



Issue Date: 23/05/2025

## Addendum No. 1

GCA-PR-25-718 – RETENDER – Request for Proposals

Consultant for Adaptation Finance and Policy Research

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**This addendum addresses and/or clarifies the following:**

### Questions & Answers:

**Question 1:** Is subcontractor / joint proposal allowed? If yes, what is the maximum number of parties allowed?

**Response 1:** This procurement is directed only to one individual consultant. Any proposal received by more than two individuals jointly or legal entity will be rejected.

**Question 2:** In relation to the exclusion criteria, it was mentioned that "Bidders shall provide a Declaration of Honor (see Annex 2), duly signed and dated, including a statement that they are not in any of the situations listed in Article 57 of EU Directive 2014/24/EU." - for this additional statement, should it be a separate document appended to Annex 2?

**Response 2:** No additional document is required. Annex 2 already incorporates the requisite declaration regarding exclusion criteria. Bidders are required to sign and date Annex 2 as provided.

**Question 3:** Does the filled and signed Annex 2 need to be witnessed/certified true copy by an authority?

**Response 3:** Certification by an external authority is not required. The bidder's signature on Annex 2 constitutes a formal attestation to the accuracy and truthfulness of the information provided. Submission of false or misleading information may result in the automatic rejection or termination of any resulting contract in accordance with its terms and conditions.

**Question 4:** For all the Annexes, may I obtain a separate individual PDF to ease the process of filling in?

**Response 4:** To ensure that all forms remain aligned with the latest version of the Request for Proposals (RFP), GCA does not provide annexes as separate documents. Bidders may, however, use freely available online tools to separate the PDF if doing so facilitates the completion process.

**Question 5:** The RFP requests that we use the "exact format" for Annex 1 (Bidder Identification Form) and Annex 2 (Declaration on Honor). Could you please confirm if it is acceptable to digitally recreate these annexes in Word or PDF format, while maintaining the original layout and structure, or whether we must extract and submit the original visual layout from the RFP PDF?

**Response 5:** Bidders are expected to use the annexes provided within the RFP. While digitally recreated versions may be accepted, they must replicate the original layout and contain all required information in full. Omission of any part of the required annexes will result in automatic disqualification.

**Question 6:** Can Annexes 1 and 2 be included within the single PDF file submitted as the Technical Proposal (along with CV and certificates), or should they be scanned and uploaded separately?

**Response 6:** Annexes 1 and 2 may be included alongside additional technical documentation in the same PDF file as the technical proposal. However, under no circumstances should this file contain any information pertaining to the financial proposal. Inclusion of financial information in the technical proposal will result in disqualification.



**Question 7:** Are typed or digitally inserted signatures (such as scanned or image signatures) acceptable for Annex 2 and the Financial Proposal, or are hand-signed and scanned versions mandatory?

**Response 7:** Both digital and handwritten signatures are acceptable. Bidders may submit either format, provided the signature clearly affirms the authenticity and accuracy of the submission.

**Question 8:** Is the SharePoint upload link the only method required for submitting both documents? Should any confirmation also be sent via email once submission is completed?

**Response 8:** All proposal documents must be submitted exclusively through the SharePoint link provided in the RFP. GCA will confirm receipt of proposals within 24 hours from the closing date and time. Bidders that do not receive this confirmation must contact GCA within 48 hours from the closing date and time. After 48 hours from the closing date and time, GCA shall not respond to any queries related to whether a bidder's proposal was received.

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**All other requirements regarding the Request for Proposal remain the same.**