

Date: 06 June 2023

To: All Bidders

From: International Development Law Organization, Headquarters Procurement Unit

Subject:

**Amendment No: 1**

Reference is made to IDLO ITB No ITB-IDN/JKT23-0002 issued on 26 May 2023 for the procurement of Hotel Accommodation and Conference Services through IDLO Tenders website.

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

- Query: Seeking clarification on the payment terms, whether payment will be made after the completion of conference services in each city or only after all services have been delivered across all cities.**

Answer: IDLO shall make payment by means of a bank remittance within thirty (30) days of the later of (1) receiving an invoice and corresponding documents as specified in the Contract, and (2) acceptance of the Goods by IDLO.

- Query: Seeking information on the activities schedule and quantity**

Answer: Framework Agreements will be put in place for 12 months (with possibility of renewal for additional 12 months) and IDLO will place orders on a need basis throughout the year. The below table is just an indication for the upcoming events that are foreseen to happen in the next months and it is not binding on the organization.

| No | City           | Quantity | Total Meeting Package (days) | Total Accommodation Nights | No of participants | Month               |
|----|----------------|----------|------------------------------|----------------------------|--------------------|---------------------|
| 1  | Jakarta        | 2        | 2                            | 3                          | 45                 | August to September |
| 2  | Bogor / Banten | 1        | 2                            | 3                          | 45                 |                     |
| 3  | Tangerang      | 1        | 2                            | 3                          | 45                 |                     |
| 4  | Bandung        | 1        | 2                            | 3                          | 20                 |                     |
| 5  | Makassar       | 1        | 2                            | 3                          | 45                 |                     |
| 6  | Padang         | 1        | 2                            | 3                          | 45                 |                     |
| 7  | Surabaya       | 1        | 2                            | 3                          | 45                 |                     |
| 8  | Jogjakarta     | 1        | 2                            | 3                          | 45                 |                     |

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