IDLO
Creating a Culture of Justice
International Development Law Organization

Date: March 8, 2024

To: **All Bidders**
From: **International Development Law Organization, Headquarters Procurement Unit**
Subject: Framework Agreement for the Development of E-Learning Courses and Provision of Instructional Design Training

Clarification Letter No: 1

Reference is made to ITB NO. PHIL_2024_003 E-Learning Development and Instructional Design Training issued on March 15, 2024 for the Framework Agreement for the Development of E-Learning Courses and Provision of Instructional Design Training in Metro Manila through IDLO Tenders website.

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

No.	RFP reference	Question	Answer
1		For the conversion courses (Basic, Intermediate, Advanced), what will be input provided to vendor? Is it an existing courses in SCORM format OR input will be PPT/Word files OR PPT based training document?	For course conversions, depending on specific requirements and asset availability, some may already be housed in the institution's LMS (Moodle, Thinkific). It is possible that some modules are already in SCORM format, while others may be in Microsoft file format; some may simply be in the multimedia content format (pdf, jpg, png, mp4, etc).
2	Section D Page 16 Custom Development Course: Description: Courses requiring the creation of new content or significant adaptation of existing materials to meet specific learning objectives and organizational requirements. Characteristics:	a. Does "tailored content creation from scratch" mean research and curation of content from various online resources? b. Will this type of work require Subject Matter Expertise OR will SME support will still be provided by IDLO?	The tailored content creation will be done in close collaboration with the subject matter experts provided by IDLO, and SMEs of the partner institutions. For custom development courses, it is expected that the vendor may be designing original static and interactive content from scratch, depending on specific requirements, but it is also possible to source assets

	• Tailored content creation from scratch.		from reputable stock libraries, with the vendor covering licensing costs.
3	Annex F Pricing Under each, the unit of measure says "maximum or minimum number of modules of 15 slides each".	It is not clear what is the "Unit of measure". The wordings in the column "Unit of Measure" of the table are confusing. a. Is Unit of Measure for pricing "One module of 15 slides"? Please confirm.	For each type of course conversion, the following are the units of measure: • Short course - maximum of 7 modules with at least 15 slides each • Regular course - maximum of 14 modules with at least 15 slides each • Long course - minimum of 15 modules with at least 15 slides each h
4	Annex F Pricing 13. Instructional Design Training (Face to Face) Face to Face capacity development training on instructional design with the partner institutions (venue, meals, and accommodations will be covered by IDLO)	A. Is quoting for this scope mandatory? B. Please specify if we need to provide hourly rate? C. DO we have to give OFFSHORE rates OR ONSITE rates? D. If ONSITE, do we consider Phillipines as the location for conducting this task?	Partial bids are permitted. Vendors are invited to submit proposals for course conversion services exclusively, capacity development training services exclusively, or both. The unit of measure for the training is hour, so vendors are expected to provide their hourly rate. All capacity development trainings, and post-training support will be conducted onsite, so the location would be the Philippines.
5	Annex F Pricing 14. Post-Training Instructional Design Coaching Face to Face coaching on instructional design with the partner institutions	A. Is quoting for this scope mandatory? B. Please specify if we need to provide hourly rate? C. DO we have to give OFFSHORE rates OR ONSITE rates? D. If ONSITE, do we consider Phillipines as the location for conducting this task?	See answer to Number 4.
6	Basic Conversion Course: Description: Courses that involve straightforward conversion of existing content into e- learning format without significant restructuring or interactive elements. Characteristics:	s this characteristic description for "One module of 15 slides" OR for a different duration of a course? We ask this because we need to know for how much duration of a course, is this definition to be considered?	For the course conversions, it is expected that there will be a variety, depending on the requirements of the partner institutions. The duration is reflected in the following units of measure: • Short course - maximum of 7 modules with at least 15 slides each • Regular course - maximum of 14 modules with at least 15 slides each

	Minimal interactivity (5-7 interactions). Limited to basic multiple-choice quizzes or simple drag-and-drop activities. Limited multimedia content (5-7 multimedia). Basic use of images and text. Basic navigation and layout. Simple linear navigation with 5-7 branching.		• Long course - minimum of 15 modules with at least 15 slides each Therefore, it is possible that a basic course conversion, with few interactions and multimedia to be a short course (having less than 4 modules), but it is also possible for it to be lengthy (with more than 15 modules).
7	Intermediate Conversion Course: Description: Courses requiring moderate restructuring and enhancement of existing content to improve engagement and interactivity. Characteristics: Moderate interactivity (8-14 interactions). Includes a mix of question types (e.g., multiple-choice, true/false, matching) and interactive exercises (e.g., drag-and- drop, hotspots) Enhanced multimedia content (8-14 multimedia) such as audio narration, and basic animations. Improved navigation and user experience, with 8-14 branching.	Similar question to above. For what duration of course do we consider this description.?	See answer to Number 6.
8	Could you please confirm if there are any geographical or jurisdictional restrictions, or any other conditions, that might prevent a company with a global client base from participating in this bidding process? Are all services expected to be provided remotely? Will travel be required?		The service is anticipated to be executed and delivered to IDLO Philippines, situated in Rockwell Center, Makati City, Philippines. While certain phases of the e-learning course development may be conducted remotely, it is essential that the training sessions be conducted in person at a venue arranged by IDLO. There are no language requirements, aside from English.

	Are there any language qualification other than English?		
9	Section B. Qualifications states "Minimum average annual turnover of EUR 5,000.00 for the last 3 years."	Can you confirm the figure of five thousands 5000 Euros is correct?	Yes

This letter serves to inform that Amendment No. 001 to ITB NO. PHIL_2024_003 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.

Headquarters Procurement Unit IDLO