

Date: October 15, 2025

To: **All Bidders**

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

Subject: Clarification on ITB No. PHIL_2025_002

Clarification Letter No: 1

Reference is made to IDLO ITB No. PHIL_2025_002 issued on October 2, 2025 for the Framework Agreement for Travel Management Services through IDLO Tenders website.

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

- 1. We would like to clarify regarding the qualification criteria that require the submission of five (5) contracts with detailed information. Would it be acceptable to provide the required details in one consolidated file instead? We are unable to submit the actual contracts due to data privacy considerations.**

We acknowledge the bidder's concern regarding the submission of five (5) contracts with detailed information. It is acceptable to provide the required details in a single consolidated file, provided that all relevant information is clearly presented and easily identifiable. While submission of the actual contracts is preferred, we understand the constraints related to data privacy. In such cases, bidders may submit summaries or redacted versions that sufficiently demonstrate compliance with the qualification criteria.

- 2. Please note that the CVs of our travel consultants are confidential. However, we would like to assure you that all our consultants are well-trained and highly experienced in handling both corporate and individual travel requirements. Is there any alternative document that we can submit?**

We understand the confidentiality concerns regarding the CVs of travel consultants. As an alternative, bidders may submit anonymized profiles or summary documents that outline the qualifications, experience, and roles of the proposed personnel. Please note that each CV must include the individual's name but does not need to include a photograph. The submitted documents should adequately demonstrate the team's capacity to manage both corporate and individual travel requirements.

This letter serves to inform that Clarification No. 1 to ITB No. PHIL_2025_002 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