

Date: 9 October 2024

To: **All Bidders**

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

Subject: **RFQ No. N-UA-2023-000085**

**Clarification Letter No: 1**

Reference is made to IDLO RFQ NO. N-UA-2023-000085 for **Procurement of Office Furniture, its Delivery and Installation in the IDLO Office Premises in Kyiv, Ukraine** issued on 4 October 2024.

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

**1. Question: Lot 2 Office chair - what color should be the chair leg? Grey, black or white?**

**IDLO Response:** The color of the chair leg (Lot 2 office chair) does not matter.

**2. Question: Lot 3 Office chair**

Description of the office chair:

- Upholstery material: mesh seat cover
- Color: black / white
- Features: **Headrest, back with mesh - you have a headrest written on the photo, do you need a headrest?**
- Purpose: conference hall

**IDLO Response:** Lot 3 office chair should not have a headrest, but it should have a mesh back.

**3. Question: Please let us know if you can send documents in Word format.**

**IDLO Response:** Tender documents are provided in PDF format. You can separate the necessary Annexes, fill in the written form and scan it back.

The review of the bids will be done based on the evaluation and award criteria stipulated in this solicitation in alignment with IDLO procurement principles. IDLO will inform each Bidder on the tendering results.

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.