

22nd March 2021

Reference: GCF/RFP/2021/011

ADDENDUM NO. 2

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.	On which timezone will the meetings be conducted?	We suggest the bidders to review our events from 2020 at https://www.greenclimate.fund/events where the timing of sessions is indicated. For most events the sessions started at 8am KST for English-Spanish and 6pm KST for English-French language pairs, however there were variations where the events held in one session globally started at 9pm or 10pm KST.
2.	Could you confirm that the bidder does not have to provide the interpreting platform (Zoom, Webex...)?	We invite bidders to submit their applications with a clear specification of the solution and setup offered. Specifically in relation to the hosting solution, GCF uses its own Zoom account for the majority of its events.
3.	How many meetings do you expect?	We are not in a position to provide an exact specification for the rest of 2021 at this point. Instead, we invite bidders to review the outline of 2020 events at https://www.greenclimate.fund/events for an indication of a possible number of events in a time period.
4.	We also would like to raise a point regarding hourly rates. Taking into consideration that interpreters need to go to a hub + preparation time of the meeting + being there 40-60 minutes before the start of the meeting, we find that hourly rates are not appropriate. Would it be possible to replace hourly rates by half-day rates ? An alternative would be to keep hourly rates but add a line for preparation time and commuting time. Please advise.	Daily rates are mandatory for this purpose as per the RfP. Bidders may wish to provide half-day rates optionally, to replace hourly rates.
5.	Could you clarify how do you evaluate the financial proposal given the fact that some prices are optional? Are optional prices not included in the calculation?	Optional prices will not be compared/considered at the financial evaluation but may be a subject for negotiation only after the firm is short listed.

Kind regards

Green Climate Fund