

Date: 24 March 2025

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

Clarification Letter No: 2

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.

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

- 1. Regarding the maintenance offer presentation, should we complete the form you sent or should we attach our own quote? What should be indicated in the Reference List Form?**
 - As indicated in the bidding documents, please complete and sign Annex F – Price Schedule. In the “Reference List Form”, please provide a list of services provided in the last 3 years as proof of your experience.

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

- 1. Per quanto riguarda la presentazione offerta di manutenzione dobbiamo compilare il modulo da Voi inviato o dobbiamo allegare un ns preventivo? Nel modulo Reference list form cosa va indicato?**
 - Come indicato nei documenti di gara, vi preghiamo di compilare e firmare l'Allegato F – Price Schedule. Nel modulo “Reference List Form”, fornite per favore un elenco dei servizi prestati negli ultimi 3 anni come prova della vostra esperienza.

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.

Headquarters Procurement Unit IDLO