

Date: 2<sup>nd</sup> October 2023

To: **All Bidders**

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

Subject: clarification on the specification

**Clarification No: 1**

Reference is made to IDLO RFQ NO. 001/S/NE/2023 issued on 18<sup>th</sup> of September 2023 for the procurement of cleaning and maintenance services through IDLO Tenders website.

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

**1. Number of staff required for the needs**

- The number of agents required for the cleaning is six (06)

**2. Repartition of the agents**

- The agents should be divided into 2 teams: Team 1 : all 06 agents from 6h00 AM to Noon
- Team 2 03 agents, one should be at least a female from Noon to 17H00 PM
- In case of events in the office, one agent must be available from 8h00 to 18h00 PM (this is only in case of needs).

For your consideration while preparing your response to the above mentioned RFQ NO. 001/S/NE/2023, 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