

Date: March 26, 2026

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

Clarification Letter No.1

Reference Is made to IDLO RFQ No. PR-MN-2026-000056 Issued on 17 March 2026 for the procurement of Conference Interpretation Equipment.

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

Question 1. Is It necessary to Include a conference management system as part of this procurement?

- A conference management system Is not required for this procurement. The Interpretation system should function fully with up to 50 receivers.

Question 2. If so, what functional requirements should the system Include?

- An Interpretation system that supports at least four (4) languages Is sufficient. No additional functionalities are required.

Question 3. Is the conference system required to Integrate with other systems?

- No Integration with other systems Is required. This procurement Is not Intended for a large-scale conference system. The equipment will mainly be used for small to medium-sized meetings or trainings with approximately 30-60 participants, as well as for smaller activities such as exposure visits where only 5-10 receivers may be used. The equipment should be user-friendly, easy to operate, and preferably battery-powered.

Question 4. Could you please provide the dimensions of the room where the conference equipment will be Installed?

- The equipment will not be Installed In a fixed location. It will be used across various venues, as well as for activities requiring fewer receivers. In this regard, the proposed equipment should be capable of operating effectively In different environments. The equipment should also be portable and easy to transport.

Question 5. Regarding the preliminary documentation requirements, we would like to kindly request clarification concerning the “Others – Proof of similar nature procurement in the past 5 years (PO/Contract document)” requirement. Could you please confirm whether a single proof of similar procurement within the past five years is sufficient, and whether the requirement refers to experience within that period rather than documentation for each year?

- We confirm that vendors may provide at least one proof of similar procurement within the past five (5) years. The purpose of this requirement is to assess the vendor’s relevant experience and overall reliability in delivering similar procurements, should the vendor

be selected for award. Accordingly, this requirement refers to demonstrating experience within the specified period and does not require documentation for each year.

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

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