

2<sup>nd</sup> September 2021

Reference: RFP No. 2021/030

**ADDENDUM NO. 4**

**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:**

	<b>Clarification requested</b>	<b>Response</b>
1	WFH ratio - will this be given by GCF or something that needs to be further developed?	less than 50%
2	what is the target ratio of WFH and WFO (return to office)?	As per the KCDA's recommendation - In level 4, 30% working from home
3	consider Workplace strategy?	Ensure confidence of employees on health and safety
4	consider Change Management service?	No
5	How many HC vs SC? > HC 39 / required facilities: enclosed office no.20, workstations no.29, meeting rooms no.1	120~150% of actual HC, usually for interns and consultants. So, the margin in the workstation would be required
6	RFP mentioned collaborate area, does the IT support a flexible environment?	Yes, IT supports WFH. The webinar is becoming common, even within the HQ
7	Will space budget be given by GCF?	Bidder's proposition will be appreciated
8	Scope of service to confirm, is this Design & Build project? or interior design only? As per RFP, “The scope of work for new office space including IBS office, Seoul office and any additional floors provided to the GCF by IMC will be limited to only design-related work since construction work will be performed by IMC”	Design only - IBS and Seoul office, Design and Build - All GCF floors in G-tower
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”	GCF has a plan to build regional offices. And will occupy additional floors in the G-tower. The successful bidder will work with the GCF for these projects

10	When is the target go-live date? project milestones, duration is missing	We expect that it will depend on the bidder's proposal. The construction will immediately start after the design completed.
11	Could you provide MEP plan?	The HVAC drawing is in the CAD file. Regrettably, no electric drawing. The power outlet is placed on the raised floor, so no need to be considered in the design, only the lighting switch for the enclosed office and meeting room shall be considered.
12	Please clarify the exact documents that need to be submitted as part of the proposal in RFP, page18, <a href="#">Technical proposal not more than 10 pages, inclusive of charts and diagrams.</a>	Drawings, list of finishing materials, master plan (time frame) from the design to the construction, cost estimation, etc.
13	can additional support material be submitted?	Yes, you can. Any documents to demonstrate your capacity and qualification would be welcome.
14	will there be an in-person presentation of the proposal?	Not yet decided. It would be decided depending on the quality of the submitted bidder's output.
15	Shall we include our construction license in the proposal?	If you have, please submit
16	any requirement/configuration to follow for enclosed office?	If you see the reference dwg, there are two different sizes of enclosed offices. The bigger one is for the director and deputy director, and the smaller one is for the specialists. No further requirements on it. The efficient size for these offices can be proposed in line with the design concept.
17	is there a required meeting room size?	This is our dilemma also. 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.
18	what is payment term of GCF?	Within 30days after successful delivery of the service and the relevant invoice.
19	how often/ how many outsiders visit to GCF?	Except for the office of the executive director, not many visitors are expected. There is an exclusive area on the 12 & 13th floor for the meeting with visitors.

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