

Date: February 16, 2024

To: **All Bidders**

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

Subject:

Clarification Letter No: 2

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. **When you refer to “formatting” could you please explain the details of the task? Do you refer to replicate the original format or to provide graphic design services?**
 - *This does not mean graphic design services but formatting for example, to ensure consistent spacing between sentences and paragraphs and consistent use of citation styles.*
2. **Also, please clarify that the delivery lead time only includes the first round of copy editing and proofreading services. The subsequence of revision rounds and formatting usually are performed at a later stage. For example, 1 day of delivery time lead to perform copyediting and proofreading of 10 pages.**
 - *Yes, the delivery time only includes the first round of copy editing and proofreading services.*
3. **Should we suggest a separate time frame for formatting services?**
 - *Vendors are allowed to submit an alternative offers.*
4. **The ITB tender document is required an ISO 14001 or ISO 14064 related to the environment, our company possess only the ISO-9001 and ISO-17100-15 which are related to our scope of work; however we have our policies related to the environment. Are we still eligible to apply for this ITB or missing the ISO 14001 makes our offer not acceptable?**
 - *ISO Certificate is an advantage, but not required. You can submit other available certificates.*

This letter serves to inform that Amendment No. 001 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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