated experience in either of these sections?	No. But it is encouraged to provide information that can fully depict related project experiences, sufficient enough to understand such experiences clearly.
15	As regards the key thematic support area of Climate Technologies – we understand it to mean Mitigation Technologies on the one hand and Adaptation Technologies on the other. Is our understanding correct? And may we be permitted to break down the area into these two sub-categories so that we would have 3 pages for Mitigation Technologies and 3 pages for Adaptation Technologies instead of 3 pages for 'Climate Technologies' (in line with what you permitted another bidder in question 16 of addendum no. 3)?	Yes. Please use your best understanding and formulation in your response. Breaking down between adaptation and mitigation is possible.
16	The Template for Technical Proposal (Form TECH-3) contains a list with expertise and experience on specific thematic core and support areas and one has to indicate with yes or no whether one has expertise and experience in the concerned area. Should we put yes for every area we have expertise and experience in, even if we do not want to propose for it? We have expertise and experience in more areas mentioned than we want to propose for but decided to limit us on a certain number of them.	Please mark "yes" on only those areas for which proposals are to be submitted.
17	We are supposed to provide home and field rates for the different expert categories in form FIN-2. Should the field rates include per diems and accommodation costs or will such costs be paid extra on top of the rates?	Travel expenses and accommodation costs will be considered through mini-tendering and in related SOW.
18	Regarding the form TECH-3 (Template for Technical Proposal): If we submit the proposal as a consortium, should part 1 of the form be completed by each of the partners, once for the whole consortium or – as with the Company Profile Form from Annex 4 – once by each partner and once by the consortium as such?	Technical Proposals should be submitted by and at the level of the consortium, as one single entity. Hence, it is not needed to be signed by individual member firms.

Kind regards

Green Climate Fund