

Date: 14 November 2023

To: All Bidders

From: International Development Law Organization, Headquarters Procurement Unit

Subject: RFP NO. N-87-2023/UKR/RFP Services Provision of Legal Counsel to be provided through Framework Agreement.

Clarification Letter No: 3

Reference is made to IDLO RFP NO. N-87-2023/UKR/RFP issued on 12 October 2023 for Procurement of Services Provision of Legal Counsel to be provided through Framework Agreement.

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

1. **Question: Question related to para 34, Annex A: Could you please clarify if this paragraph provides that contract terms may be changed and amended from the Contractor's side prior to signing of the Contract?**

IDLO Answer: As a general rule IDLO does not negotiate the General Terms and Conditions of its contracts and by submitting an offer bidders implicitly accept those GT&Cs. Some special conditions could be inserted but this will be decided at negotiation stage with the awarded vendor.

2. **Question: Question related to para 35, Annex A: Could you please clarify, for the purposes of this paragraph, that the time period for the requested services is negotiable? Or established by the IDLO? Could you please also confirm that electricity shortages fall under Force Majeure?**

IDLO Answer: The time period for the implementation of the services is established by IDLO according to the needs of the Organization. Force Majeure needs to be evaluated on a case by case basis and is not possible to define it at this stage.

3. **Question: Question related to reference letters: Is it relevant to provide a reference letter in the form of an email?**

IDLO Answer: A reference Letter can also be presented in the form of an email with contactable domain email addresses for verification.

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 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.