

6 May 2022

Reference: GCF/RFP/2022/007

**ADDENDUM NO. 2**

**RFP/2022/007 for Provision 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**

No	Clarification requested	Response
1.	Are we inclined to submit CVs for only the MUST languages such as Spanish, French, Swahili, Arabic, Portuguese and Russian? And should these CVs be both for interpreting and translations or will interpreting suffice?	CVs must be submitted for the 6 MUST languages, but we very much welcome the submission of CVs of translators and interpreters in other languages. The CVs should be for both interpretation and translation, but interpreters and translators for the same language need not be the same individuals. Our preference would be to have someone who can both interpret and translate due to the technical nature of our work but we understand that the two can require different skills.
2	Tech Form 7 and 8	Technical Form no. 7 and 8 can be ignored for this type of service.
3	Fin Form 2	Please find attached the revised Fin form.

**II. Amendment to Submission deadline.**

The submission deadline for the RFP has been extended to **Sunday, 15 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 15 May 2022 at 23:30 Korean Standard Time**"

#### **IV. Amendment to Submission of Proposal**

The Submission of Proposal “**ii) Submission via e-mail**” is hereby added as below.

##### ***ii) Submission via e-mail***

Two separate files (Technical and Financial Proposals) should be attached to the e-mail as below.

The Technical file should contain the technical proposal and be named as follows:

**RFP 2021/007 – TECHNICAL PROPOSAL - (name of Tenderer)**

Please **DO NOT** include any financial information in the technical proposal as this may result in disqualification.

The financial file should contain the financial proposal and be named as follows:

**RFP 2021/007 – FINANCIAL PROPOSAL - (name of Tenderer)**

The subject line of the e-mail should be as follows:

**RFP 2021/007 – Provision of Translation Services (name of Tenderer)**

7.2 The Financial Proposal **MUST** be password protected. The authorized procurement officer will contact the bidders that pass the qualifying technical score for the password to open the Financial Proposal. Bidders should **NOT** send the password to the financial proposal until they are requested to do so by the procurement officer. Financial Proposals that are submitted without password protection may be rejected for non-compliance. Financial Proposals that are submitted without password protection may be rejected for non-compliance.

7.3 All prospective proposers are kindly requested to return the completed Acknowledgement Letter of RFP receipt (Appendix 5) by the date indicated in Appendix 6, duly signed by an authorized representative, via email, advising whether it intends to submit a proposal by the designated closing date/time. Please also notify the Procurement Specialist immediately if any part of this RFP is missing and/or illegible.

#### **V. Amendment to Form FIN-2: Financial Proposal Submission Template**

Please find separately attached the revised FIN-2

## VI. 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.

	Event	Responsible Party	Date (and time, KST*)
1	Re-Issuance of RFP	GCF	6 May 2022
2	Last day to send completed Acknowledgement Letter of RFP receipt	Tenderer	10 May 2022
3	Last date for requests for clarification of the RFP	Tenderer	11 May 2022 17:00 hrs. KST
4	Last date to reply to questions received/ Last date for the amendment	GCF	12 May 2022
5	Date by which proposal must be received in Korea by GCF	Tenderer	<b>15 May 2022, 23:30 Hrs Korean Time</b>
6	Date of opening of Technical Proposals	GCF	16 May 2022, 10:00 Hrs
7	Notice of successful provider	GCF	6 June 2022
8	Contract signing	GCF/Tenderer	24 June 2022
9	Work starts	Tenderer	30 June 2022

## VII. 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 6 May 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 15 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 16 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