

Date: 28 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: 2**

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: According to annex C, item 4 : "Bookings are made with specific venues and may not be transferrable or sub-contracted to other venue." Are you considering cooperation with a travel agency and not directly with the hotel. As an agency, we work with commission, could you specify if we can include the amount of commission in the general rate?**

**IDLO Answer:**

As stated in the Annex C, Point 4. "Condition of the Framework Agreement(s) (A) this ITB is expected to result in Framework Agreement(s) with one or several successful Service Providers. Since this is a Framework Agreement, the proposed rates (unit price as per the required Lots) should be fixed for the whole duration of the FA. Hence this might not be compatible with the way of work mentioned in the question, as in this case the cost of the accommodation or venue rent might change and the only fixed price could be the mentioned commission. The ITB is expected to result in providing the fixed unit price as per the Lots required.

- 2. Question: According to annex D: Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice. Would you need basic documentation from the place of service providing?**

**IDLO Answer:**

As stated in the Annex G, Payment terms: IDLO will process payment within 30 days after satisfactory receipt of all provision of services and upon receipt of the complete and correct invoice by the Service Provider. In addition, IDLO would require the provision of an Act of Services rendered by the Service Provider.

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.  
Headquarters Procurement Unit IDLO