

Date: **25 October 2021**

To: **All Bidders**

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

Subject: RFQ NO. UA_2021_001 **“Procurement for Creation of Terms of Reference for Website Development in Ukraine”**

Clarifications Letter No: 2

Reference is made to IDLO RFQ N_UA_2021_001 issued on 18 October 2021 for the procurement for Creation of Terms of Reference for Website Development in Ukraine through IDLO Tenders website.

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

- 1. Question: *Is it correct that currently there is no functioning website of the Prosecutor’s Training Center of Ukraine, and it will be developed from scratch based on the TOR created?***

IDLO Answer:

Currently there is a functioning website <https://ptcu.gp.gov.ua/>. Based on the Terms of Reference created, a new website is planned to be developed.

- 2. Question: *Please indicate which procedure will be applied for the Bidder selection, what stages will it include? How much time does the selection procedure take?***

IDLO Answer:

As stated in the tender Annex A, point q. “Evaluation of Quote”, Evaluation will be done according to the following order of priorities:

- Full submission of Preliminary Documents (as per Annex A, point n.)
- Technical responsiveness
- Comprehensiveness of after-sales services, as per Annex A, Point o, if applicable.
- Delivery Date
- Price

As stated in the tender Annex A, point r. “Contract Award”, a Contract Award shall be granted according to:

- Full submission of Price Schedule (Annex C) signed and stamped;
- Lowest priced, most technically acceptable/compliant offer

IDLO will inform all Bidders that submitted Quotations on the tender evaluation and its outcome.

- 3. Question: *Does the customer have any wishes regarding the technology on which the website should be developed?***

IDLO Answer:

There are no wishes regarding the technology on which the website should be developed.

- 4. Question: *Are there any budget limitations for the TOR creation? Is there probably any budget amount available?***

IDLO Answer:

The current tender process (RFQ) foresees the quotation selection based on the “lowest priced, most technically acceptable/compliant offer”.

5. **Question:** *Is it correct that the services must be provided, at the request of the Customer, within 30 days from the date of signing the contract?*

IDLO Answer:

As stated in the tender Annex A, point k. "Delivery Terms", Services will be delivered within 30 days after receipt of PO or contract from IDLO.

6. **Question:** *Is it correct that warranty service, according to the request, is not foreseen and the evaluation criteria of the quotation "Complexity of warranty service" is not applied?*

IDLO Answer:

The warranty service, according to the Request for Quotation on Creation of Terms of Reference for Website Development, is not foreseen.

7. **Question:** *What is meant under the evaluation criteria of the quotation "Technical compliance"? How should the Bidder prove its compliance to the mentioned criteria? Are there any additional, more detailed technical requirements available that need to be considered? If so, could you provide them for the reference?*

IDLO Answer:

Under criteria "Compliance with Technical Specifications" is meant that the Bidder confirms its professional compliance to provide identified services in the Annex B as well as providing the necessary documentation as per Annex A, point n. "Preliminary documents to be submitted".

8. **Question:** *Is it correct that all documents specified in the Request for Quotation can be submitted in Ukrainian? Will the same apply to the email text?*

IDLO Answer:

As stated in the tender Annex A, point g. "Language of the Bid", the Bid is executed in both English and Ukrainian. In case of a discrepancy, the English version shall be treated as authoritative.

While the Bidder may choose to respond to the Bid in Ukrainian, IDLO's correspondence, documents and Contract relating to the Bid shall be written in the English language.

9. **Question:** *According to the disclaimer announced in the RFQ, shall a Bidder be successfully awarded for the subject tender Creation of TOR for Website Development, the Contracted Supplier shall refrain from submitting its Proposal for the future tender for Website Creation. However, it should be considered that the supplier that created the TOR can precisely and in details apply the TOR for the website development. In addition, the TOR creations included Supplier's experience on implemented projects, available tools, specific subject idea, features of the website and the "scheme" of its implementation.*

Based on this, does the Customer consider the possibility of removing the restriction for the awarded Bidder to participate later on in the tender for the website development?

IDLO Answer:

In the interest of competitiveness and transparency of IDLO's Procurement Processes, IDLO will not waive the above requirement. Should a Bidder be successfully awarded for the subject tender for Creation of Terms of Reference for Website Development, the Contracted Supplier shall refrain from submitting its Proposal for the future tender for Website Development (if necessary).

This is additionally to inform that, in order to grant additional time to all Bidders, the Bid Submission Deadline has been extended until:

29 October 2021, 1500 Hours Rome local time

For your consideration while preparing your response to the above mentioned RFQ. 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

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