

17<sup>th</sup> March 2021

Reference: GCF/RFP/2021/011

**ADDENDUM NO. 1**

**GCF/RFP/2011/011 for Provision of Remote Interpretation Services for Virtual Events - 2021 (based on LTA)**

This Addendum is issued to complement and will constitute integral part of the captioned RFP. The original Invitation 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.	Is it a mandatory requirement to present conference interpreters as part of our proposal or qualified Interpreters who provide remote interpretation will be sufficient?	Individual resumes of interpreters are not necessary, but it would be important to understand how big the network of qualified interpreters is, including their knowledge of the GCF context and experience of covering the events of the UN and other related international organizations.
2.	Is it mandatory to provide additionally Reference Letters for our Clients or the submission of the Form TECH – 2: Firm’s Organization, Experience and Availability – B- Firm’s Experience, as part of our proposal is sufficient?	Reference letters would enhance evaluation of the bidder during the selection process.
3.	Could you please let us know what is currently GCF’s platform? Does GCF is using Zoom app for organizing the events or other platforms? Please advise.	Past GCF events used mainly Zoom including integration with other event management platforms (such as Whova), however, use of other software as listed in the RfP is also an option.
4.	Is it mandatory to provide specialized premises for the interpretation activities (hubs) or is it allowed our Interpreters to be home based? Please advise.	We highly recommend using hubs for interpreters, which shall be included in the quotation.

Kind regards

Green Climate Fund