

Date: 30 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: 3**

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: We need to prepare 2 offers of 4 and 5 star hotels in Kyiv and Lviv with conference rooms for 20 and 50 people. What dates? Number of people? Number of rooms? Twin rooms or Double?**

**IDLO Answer:**

As stated in the Annex C, Point 4. "Condition of the Framework Agreement(s) (H) the confirmed award shall be in the form of a duly authorized Work Order. The Work Order shall include the number/s of persons/participants, services required, and corresponding amounts shall be indicated for the specific booking / event in each case. As indicated in the Annex A, point 37 Partial Bids are Permitted (partial means that it is permitted to submit either):

- Lot 1 Type A, or
- Lot 1 Type B, Lot 2 and Lot 3, or
- Lot 1 Type A, Lot 1 Type B, Lot 2 and Lot 3

2. **Question: Tender offer form: the customer, in the attachment (Articles 20-22), must provide the number of rooms, conference rooms, and the accompanying manager. - the lead manager will it be a manager from our company or should there be a specific manager in the hotel who will control all requirements such as signs on the tables, notebooks, flipcharts, films in the shelter and the like?**

**IDLO Answer:**

That is correct. As mentioned in the minimum requirements list, one dedicated event manager during the event (contact details to be provided during Booking).

3. **Question: Questions according to the requirements for halls: "4 flipcharts per conference room per day with a pad of recycled paper" - recycled paper - is mandatory condition?**

**IDLO Answer:**

That is correct. As mentioned in the minimum requirements list.

4. **Question: "One podium with one microphone xii. Pens and notebooks with a minimum of 20 pages per participant are placed on the table" - Podium - is mandatory condition? Should the hotel provide notebooks and pens?**

**IDLO Answer:**

That is correct. As mentioned in the minimum requirements list.

5. **Question: "One dedicated event manager during events (contact details will be provided at time of booking) xvii. One IT Support Specialist during the event (contact details will be provided at time of booking)' - should this be someone from the hotel?"**

**IDLO Answer:**

That is correct. As mentioned in the minimum requirements list. The contact person should be from the place (Service Provider) where the event takes place.

6. **Question: "Event advertising on the screen at the venue" - what does it mean?"**

**IDLO Answer:**

That is correct. As mentioned in the minimum requirements list. Advertisement of the event on the screen in the vendor's venue during the event days (if needed), e.g. name of the organization/event, etc.

7. **Question: "Finger food/canapés/snacks - six types b) Soft drinks - six types" - does the hotel have to offer six types of finger food, canapés and snacks in total, and soft drinks such as sprite, cola, fanta and the like?"**

**IDLO Answer:**

As mentioned in the minimum requirements list.

8. **Question: "a chair, a blanket, water, tea or coffee (with the possibility of extending the event)" is a mandatory condition for shelter?"**

**IDLO Answer:**

The shelter is mandatory condition. If possible, with possibility of extending the event. It should be indicated in the offer.

9. **Question: "Availability of generator (any relevant confirmation of its availability)" - need a photo of the generator?"**

**IDLO Answer:**

Some valuable proof of its availability, as e.g. photo and technical details should be submitted.

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