

Date: February 22, 2024

To: All Bidders

From: International Development Law Organization, Headquarters Procurement Unit

Subject:

Amendment No. 1 and Clarification Letter No: 3

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. Could you let us know if any specific copyediting guidelines is available on the basis of the complexity levels: (a) simple, (b) medium, (c) complex, (d) developmental?
 - *None.*
2. Could you please provide few sample files (raw, edited (in track changes) and typeset PDF or final file) for each of the above?
 - *We do not provide samples during the bidding process for fairness and transparency. We will be able to share the pertinent information to the winning vendor once the contract has commenced. For now, potential bidders may check www.idlo.int website for the available publications.*
3. Can we assume that below highlighted formatting of Knowledge Papers refers to only word formatting of copyedited file and not typesetting? It is enquired in the context of your description provided in the section F, point 1 under deliverables of RFP document whereby it is said as follows, "IDLO requires the supplier to provide copy editing services for its knowledge products, including ensuring knowledge products adhere to IDLO branding and style guidelines; editing copy to improve readability and concision; proofreading copy to fix grammatical, spelling, punctuation and formatting errors; and ensuring accuracy of information in its knowledge products."
 - *Yes, it does not include typesetting.*
4. We understand that in the financial offer below, you want us to introduce a rate per page in the "Unit rate in PHP" column and then multiply this rate by 10 pages, 20 pages, etc. in the "Total amount in PHP"
 - *Please see below amended table, **please ignore the last column** for total amount. We only need the "unit price" as it will be the Framework agreement to be issued with bidder.*

Lot	Item Name	Description	Delivery Leadtime	Compliance with Technical Specifications in Annex B	Unit Price In PHP
1.	Copy Editing, Proof Reading and Formatting	Maximum of 10 pages	1 day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
2.	Copy Editing, Proof Reading and Formatting	Maximum of 20 pages	1 day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
3.	Copy Editing, Proof Reading and Formatting	Maximum of 30 pages	3 days	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
4.	Copy Editing, Proof Reading and Formatting	Maximum of 40 pages	3 days	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
5.	Copy Editing, Proof Reading and Formatting	Maximum of 50 pages	5 days	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
6.	Copy Editing, Proof Reading and Formatting	Maximum of 60 pages	5 days	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
7.	Copy Editing, Proof Reading and Formatting	Maximum of 70 pages	8 days	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	

8.	Copy Editing, Proof Reading and Formatting	Maximum of 80 pages	8 days	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
9.	Copy Editing, Proof Reading and Formatting	Maximum of 90 pages	12 days	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
10.	Copy Editing, Proof Reading and Formatting	Maximum of 120 pages	12 days	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
11.	Copy Editing, Proof Reading and Formatting	Maximum of 150 pages	12 days	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
12.	Copy Editing, Proof Reading and Formatting	Maximum of 200 pages	15 days	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	

5. Regarding the Unit rate in the Annex F, can you please clarify if by unit rate you are referring to the price per day or price per page?
 - *Please refer to above answer for no. 4*
6. The material to be edited should it be translated by Machine Translation or by English Native Speaker?
 - *There is no translation to be done.*
7. This is required reference Bidder information mentioned under RFP page # 16 (Annex E) stating, “Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country”. Please give us more information about the reference document needed for this purpose and the relevant issuing authority, etc.
 - *This requirement only applies to foreign bidders with local representatives (Filipino nationals or Foreign nationals but currently residing here in the Philippines). Letter of Authority and/or Confirmation Letter of Employment are the accepted documents.*
8. We understand the RFP is open to companies outside of Philippines as mentioned under section H in page 14. Please confirm?
 - *Yes, bidders outside the Philippines are welcome to join the bidding.*

This letter serves to inform that Amendment No. 003 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.

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