Date: January 11, 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: 2

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	*Can you please clarify how many users will be trained by the courses?*	**Trainings are expected to be attended by around 15-25 pax.**
2	*Annexure B, Part B, Item 1: Minimum 5 years of relevant experience: if our company is in its 5th year of term (4 years and 7 months), however, the Lead of the team is around 15+ years of experience, please advise if this is for the company or individual, and if for the company, can we get an exemption?*	**Companies with less than 5 years of experience are not completely disqualified from applying. We will assess bidders' application as a whole, taking into consideration factors such as the cumulative experience of the team members and the quality of their portfolio, among others.**
3	*Annexure C, Part F: Work Location: It doesn't clearly state if the work can be delivered outside of Philippines. We are based out of India, are we eligible to take and deliver from India?*	**This is mentioned in [Clarification Letter no. 1.](#)**
4	*Annexure F, Price Schedule, Table 1: for Lot 1, and 2, please specify the duration of the course that we should consider when multiplying the unit price to derive the total price. Duration of 1 - 2 hours, and 3 - 5 hours is a large range, should we*	**Please refer to the indicated categories as follows:** **Short Course – 1 to 2 hrs.** **Long Course – 3-5hrs.** **Bidders are welcome to send their proposal according to their standard.**

	consider the median or the maximum?	
5	*We received only one PDF document namely ITB No. PHIL-2023-049 eLearning development and Instructional Design Training, are we supposed to register on any portal to get the official ITB documents, or any amendments, corrigendum etc. or if you could share over email?*	**Bidder is not required to register to any portals. Bidder has to accomplish the ITB form with complete bidding documents and send it directly to** tenders@idlo.int **on or before the deadline on January 17, 2024.**
6	*We received the document only today, kindly advise if we can get any extensions*	**Bidding period is now extended until January 17, 2024.**
7	*Raw Content will be shared by UNESCO. Please confirm. What is the language and format of raw content?What is the final output of the eLearning modules? Is it SCORM/MP4/HTML 5. We understand that IDLO will provide SME for review and approvals. Please confirm*	**Raw content may be shared as online links which can be viewed as is, and should not require any log-in credentials/creation of accounts.** **Preferred to be in the English language, and as much course content variety as possible to showcase technical expertise of the company.** **Generally, partner institutions use SCORM and xAPI.**
8	*Please provide access to partner Institutions' LMS for our understanding.*	**The only information we can share upon bidding are the LMS platforms used, which is already indicated already in the Terms of Reference (TOR).** **Access to partners' LMS will be made available to the selected provider.**
9	*Apart from development of eLearning course, Scope includes ILT Training. Do we need to develop ILT Content for delivering the ILT training?*	**Yes. that is deliverable number 2. Training plan and content will be discussed/still subject to approval after awarding of contract**
10	*We understand the total duration for the 5 modules is up to 2 hours. Please confirm*	**Courses to be developed vary in terms of expected completion time as stated on page 15.**
11	*We currently do not have experience with Philippine government Institutions, but we will hire a local representative. Please confirm the same is acceptable.*	**The discretion of the company to do so, but should be included in the total cost proposed. Otherwise, any unexpected additional expenses incurred by the local rep will be resolved by the company and not result to additional cost to IDLO.**
12	*Payment milestones are not mentioned in the RFP. Can we propose our own payment milestones*	**Original milestones are labeled as deliverables, but each institution expect these deliverables, independent from one another. Yes, the bidder can propose additional payment milestones to supplement the original deliverables**

13	*What is the approximate budget of the project?*	**Prefer not to disclose as this is confidential.**
14	*In the price schedule, there is an item on "insurance". I am currently in touch with insurance providers for professional liability insurance, but the turnaround time for their quotations is taking a while, and might not make the January 12 deadline for the bid. May I forego the insurance item for now or is this a mandatory item in the price schedule? Our organization does not typically include this in our contract prices unless required by the partner.*	**Insurance is not required.**
	Regarding the ID training, the approach will be different if it's synchronous, asynchronous, or a blend. Which one are you expecting? If a blend, how many hours of each would you consider?	**The training component is expected to be blended, which involves a short e-learning course and in-person training workshop. The number of hours would depend on the results of the training needs assessment that will be conducted with the target participants. Design of the training workshop will be done in collaboration with IDLO PH.**
	If synchronous, should we model the training somewhat like a webinar format? Or is there another preferred approach in mind?	**The synchronous component will be an in-person training workshop with the main goal of increasing the skills of participants. Thus, it is expected that practical exercises are included as part of the training workshop. The training to be developed and delivered should also comply with IDLO's training standards.**
	If asynchronous, is it to include multimedia elements or resources (such as an e-learning course) or simple reading material to be distributed?	**A short e-learning course is expected to be included in the training package to supplement the in-person component.**
	How many editions of the training program are envisaged?	**The proposal should reflect the company's standard rates (daily/per course) for training workshops, including the technical expertise, the learning resources, and the details of those who will conduct the said training workshops. Iterations are to be determined upon awarding of contract. It is expected that trainings will be made available for the 4 partner institutions. However, an inter-agency training, where representatives from 2 or more institutions participate, is also a possibility.**

This letter serves to inform that Amendment No. 001 to ITB NO. PHIL_2023_049 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