

18 March 2021

Reference: RFP 2021/008 – Provision of Travel Management Services for Green Climate Fund

ADDENDUM NO. 1

This Addendum is issued to complement and will constitute integral part of the Request for Proposals. The original Request for Proposals Document will remain in full force and effect. 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 **Friday, 09 April 2021 at 18:00 hrs Korean Standard Time**

II. Amendment to Paragraph 2, Sub-paragraph 2.2 of the RFP

Paragraph 2, Sub-paragraph 2.2. of the RFP is hereby amended and replaced with the following:

“2.2 Proposals must be submitted to the GCF no later than **09 April 2021 at 18:00hrs** Korean Standard Time.”

III. Amendment to Annex 6: Timeline

Annex 6 -Timeline of the RFP is hereby amended and replaced with the following:

“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.

	Event	Responsible Party	Date (and time, KST*)
1	Issuance of RFP	GCF	19 February, 2021
2	Last day to send completed Acknowledgement Letter of RFP receipt	Tenderer	26 March, 2021
3	Last date for requests for clarification of the RFP	Tenderer	29 March, 2021
4	Last date to reply to questions received/ Last date for amendment	GCF	02 April, 2021
5	Date by which proposal must be received in Korea by GCF	Tenderer	09 April, 18:00 Hrs Korean Time
6	Date of opening of Technical Proposals	GCF	12 April, 11:00 Hrs Korean Time

* KST: Korean Standard Time (Seoul Time)”

* Proposals can be submitted before the deadline irrespective of whether the Acknowledgement Letter was submitted or not

IV. Amendment to Annex 5: Acknowledgment Letter

Annex 5 – Acknowledgement Letter of the RFP is hereby amended and replaced with the following:

“Annex 5

Acknowledgment Letter

To whom it may concern,

We, the undersigned, acknowledge receipt of your Request for Proposal (RFP) No. RFP 2021/008 dated 19 February 2021, 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 09 April 2021 at 18:00hrs Korean Standard Time, and that we:

INTEND DO NOT INTEND

to send one (1) authorized representative to observe the public opening procedure on 12 April 2021 at 11:00hrs Korean Standard Time. (Note: attendance to the public opening procedure is optional.)

We acknowledge that this RFP is confidential and proprietary to the GCF, and contains privileged information.

Name of Authorized Representative: _____

Signature: _____

Title: _____

Name and Address of Vendor: _____

Telephone: _____

Facsimile: _____

If you do not intend to submit a proposal to the GCF, 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

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.”

Kind regards

Green Climate Fund