

Date: September 14, 2021

To: **All Bidders**

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

Subject: **Clarifications and Amendment Letter to RFP N_1006-HQ_21**

Clarifications and Amendment Letter No: 1

Reference is made to IDLO RFP N_1006-HQ_21 issued on 30 August 2021 for the procurement of Employee Engagement Survey through IDLO Tenders website.

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

1. **Query 1:** *Could you confirm that you require the Survey, and the Results reports to be delivered only in English? Please let us know if you need any additional languages for the Survey and/or for the Result reports.*

IDLO Response:

The official working language is English, however there is a small population of local field-based employees speaking Spanish and French. IDLO may decide to include other languages at the time of the award.

Please see ANNEX C, section "C. Expected Output", paragraph b) of the Amendment to the RFP where clarification was added.

2. **Query 2:** Point 33. on page 11 describes the Payment Terms "within 30 days after satisfactory receipt of all goods and upon submission of the invoice by the Supplier". Will IDLO accommodate a payment term of 50% at the signature of the contract and 50% at the end of the project as per standard commercial terms for such service?

IDLO Response:

Please see ANNEX C, Section "H. Scope of Tender Price and Schedule of Payments" where revisions were made.

3. **Query 3:** Annex D requires to [INSERT AMOUNT OF MONEY AND CURRENCY] of the professional services we offer: we would like to ask you clarification about this passage, please, since it looks like it contradicts the fact that the Financial Proposals will be protected by a password and opened only after the evaluation of the Technical Proposals.

IDLO Response:

Please see Annex D where revisions were made.

4. **Query 4:** At the top of page 17 you explain your requirements regarding Phase 4 – Analysing and Reporting. Considering the different stakeholders, you mention and the fact that the number of presentations and meetings will impact the level of investment, could you specify the total number of meetings and presentations you require, please?

IDLO Response:

Please see ANNEX C, Section “C. Expected Output”, paragraph d) ii of the Amendment to the RFP where additional clarification has been added.

This letter serves to inform that Amendment No. 1 to RFP N_1006-HQ_21 will be posted in response to questions raised by Bidders.

New Deadline for Submission of Proposals:

On or before

Date: September 23, 2021

Time: 15:00 hours Rome, Italy local time

For your consideration while preparing your response to the above-mentioned RFP. 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