

Date: **25 August 2023**

To: **All Bidders**

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

Subject: **ITB NO. N-82-2023/UKR/ITB Framework Agreement for Hotel Accommodation and Conference Services in (Kyiv, Lviv), Ukraine**

**Clarification Letter No: 1**

**Reference is made to IDLO ITB NO. N-82-2023/UKR/ITB issued on 18 August 2023 for the procurement of Framework Agreement for Hotel Accommodation and Conference Services in (Kyiv, Lviv), Ukraine**

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

- 1. Question: Could you be so kind to clarify which contract amount should be entered in Appendix D if we offer several options for hotels 4 and 5 stars?**

**IDLO Answer:**

As stated in the Annex C, Point 3. "Requirements" (B) the minimum requirements of the room are: single/double/extra bedroom on a Bed-and-Breakfast basis with Internet access (internet cable or Wi-Fi) in the room (included in the per night price). Two options are considered: single or double room. Please note that the Annex F provides the option of indication the Unit price of a 4 and 5 start hotel. It is expected that the unit price is provided that will be fixed in the Contract itself.

- 2. Question: After the contract is established, who will be responsible for selecting the accommodation locations: IDLO or the service-providing contractor?**

**IDLO Answer:**

As stated in the Annex C, Point 4. Condition of the Framework Agreement(s). The ITB is expected to result in Framework Agreement(s) with one or several successful Service Providers.

The review of the bids will be done based on the evaluation and award criteria stipulated in this solicitation in alignment with IDLO procurement principles. IDLO will inform each Bidder on the tendering results.

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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