

Date: May 2, 2024

To: **All Bidders**

From: **International Development Law Organization, Headquarters Procurement Unit**

Subject: **Framework Agreement for the Hotel Accommodation and Conference Services (Philippine Nationwide)**

Clarification/ Amendment Letter No: 2

Reference is made to IDLO [ITB NO. PHIL_2024_004] issued on [27 March 2024] for the procurement of [insert] through IDLO Tenders website.

Please find hereunder the queries received and IDLO's response to them.

1. I would like to reconfirm the documents needed for Eligibility, Litigation History, and Bankruptcy. Indicated on the requirements is a "Self-Attestation Letter". Our Finance team would like to ask if there's a specific format for the said letter and do we need to notarize the said document?

Answer: *This is self-formatted letter and should be signed and notarized.*

2. Just wanted to clarify in connection with Annex F, what amount should be declared in Annex D? Is there any estimated number of persons that should be the basis for the total amount? The Price Schedule in Annex F only requires the unit price per room/day.

Answer: *Please indicate "Not Applicable" as this ITB is intended for the Framework Agreement.*

3. For the bid forms, we are seeking confirmation on whether these attached bid forms should be used. If these are not the intended forms, please advise on the following:
 - Where can we find the correct bid forms?

Answer: *All the latest updates related to this bid can be accessed through IDLO Website using this link: [Philippines ITB No. PHIL 2024 004 Hotel and Conference Service | IDLO - International Development Law Organization](#)*

- Is there a specific format required for submitting bids?

Answer:

The vendor is required to complete the ITB form and submit it along with the formal proposal.

4. For "Only One Bid" Instruction, XXXX and YYYYY are owned by (Name of Company). We share the same business name but have separate bank accounts. Given this information, can we submit one bid for both properties, or are separate bids required for each property to comply?

Answer:

The each property should be quoted separately. The different bank accounts are okay, please send your offer separately with necessary documentation.

This letter serves to inform that **Amendment No. 002** to **ITB NO. PHIL_2024_004** will be posted in relation to the extension of bidding period up to:

May 15, 2024 / 15:00 Rome Local Time

For your consideration while preparing your response to the above mentioned ITB. All other terms and conditions of the tender remain unchanged and remain applicable in full force.

We appreciate your continuous interest with IDLO and looking forward to receiving your valued offer.

Headquarters Procurement Unit IDLO

Headquarters
Viale Vaticano, 106
00165 Rome, Italy
Tel + 39 06 4040 3200
Fax + 39 06 4040 3232
idlo@idlo.int

Branch Office
Hofweg 9E
2511AA The Hague
The Netherlands
Tel + 31 70 240 0870
thehague@idlo.int

Office of the Permanent Observer
to the United Nations
336 East 45th Street, 11th floor
New York, NY, 10017, USA
Tel + 1 212 867 9707
newyork@idlo.int

Office of the Permanent Observer
to the United Nations
23 av. de France
1202 Geneva, Switzerland
Tel + 41 22 734 41 40
geneva@idlo.int

idlo@idlo.int
www.idlo.int
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