

21 April 2022

Reference: GCF/RFP/2022/007

**ADDENDUM NO. 1**

**RFP/2022/007 for Consultancy Services for Translation, Proofreading and Interpretation services to Support the IRM**

This Addendum is issued to complement and will constitute integral part of the Invitation letter for RFP 2022/007. 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 Clarification**  
N/A

**II. Amendment to Submission deadline.**

The submission deadline for the RFP has been extended to Sunday, 8 May 2022 at 23:30hrs Korean Standard Time

**III. Amendment to Paragraph 2, Sub-paragraph 2.2 of the RFP**

Paragraph 2, Sub-paragraph 2.2 of the RFP is hereby amended and replaced with the following:  
“2.2 Proposals must be submitted to the GCF no later than **Sunday, 8 May 2022 at 23:30 Korean Standard Time**”

**IV. Amendment to Annex 6: Timeline**

Annex 6 – Timeline of the RFP is hereby amended and replaced with the following:

**“Annex 6  
Timeline**

The Green Climate Fund will follow the timeline below for this RFP. Any changes to this timeline will be posted on the GCF website. Please note that the target dates and may be adjusted.

	<b>Event</b>	<b>Responsible Party</b>	<b>Date (and time, KST*)</b>
1	Re-Issuance of RFP	GCF	20 April 2022
2	Last day to send completed Acknowledgement Letter of RFP receipt	Tenderer	29 April 2022
3	Last date for requests for clarification of the RFP	Tenderer	29 April 2022 17:00 hrs. KST

4	Last date to reply to questions received/ Last date for the amendment	GCF	2 May 2022
5	Date by which proposal must be received in Korea by GCF	Tenderer	<b>8 May 2022, 23:30 Hrs Korean Time</b>
6	Date of opening of Technical Proposals	GCF	9 May 2022, 10:00 Hrs
7	Notice of successful provider	GCF	30 May 2022
8	Contract signing	GCF/Tenderer	15 June 2022
9	Work starts	Tenderer	20 June 2022

**V. Amendment to Annex 5: Acknowledgement Letter**

Annex 5 – Acknowledgement Letter of the RFP is hereby amended and replaced with the following:

**“Annex 5  
Acknowledgement Letter**

To GCF Procurement Unit,

We, the undersigned, acknowledge receipt of your Re-advertisement of the Request for Proposal (RFP) No. RFP 2022/007 – Consultancy Services for Translation, Proofreading and Interpretation Services to Support the IRM – dated 20 April 2022, and hereby confirm that we:

INTEND                       DO NOT INTEND

to submit a proposal to the Secretariat of the Green Climate Fund (GCF) no later than Sunday 8 May 2022 at 23:30 hrs. Korean Standard Time (KST), and that we:

INTEND                       DO NOT INTEND

to send one (1) authorized representative to observe the public opening procedure on Monday 9 May 2022 at 10:00 hrs. Korean Time (Note: attendance to the public opening procedure is optional.)

We acknowledge that this RFP is confidential and proprietary to the GCF and contains privileged information.

Name of Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

**Name and Address of Vendor:** \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_

If you do not intend to submit a proposal to the GCF, please indicate the reason:

- We do not have the capacity to submit a proposal at this time.
- We cannot meet the requirements for this RFP.
- We do not think we can make a competitive offer at this time.
- Other (please specify): \_\_\_\_\_

Kindly return this acknowledgment letter immediately via e-mail to [procurement@gcfund.org](mailto:procurement@gcfund.org) copied to [sbae@gcfund.org](mailto:sbae@gcfund.org).

**NOTE: Due to current security arrangements, your authorized representative must present a completed copy of this letter in order to observe the public opening procedure.**

Kind regards

Green Climate Fund