

Date: 18 March 2025

To: **All Bidders**
From: **International Development Law Organization, Headquarters Procurement Unit**
Subject:

Amendment No.1 / Clarification Letter No:1

Reference is made to IDLO ITB No. HQ-2025-194, issued on 5 March 2025, for the contract and framework agreement for the ordinary and extraordinary maintenance of air conditioning systems at IDLO HQ, as published on IDLO Tenders website.

Without prejudice to what was indicated in the solicitation documents, we would like to clarify that the financial evaluation for the framework agreement for extraordinary maintenance of air conditioning system will be based on the following scenario:

- 10 x flat fee for diagnostic visit
- 20 x hourly rate for extraordinary services
- 15 x wall switches with the supplier's margin

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

1. **With reference to the provisions of the attached "ANNEX B PRELIMINARY SCREENING CRITERIA" letter B "QUALIFICATION CRITERIA" regarding previous experience and financial stability, please confirm that, in cases where information on turnover/previous experience is not available for companies that have been in operation for less than three years, the requirements can be adjusted according to the period of activity.**
 - As indicated in the selection criteria, a minimum of 3 years of relevant experience and a minimum average annual turnover of EUR 35,000 in the last 3 years are required for the participating bidders.
2. **I am writing to inquire, in reference to the procedure in question, whether it is possible to receive the forms to be submitted in an editable format suitable for completion and whether there is an estimated tender amount.**
 - We enclose the forms in an editable format for your convenience. The estimated value of the contract for services will not be shared to enable price competition.

The following is a translation of the previous queries and responses:

1. **Con riferimento a quanto previsto dall'allegato "ANNEX B PRELIMINARY SCREENING CRITERIA", lettera B "QUALIFICATION CRITERIA", in relazione all'esperienza precedente e alla solidità finanziaria, si prega di voler confermare, ove le informazioni sui fatturati/ esperienze pregresse non siano disponibili, per le imprese che abbiano iniziato l'attività da meno di tre anni, che i requisiti possano essere rapportati al periodo di attività.**
 - Come indicato nei criteri di selezione: è richiesto un minimo di 3 anni di esperienza rilevante e un fatturato annuo medio minimo di 35.000 EUR negli ultimi 3 anni per gli offerenti partecipanti.
2. **Con la presente per chiedere in riferimento alla procedura in oggetto se è possibile ricevere i moduli da presentare in formato editabile adatti alla compilazione e se è previsto un importo a base d'asta.**
 - Alleghiamo i moduli in formato editabile per vostra comodità. Il valore stimato del contratto per i servizi non verrà condiviso per consentire la competizione sui prezzi.

For your consideration while preparing your response to the above mentioned ITB.

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

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