

Date: **06 June 2022**

To: **All Bidders**

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

Subject: **ITB N 90 2022 SOM Framework Agreement – Provision of Travel Management Services.**
Clarifications Letter No. 1

Reference is made to IDLO Invitation to Bid (ITB) N_90_2022_SOM issued on 23 May 2022 for the Provision of the Travel Management Services through IDLO Tenders email.

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

1. Query 1: I would like to clarify where Annex F prices schedule if the bidder can add two extra columns: round trip ticket cost and the second percentage of the service fee charged. The third will be the total cost per ticket since its designed in three columns first is Route, the second is compliance with technical, and the third need is to be filled with different titles round trip cost, percentage of the service fee charged per ticket.

IDLO Response: No, the supplier cannot add another extra column. But the bidder can fill only the column for the Percentage (%) of the service fee charged per ticket issued inclusive of all applicable taxes with some rate of % percentage if it's local or international.

2. Query 2: Since the tender submission is allowed only the maximum data of 10 MB. Can the supplier send the data as a google drive if the data is more than 10MB?

IDLO Response: Yes, the supplier can send the data through google drive?

3. Query 3 : In the tender document IDLO mentioned that the supplier can submit a Tax compliance certificate for Q2 so can we send Q1 which is available(Jan, Feb, and Mar-2022).

IDLO Response: Yes, the supplier can submit Q1, but it should be a valid Tax compliance certificate.

For your consideration while preparing your response to the above-mentioned ITB. All other terms and conditions of the ITB 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