

Date: January 4, 2024

To: **All Bidders**

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

Subject: **Framework Agreement for the Development of E-Learning Courses and Provision of Instructional Design Training**

Clarification Letter No: 1

Reference is made to ITB NO. PHIL_2023_049 E-Learning Development and Instructional Design Training issued on December 21, 2023 for the Framework Agreement for the Development of E-Learning Courses and Provision of Instructional Design Training in Metro Manila through IDLO Tenders website.

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

No.	Query	Answer
1	<i>Regarding Deliverable 2 within the bid, does it involve the Provider providing training on converting content into instructional design? Are we interpreting this correctly?</i>	Deliverable 2 requires that the Provider will be able to conduct trainings for partner institutions on instructional design. This will enable institutions to convert their future courses into elearning courses independently.
2	<i>Concerning the completion of IDLO's mandatory courses, what is the estimated time of dedication required for these courses?</i>	IDLO's mandatory elearning courses are asynchronous and self-paced and can be completed within a maximum of 4 hours.
3	<i>Regarding the work location specified as IDLO Philippines in Rockwell Center, Makati City, Philippines: Is it a requirement for the Provider to be located in the Philippines? We are capable of performing these activities, but our base is not in the Philippines, making travel there unlikely. Would this pose an issue?</i>	Delivery 1 (Design and development of self-paced courses) is expected to be done remotely. However, the conduct of trainings under Deliverable 2 will be in-person and will require the physical presence of the Provider.

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