

13th September 2021

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

ADDENDUM NO. 4 - revised

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)”

Addendum No.4 has been revised to amend our response on the following six items:

Responses to Request for Clarification:

	Clarification requested	Response
1	WFH ratio - will this be given by GCF or something that needs to be further developed?	Currently at < 50% however, once GCF determines an acceptable level of return to normal, our FWA policy allows up to a specified number of days working from home, which we anticipate will be used.
2	what is the target ratio of WFH and WFO (return to office)?	Current levels are 30% work from home, however, see response to question 1 of Addendum 4. We do not currently have an assessment of the ratio. Please provide industry standard based on your professional experience thus far, otherwise assume 85% occupancy.
3	consider Workplace strategy?	See objective of the service in ToR, Annex1 of the RFP. The strategy on the workplace stated.
6	RFP mentioned collaborate area, does the IT support a flexible environment?	Yes
9	Scope of work to confirm, is fee proposal for G-Tower only or reinternment/restacking for IBS (the current office) to be included? As per RFP, “The scope of work will focus on but not limited to the current GCF offices in G-Tower and IBS Tower. Work may be extended to offices operated by the GCF in the future, including the Seoul office, which is yet to be identified. The successful service provider will sign a Long Term Agreement (LTA) with GCF”	The scope will be extended to additional floors in the G-tower
17	is there a required meeting room size?	Meeting rooms need to accommodate between 5 to 10 number of people and meet social distancing requirements (2m currently). GCF require flexibility to adapt meeting room

		spaces as pandemic conditions change over time.
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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