

Date: February 13, 2024

To: **All Bidders**

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

Subject:

Clarification Letter No: 1

Reference is made to IDLO ITB No. PHIL_2024_001 issued on February 9, 2024 for the procurement of Framework Agreement of Copy-Editing Service Contractor through IDLO Tenders website.

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

- 1. What will be the format of the source documents (Microsoft Word, InDesign, PDF, etc.)?**
 - *IDLO CO PHL will provide source documents in Microsoft Word format to keep track of all the edits made to the main documents.*

- 2. Will you share any editorial guidelines with the successful contractor?**
 - *As stated in the ITB, the editorial guidelines would include the use of British English, citation style of the online version of the United Nations Editorial Manual and the IDLO styling and branding. The last two will be shared with the contractor.*

- 3. Are European companies eligible to participate in this ITB?**
 - *Yes. The work is expected to be done remotely. Therefore, companies outside the Philippines are welcome to join the bid.*

- 4. Is it possible to submit a financial proposal in a different currency? EUR instead of PHP?**
 - *Vendors can submit a financial proposal using **USD or PHP only** as currency.*

This letter serves to inform that Amendment No. 001 to ITB No. PHIL_2024_001 will be posted in response to questions raised by Bidders.

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
 @IDLO
 IDLOnews