

2nd September 2021

Reference: **RFP No. 2021/030**

ADDENDUM NO. 3

RFP No. 2021/030 for Service to “Develop Office Layout, Design, and Standards of GCF offices as well as to build/implement the design (based on LTA)”

Responses to Request for Clarification:

	Clarification requested	Response
1	Is a presentation required? If so, in English or Korean?	All the communication must be made in English, including a presentation. A presentation will be required to convey the bidder's design concept
2	How long “LTA” last for? At least 1(one) year to? Financial Proposal Ref. to RFP, the costs shall be valid for the duration of the LTA (min. 1year)	The LTA will be valid for one year but can be extended. The price of the unit prices must be valid for 1 year, but if the LTA is extended, we will adjust it based on the Consumer Price Index of Korea for the 2nd year.
3	What is “IMC”? [Ref. ToR2.7] IMC will handle build/construction? Any chance to participate in build/construction project in the future?	IMC is Incheon Metropolitan City who has agreed to supply office facilities to the GCF as a host city. In the case of GCF office remodelling, of course, you can participate, the 19th floor is one of them.
4	This bidding is only for Design? There will be biddings for build/construction separately? The Selected Design Company can participate in bidding for build/ construction?	The given ToR has specified that this assignment is the “design and build”. The successful bidder will do both design and build. As you see the financial submission form, GCF requests the cost estimation for both in this RFP.
5	Cost of construction: Any standard form of detailed statement of construction -If it has to submit, how it will affect the marking point. And is there any budget for the construction?	The statement and overall expenditure shall depend on your design (e.g. materials, specifications, etc.). The construction cost will be reviewed during the financial evaluation. As explained in Addendum no.2 (item no.4), evaluation will be made based on weight 70/30 (tech/financial). However, as explained during the meeting, the selected bidder after signing the LTA will have an opportunity to further discuss and define on the cost for construction for Annex 1 (19F). The rule does not allow us to disclose our budget.

6	Duration of design process: Work start from 1st of Nov to when? (The cost will vary depending on the period)	This is a reason a sample floor(19F) was given. The timeline to design a floor shall be decided based on the capacity of the design firm. The office design, unlike housing, museum, etc. will have a modular type design, therefore, the time and expenditure may be decided following how to create a simplified and efficient module.
7	When is the expected construction schedule?	It is planned right after the design is completed and the cost of construction is refined.
8	Team Composition: If we do not meet the required education level, it will not be eligible? It's a design project, but does the construction department also provide same educational background?	As it is explained, this is the design and build project. So, the construction staffs are also important as well as the designer.
9	Required Furniture List & Size / Workstation Size?	The AutoCAD drawing will be provided. So, if the existing furniture is recycled, please use the size on the CAD drawing, it is exactly what we have at the moment. If you will propose a new layout, it is also welcome.
10	Size of Enclosed Office and Furniture List (e.g., desk & meeting table etc.), is it Executive's Room?	There are two different sizes of enclosed office. The bigger size is for the director and the deputy director, the smaller size is for the specialists.
11	Only 1*Meeting Room requires? How many seats?	This is our dilemma either. After the Covid, there is a strong restriction on more than 5 people seat together. And pros and cons in the use of a plastic barrier. So, your proposition would be appreciated.
12	Other Facilities e.g., Canteen, O/A, Server room, Storage etc.	The canteen is in the elevator hall. O/A and server room are not necessary; however, one storage will be helpful (10~12 square meters)
13	MEP drawing will be provided? As well as Architectural floor plan & Ceiling plan, and elevations	The ceiling height was informed as 2.7m. Regrettably, there is no electricity drawing, but the HVAC drawing has been included in the CAD file.
14	Floor plan of another floor in use (for reference only)	Other floors have a similar layout. They can be shown during the site visiting.

15	Just to clarify, in P11 of the Annex1, you mentioned that the required facilities are "enclosed office 20", "workstations 29" and "1 meeting room". Mr.Oh mentioned that this is something to consider but not a must, and I understand that the drawing on P21, is a drawing of the current office, correct?	Yes, the given information is a basic requirement, not a must items. The bidders' proposition in the consideration of the social distancing rule would be appreciated, especially for the meeting room. Other reasonable amenity places can be proposed in your design.
16	Could we receive the CAD drawing?	We will send to each requester upon receipt of the request.

This Addendum will 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.

Kind regards

Green Climate Fund