To: **All Bidders**
From: **International Development Law Organization, Headquarters Procurement Unit**
Subject: HOTEL SERVICES

<u>**Amendment No: 1**</u>

Reference is made to IDLO RFQ-IDN/JKT23-0012 issued on 27 July 2023 for the procurement of Hotel Accommodation and Meeting Services through IDLO Tenders website.
Please find hereunder the queries received and IDLO's response to them.

1. **Query : Is there any reference to which star of hotel that IDLO is looking for?**
   - Response : IDLO Indonesia is looking for a minimum of 4-star hotel.

2. **Query : What is the room layout for the Full-Day Meeting on 22-23 August 2023?**
   - Response : Round table

3. **Query : Is there any additional needs for the Full-Day Meeting such as the following:**
   a. **LCD 2x3**
   b. **Projector 5000 Lumens**
   c. **Internet capacity**
   d. **Additional Microphone**
   e. **Camera for Zoom**

   - **Response :**
     Please find the below for other requirement that we need besides the requirement of the catering services that has been mentioned in the RFQ:
     a. LCD projector per day including: Screen, Remote Control, and minimum of 1 speaker for Small-Sized Conference Rooms
     b. Four Wireless microphones
     c. 2 Flipchart per day and a set of Markers for each Flipchart
     d. Free Wi-Fi Internet Connection for all participants with minimum speed of 32 MB
     e. A minimum of 5 Universal Power Adapters per Conference Room per day
     f. Pens and Notepads for each participant placed on table on first day
     g. Mineral Water 1 litre per day placed between two chairs in the Conference Room in glass containers
     h. No camera for zoom required

This letter serves to inform that Amendment No. 1 to RFQ-IDN/JKT23-0012 will be posted in response to questions raised by Bidders.

For your consideration while preparing your response to the above mentioned [RFQ/ITB/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