

Date: October 17, 2025

To: **All Bidders**

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

Subject: Clarification on ITB No. PHIL_2025_002

Clarification Letter No: 2

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. **Can you clarify this part? Do we need to submit another document for the proposal? Except for the following documents and other supporting documents, we need to submit a Terms of Reference with our proposed Services?**
 - Full submission of relevant documentation as per Preliminary Screening Criteria (Annex B);
 - Full submission of Bid Submission Form (Annex D) signed and stamped;
 - Full submission of Bidder Information Form (Annex E);
 - Full submission of Price Schedule (Annex F) signed and stamped;

Bidders are not required to submit a separate Terms of Reference document. However, their proposal must be structured in alignment with the ToR provided in the solicitation documents. Specifically, bidders should clearly differentiate between core services and additional services in their technical proposal, ensuring that their proposed services reflect IDLO's requirements as outlined in the ToR.

The required documents for submission remain as follows:

- *Full submission of relevant documentation as per Preliminary Screening Criteria (Annex B);*
- *Bid Submission Form (Annex D), signed and stamped;*
- *Bidder Information Form (Annex E);*
- *Price Schedule (Annex F), signed and stamped;*
- *Any other supporting documents deemed relevant by the bidder.*

This letter serves to inform that Clarification No. 2 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