

Date: February 29, 2024

To: **All Bidders**

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

Subject:

Clarification Letter No: 5

Reference is made to IDLO ITB No. PHIL_2024_001 issued on February 9, 2024 for the procurement of Framework Agreement of Copy-Editing Service Contractor through IDLO Tenders website.

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

1. Under the heading - **Minimum Eligibility criteria**, for the line-item **Tax Revenue**, document submission requirement is listed as - **Valid Tax Compliance Certificate**. Apex will submit the audited financial for the past one year, tax paid acknowledgement along with the tax clearance certificate from the company auditors. Please advise if this is fine.
 - Yes.
2. Under the heading – **Certificates and Licenses**, **Certificate in Copy-editing and/ or writing courses** is required to be submitted. As an organization, Apex has not obtained any certificates for copyediting. Please advise if a letter from the existing customer citing satisfactory services would suffice.
 - Certificates and/ or Licenses are required.
3. With the **Representative** you mean the managerial staff such as: **Contract Manager; Head of Production; Project Manager; Account Manager etc. ?**
 - Yes.
4. **Annex B (Qualification Criteria)** states that we must submit an audited financial statement for the last three years. As our organisation is a private limited company, we are not required by law to have our accounts audited, and therefore we do not have audited financial statements available. **Would a non-audited financial statement for the last three years (including balance sheets, related notes, and income statements) be sufficient? If not, what alternative would you accept?**
 - Audited Financial Statements for the last 3 years are required, but not a reason for disqualification. We will assess bidders' application as a whole.
5. In **Annex B, Qualification Criteria**, we are asked to '**Provide copy of contracts and Letter of Recommendation**'. We may not be able to provide copies of our contracts for confidentiality reasons. In this case, is the **Letter of Recommendation** alone sufficient?
 - Yes.
6. In the pricing table in **Annex F**, each lot is for '**Copy Editing, Proof Reading and Formatting**' of the stated number of pages. Do you want a combined rate for all three services or separate rates for each service?
 - Yes. Feel free to submit alternative offers as stated in the pricing table.

7. In the pricing table in Annex F, each lot is for 'Copy Editing, Proof Reading and Formatting' of the stated number of pages. However, the Terms of Reference includes only the tasks required under this contract for a Copy Editing service. Please provide the lists of tasks expected under this contract for Proof Reading and for Formatting. (Note that if Formatting refers to professional layout, the lead times shown in the table will not be sufficient.)
 - Feel free to submit alternative offers as stated in the pricing table.
8. In the pricing table in Annex F, the column headed 'Compliance with Technical Specifications in Annex B' requires us to declare that the work complies or not, for each lot. However, Annex B lists overall qualification criteria for the supplier, not technical specifications. If any additional technical specifications are intended to apply, please provide them.
 - No additional technical specifications are required. Feel free to submit alternative offers as stated in the pricing table.
9. We have realized that the page standard was not mentioned anywhere in the ITB document. Should we assume that one page is 1,500 characters without spaces or 1,000 source words? Or is there some other standard currently applied to page lengths on your end?
 - *IDLO knowledge product varies per document. For reference, potential bidders may check www.idlo.int website for the available publications.*

This letter serves to inform that Amendment No. 005 to ITB No. PHIL_2024_001 will be posted in response to questions raised by Bidders.

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.

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