

Date: March 15, 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: 2

Reference is made to ITB NO. PHIL_2024_003 E-Learning Development and Instructional Design Training issued on March 1, 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		<i>For the point about sharing 5 past contracts of similar scope and value, is it necessary for us to share the exact copies of our past contracts with other organizations? As some contracts are stated as confidential between our company and the client organization, we wanted to know if it would be sufficient for us to share an overview of the contract, where we would make sure to include the organization, value, and duration of the projects.</i>	Vendors will be evaluated according to the financial and technical requirement as stated in the Invitation to Bid. Failure to provide the required documents will be considered disqualified. IDLO make sure that all documents provided to us are considered highly confidential.
2		<i>For the use of Articulate 360 as the main authoring platform, would we need to add the price of its subscription to our cost proposal, or would we be using IDLO's existing account for Articulate 360?</i>	Vendors must incorporate all their operational costs in the proposal.
3		<i>For integration in Moodle and Thinkific platforms, are they pre-existing platforms created by IDLO already, or would it need to be built by our side?</i>	Each partner institution maintains and manages their own learning management system.

This letter serves to inform that Amendment No. 002 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