

INTERNATIONAL DEVELOPMENT LAW ORGANIZATION INVITATION TO BID

Reference: ITB No. PHIL_2024_003

Date: **March 1, 2024**

Dear Sir/Madam,

The International Development Law Organization (IDLO) kindly invites your Company/Organization to submit a Bid for **Framework Agreement of Instructional Design and E-Learning Service Contractor**. The full requirement is described in Annex C.

We also request that your Bid is submitted using the format specifically detailed in Annex D, E and F.

Bids submitted by email must be limited to a maximum of **10MB**, virus-free and no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

Bids shall be evaluated based on the criteria set in Annex B.

IDLO is not bound to accept any Bid, nor award a Contract, nor be responsible for any costs associated with a Bidder's preparation and submission of a Bid, regardless of the outcome or the manner of conducting the selection process.

IDLO encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to IDLO if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this Invitation to Bid (ITB).

By submitting a Bid in response to this information, Bidders are confirming acceptance of IDLO General Terms and Conditions for the Procurement of Goods or Services and IDLO Supplier Code of Conduct in full and; Payment Policy where payment is made within 30 days after delivery of service on presentation of complete and correct invoice.

This ITB consists of the following Annexes. Please be guided by these in preparing your Bid:

a.	Instructions to Bidders	Annex A
b.	Preliminary Screening Criteria	Annex B
c.	Terms of Reference (TOR)	Annex C
d.	Bid Submission Form	Annex D
e.	Bidder Information Form	Annex E
f.	Price Schedule	Annex F
g.	IDLO Special Conditions of Contract	Annex G
h.	IDLO General Terms and Conditions for the Procurement of Goods or Services and IDLO Supplier Code of Conduct	Annex H

For any questions/clarifications related to this ITB before Deadline for Submissions of Bid, please contact IDLO on tenders@idlo.int and mention **Clarification ITB No. PHIL_2024_003** in the subject section of your email.

Deadline for Submission of Proposals:
On or before **Date: March 15, 2024**
Time: 15:00 hours Rome, Italy local time.

Thank you and we look forward to receiving your Bid.

Sincerely yours,
International Development Law Organization | IDLO
IDLO Philippines

**ANNEX A
INSTRUCTIONS TO BIDDERS**

1. General Considerations	<p>In preparing the Bid, the Bidder is expected to examine the ITB in detail. Material deficiencies in providing the information requested in the ITB may result in rejection of the Bid.</p> <p>The Bidder will not be permitted to take advantage of any errors or omissions in the ITB. Should such errors or omissions be discovered, the Bidder must notify IDLO.</p>
2. Cost of the Bid	<p>The Bidder shall bear all costs associated with the preparation and submission of the Bid.</p> <p>IDLO will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.</p>
3. Currency of Bid	<p>Bids shall be nominated exclusively in PHP.</p> <p><i>Note: Local Suppliers must comply with any applicable laws regarding doing business in other currencies</i></p>
4. Language of the Bid	<p>The Bid and all correspondences and documents relating to the Bid exchanged by the Bidder and IDLO shall be written in the English language.</p>
5. Deadline for Submissions of Bid	<p>The Bid shall be addressed to IDLO on or before Date: March 15, 2024 Time: 15:00 hours Rome, Italy local time.</p> <p><i>Note: Proposals submitted by email must be limited to a maximum of 10MB, virus-free and no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.</i></p>
6. Delivery Term and Place	<p>Services will be delivered within the required days after receipt of Work Order from IDLO Philippines within Metro Manila, Philippines.</p>
7. Customs clearance , if needed, shall be done by:	<p><input checked="" type="checkbox"/> N/A</p>
8. Special Packing Requirement or Temperature Control	<p><input checked="" type="checkbox"/> N/A</p>
9. Documents comprising the Bid	<p>The Bid shall comprise the following components:</p> <ol style="list-style-type: none"> 1. Bid Submission Form (see Annex D); 2. Bidder Information Form (see Annex E) 3. Price Schedule (Annex F)
10. Contents of solicitation documents	<p>The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Bidder's risk and will affect the evaluation of the Bid.</p>

<p>11. Clarification of solicitation documents</p>	<p>A prospective Bidder requiring any clarification on this ITB may contact IDLO by email on tenders@idlo.int no later than 72 hours prior to the deadline for submission of Bids.</p> <p>Please mention Clarification ITB No. PHIL_2024_003 in the subject section of your email.</p> <p>Written copies of the organization's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Bidders that have received the Solicitation Documents or posted on IDLO website.</p> <p>Any delay in IDLO's response shall not be used as a reason for extending the deadline for submission, unless IDLO determines that such an extension is necessary and communicates a new deadline to all the Bidders.</p>
<p>12. Amendments of solicitation documents</p>	<p>At any time prior to the deadline for submission of Bids IDLO may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Solicitation Documents by amendment.</p> <p>All prospective Bidders that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents.</p> <p>In order to afford prospective Bidders reasonable time for taking the amendments into account and preparing their offers, the procuring IDLO entity may, at its discretion, extend the deadline for the submission of Bids.</p>
<p>13. Format, signing, sealing, marking and submission of Bids</p>	<p>The Bid shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the Bid.</p> <p>The Bid must be submitted using the format specifically detailed in Annex D, E and F.</p> <p>A Bid shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Bidder, in which case such corrections shall be initialled by the person or persons signing the Bid.</p> <p>Before the stipulated deadline, the Bidder shall send one email to the following e-mail address: tenders@idlo.int with the Subject: "Submission for ITB No. PHIL_2024_003"</p>
<p>14. Joint Venture, Consortium, or Association</p>	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the</p>

	<p>members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between IDLO and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>After the Deadline for Submission of Bid, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of IDLO.</p> <p>The lead entity and the member entities of the JV, Consortium or Association shall abide by the requirement outlined in the following section in respect of submitting only one bid.</p> <p>The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by IDLO.</p> <p>A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ol style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p> <p>The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by IDLO.</p>
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15. Only One Bid	<p>The Bidder (including the individual members of any Joint Venture) shall submit only one Bid, either in its own name or as part of a Joint Venture.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this ITB; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this ITB process; e) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; f) or some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this ITB process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
16. Late Bids	<p>Any Bid received by IDLO after the deadline for submission of Bids, pursuant to clause <i>Deadline for the submission of Bid</i>, will be rejected and sent back unopened or destroyed unopened if the return cannot be secured unless the Bid was sent by email but was not properly received due to issues in IDLO mailing system.</p>
17. Validity Period of Bids	<p>All Bids will be valid for 90 days from the deadline for submission of Bids. In exceptional circumstances IDLO may request the Bidders to extend the validity of the Bid beyond what has been initially indicated in this ITB. The Bidders shall be invited to confirm the extension in writing, without any modification whatsoever on the Bid. The Bidders may choose not to extend the validity period of the Bid upon request of IDLO.</p>
18. Modification and withdrawal of Bids	<p>The Bidder may modify/withdraw its Bid after the Bid's submission, provided that written notice of the withdrawal is received by IDLO prior to the deadline prescribed for submission of Bids.</p> <p>The Bidder's modification/withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause <i>Deadline for Submission of Bids</i>.</p> <p>No Bid may be modified nor withdrawn after the deadline for submission of Bids.</p> <p>No Bid may be modified/withdrawn in the Interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder in the Bid Submission Form.</p>

19. Amendment of the Bid	<p>At any time prior to the deadline of Bid submission, IDLO may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders.</p> <p>If the amendment is substantial, IDLO may extend the Deadline for submission of bid to give the Bidders reasonable time to incorporate the amendment into their Bids.</p>
20. Bidders' conference	<input checked="" type="checkbox"/> N/A
21. Right to accept, reject, or render non-responsive any or all Bids	IDLO reserves the right to accept or reject any Bid, to render any or all of the Bids as non-responsive, and to annul the solicitation process and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for IDLO's action. Furthermore, IDLO shall not be obliged to award the contract to the lowest priced offer.
22. Clarification of Bids	To assist in the examination, evaluation and comparison of Bids, IDLO may at its discretion ask the Bidder for clarification of its Bid. The request for clarification and the response shall be in writing and no change in price or substance of the Bid shall be sought, offered or permitted.
23. Evaluation of Eligibility and Qualification	<p>In general terms, Bidders that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> a) They are not included in IDLO Sanctions lists (EU, US, UN); b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; d) They are able to comply fully with IDLO General Terms and Conditions of Contract and IDLO Supplier Code of Conduct; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
24. Price variation	Bidders shall not vary their prices for any reason after the deadline of the tender and while the Bid is still valid.
25. Preliminary Screening	IDLO will screen the Bids' Annex D and E to determine whether they are complete, whether the documents have been properly signed, and whether the Bid is generally in order.

26. Correction of errors	In the event of a discrepancy between the unit price and the total price, the unit price shall prevail and the total price shall be corrected by IDLO. If the Bidder does not accept the final price based on IDLO's correction of errors, its Bid will be rejected.
27. Due Diligence	<p>IDLO reserves the right to undertake a due diligence exercise aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that IDLO may deem appropriate, at any stage within the selection process, prior to awarding the contract.
28. Responsiveness of Bid	<p>IDLO will determine the substantial responsiveness of each Bid to the ITB. For purposes of this Clause, a substantially responsive Bid is the one which materially conforms to the requirement of the tender and any mandatory terms contained in the Solicitation Documents.</p> <p>IDLO's determination of a Bid's responsiveness is based on the contents of the Bid itself without recourse to extrinsic evidence.</p>
29. Evaluation of Bid	All eligible Bids are assessed whether they are compliant, i.e., meet or exceed the specifications of the ITB
30. Right to Vary Requirements at the time of the Award	<input checked="" type="checkbox"/> N/A for Framework Agreement
31. Contract Award	<p>Contract Award shall be granted according to:</p> <ul style="list-style-type: none"> a) Full submission of relevant documentation as per Preliminary Screening Criteria (Annex B); b) Full submission of Bid Submission Form (Annex D) signed and stamped; c) Full submission of Bidder Information Form (Annex E);

	<p>d) Full submission of Price Schedule (Annex F) signed and stamped;</p> <p>e) Lowest priced, most technically acceptable/compliant offer;</p>
32. Contract Signature	<p>Within five (5) calendar days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to IDLO. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, IDLO may award the Contract to the Second Ranked Bidder or call for new Bids.</p>
33. Debriefing	<p>In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from IDLO. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future bids for IDLO procurement opportunities. The content of other bids and how they compare to the Bidder's submission will not be discussed.</p>
34. Payment Terms	<p>IDLO will make payment within 30 days after satisfactory receipt of all goods and upon submission of the invoice by the Supplier.</p>
35. General Terms and Conditions and Supplier Code of Conduct	<p>Any Contract or Purchase Order that will be signed as a result of this ITB shall be subject to the IDLO's General Terms and Conditions and Supplier Code of Conduct attached as Annex H.</p> <p>The mere act of submission of a Bid implies that the Bidder accepts both Annexes in full.</p>
36. Liquidated Damages	<p><input checked="" type="checkbox"/> Yes - For late delivery of <u>Services</u>, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 18 of the General Terms and Conditions.</p> <p>If the Contractor fails to perform the requested Services within the time period specified and as stipulated in the terms and conditions of the Contract, IDLO may, without formal notice and without prejudice to its other remedies under the Contract, be entitled to liquidated damages for every day delay in the provision and completion of the Services.</p>
37. Partial Bid	<p><input checked="" type="checkbox"/> Permitted</p> <p>Vendors are invited to submit proposals for course conversion services exclusively, capacity development training services exclusively, or both. IDLO Philippines welcomes proposals that cater to either aspect of the project or encompass both, providing vendors with the flexibility to specialize in their area of expertise or offer comprehensive solutions encompassing both course conversion and capacity development training services.</p>

**ANNEX B
PRELIMINARY SCREENING CRITERIA**

A. MINIMUM ELIGIBILITY CRITERIA

Subject	Criteria	Document Submission Requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Certificate of Incorporation/ Business Registration
Tax Revenue	Vendor is registered with pertinent country's revenue authority.	Valid Tax Compliance Certificate
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB Annex A Clause 22.	Self-Attestation Letter
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Self-Attestation Letter
Bankruptcy	Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Self-Attestation Letter
Certificates and Licenses	Description of all related services offered, physical address and contact details for office.	Full Company Profile Certificate in E-Learning Course Development/Implementation

B. QUALIFICATION CRITERIA

QUALIFICATION		
Previous Experience	Minimum 5 years of relevant experience.	Provide evidence (links of available e-learning courses online)
	Minimum 5 contracts of similar value, nature and complexity implemented over the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Provide copy of contracts Letter of Recommendation
	Experience working with Philippine government Institutions would be an advantage.	Provide evidence (Name of the Organization, Contact Person and Contact number for reference check)
	Previous experience in designing and developing training modules would a considerable asset	Provide evidence (sample links to the portfolio)
	Excellent command of graphics, design and multi-media.	Provide evidence (sample links to the portfolio)
Financial Standing	Minimum average annual turnover of EUR 5,000.00 for the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i> Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability by submitting an audited financial statement (balance sheets, including all related notes, and income statements) for the last 3 years <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Audited Financial Statements or Bank Statements
Behavioural Competencies of the Representative/Provider	Excellent written and verbal communication skills. Excellent Interpersonal skills; ability to work constructively with several Internal service departments. Proven ability to develop and foster remote working relationships.	Provide CV/Resume of the expected Representative or Focal Person and a maximum of 3 team members who are expected



	<p>Proven ability to see through set tasks and deliver results. Ability to work under pressure with tight deadlines, flexibility and an entrepreneurial spirit.</p> <p>Self-motivated, creative and dynamic with a willingness and ability to use Initiative.</p> <p>Keen sense of ethics, Integrity and commitment to IDLO's mandate.</p>	<p>to accomplish the deliverables</p>
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ANNEX C TERMS OF REFERENCE

A. About IDLO

The International Development Law Organization (IDLO) is an intergovernmental organization exclusively devoted to promoting the rule of law. Established in 1983, IDLO works to enable governments and empower people to reform laws and strengthen institutions to promote peace, justice, sustainable development and economic opportunity. Its programs, research and policy advocacy cover the spectrum of rule of law from peace and institution building to social development and economic recovery in countries emerging from conflict and striving towards democracy.

The Assembly of Parties is IDLO's highest decision-making body. It is composed of Representatives of all Member Parties, which have joined the Establishment Agreement of IDLO. IDLO currently has 37 Member Parties.

IDLO has its Headquarters in Rome, a Branch Office in The Hague, Liaison Offices for the United Nations in New York and Geneva, and Country Offices in Afghanistan, Armenia, the Bahamas, Burkina Faso, Honduras, Indonesia, Kenya, Kyrgyzstan, Jordan, Liberia, Mali, Mexico, Moldova, Mongolia, Myanmar, Niger, the Philippines, Somalia, Tunisia, Uganda and Ukraine.

The work of IDLO is sustained by a dynamic, diverse, multinational and multicultural workforce, comprised of over 400 employees plus additional personnel in the non-employee category such as consultants and interns. About one fourth of the IDLO workforce is based in its Headquarters in Rome, while the rest are spread across the globe in our Branch and Country offices.

B. Background

IDLO is committed to assisting Philippine Justice Sector Institutions as they seek to employ world-class professional capacity development agencies to continuously improve the knowledge and skills of their staff and thereby improve the quality of justice delivery for the public. As part of this larger effort, IDLO is assisting the Department of Justice (DOJ) and the Anti-Money Laundering Council (AMLC), the Office of the Ombudsman (OMB), and the Philippine Judicial Academy (PHILJA) in the development of self-paced courses.

C. Condition of Contract and Expected Output

IDLO is looking to establish multiple Framework Agreements with able and qualified Suppliers. A Framework Agreement is a type of agreement with its terms and conditions under which procurement of goods or services can be effected over a specified period, but which places no obligation on IDLO to order any minimum or maximum quantity. All terms and conditions including the prices will remain unchanged during the period of the Framework Agreement(s).

After entering into a Framework Agreement, IDLO shall place order on a "need basis".

The confirmed award shall be in the form of a duly authorized Work Order. The Work Order is IDLO's commitment against Framework Agreements. The Work Order will provide information on the exact items, its quantities and unit prices (lifted from the Framework Agreement) in addition to other logistic details.

The duration for Framework Agreement(s) is 12 months with an option to extend at the same price, terms and conditions for a second 12-month period subject to satisfactory performance and agreement by both parties.

This ITB is for **Instructional Design and E-Learning Service Provider**.

D. Assignment

To enhance the competency of justice professionals, IDLO will retain an Instructional Design and E-Learning Service Provider to provide expert guidance to its partner Institutions on the conversion of legal subject matter courses into a self-paced course that are compatible with LMS platforms specifically, Moodle, and Thinkific. IDLO's primary content authoring tool is Articulate 360 (Rise and Storyline), but other tools may be used by the service provider for as long as it is compatible to partner Institutions' LMS.

The Instructional Design and E-Learning Service Provider, in consultation with IDLO's Field Program Coordinators, will design and develop e-learning courses, based on the modules developed by the technical working group (TWG) of the DOJ and AMLC, using the Instructional principles of ADDIE (Analysis, Design, Development, Implementation and Evaluation). The service provider will also design and deliver trainings for partner institutions on Instructional design, and other topics related to it such as the use of course authoring tools, when necessary.

Vendors are invited to submit proposals for course conversion services exclusively, capacity development training services exclusively, or both. IDLO Philippines welcomes proposals that cater to either aspect of the project or encompass both, providing vendors with the flexibility to specialize in their area of expertise or offer comprehensive solutions encompassing both course conversion and capacity development training services.

The Instructional Design and E-Learning Service Provider will perform the following duties:

- I. Design and development of self-paced e-learning course
 - Complete IDLO's mandatory courses, prior to the commencement of the assignment, including the Online Training of Trainers course, to ensure a comprehensive understanding of IDLO's training standards and methodology before commencement of work.
 - Develop an Implementation Plan for the delivery of the e-learning content through various LMS platforms, specifically Moodle, and Thinkific. Include timelines, resource allocation, and technical specifications for seamless integration.
 - Collaboration with Technical Working Groups (TWGs):
 - a) Align learning objectives and activities with organizational goals.
 - b) Gather insights and feedback from subject matter experts to inform course content development.
 - Conduct workshops and consultations with TWGs to finalize a comprehensive course storyboard, reflecting instructional design principles and consistency with IDLO's methodology and quality standards.
 - E-learning Course Development:
 - a) Execute the development of e-learning courses based on the finalized storyboard, including, but not limited to:

- Audio and video editing with animation to enhance engagement.
 - Creation or integration of media assets such as photos, illustrations, characters, icons, videos, text elements, audio, and interactive elements.
 - b) Depending on specific requirements and asset availability:
 - Utilize assets provided by the institution.
 - Source assets from reputable stock libraries, covering licensing costs.
 - Develop custom assets following institutional guidelines.
 - Collaborate with the institution for asset development, onsite if necessary.
 - Provide digitization or beautification services for existing documents.
- Communication Workflow:
 - a) Designate a focal person who will liaise with representatives from the institution (DOJ/PHILJA/AMLC/OMB) for course development.
 - b) Establish a continuous feedback loop throughout the development process, integrating stakeholder input into iterative revisions for optimal course outcomes.
- Present and validate the e-learning course:
 - a) Test the course on Chrome, Internet Explorer, Firefox, Edge, and mobile browsers.
 - b) Provide IDLO with final course modules containing all assets in SCORM or XAPI file format
 - c) Upon upload of SCORM or XAPI files to the institution's platform, be available to fix any functional bugs and address any issues found within the modules.
 - d) Provide IDLO with the source files from Articulate Storyline 360 or Articulate Rise for future reference and modification purposes.
- Revise and finalize the e-learning course based on the feedback from the validation meeting and beta-testing.

The courses to be developed may fall under the following categories:

Basic Conversion Course:

Description: Courses that involve straightforward conversion of existing content into e-learning format without significant restructuring or interactive elements.

Characteristics:

- 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.

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.

Advanced Conversion Course:

Description: Courses involving comprehensive redesign and development of existing content to create highly interactive and engaging e-learning experiences.

Characteristics:

- Advanced interactivity (15-21 interactions) with simulations, branching scenarios, and gamification elements.
- Rich multimedia content (15-21 multimedia) including videos, simulations, and complex animations.
- Customized navigation and user-driven learning paths with extensive (15-21) branching and exploration options.

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:

- Tailored content creation from scratch.
- High levels of interactivity and multimedia integration.
- Customized assessments and learning activities.

Courses may also vary in terms of the number of modules:

- 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

- II. Capacity development training on instructional design with the partner institutions
- Conduct an initial needs assessment to identify the specific requirements and skill levels of the partner institutions in instructional design.
 - In collaboration with IDLO PH Capacity Development Unit, develop a customized training program tailored to the identified needs of the partner institutions in instructional design.
 - Conduct capacity development training sessions either onsite or virtually, depending on logistical considerations and preferences.
 - Offer interactive workshops, seminars, and coaching sessions to engage participants actively in the learning process.
 - The following are the expected topics covered, but not limited to:
 - a) Introduction to instructional design principles and methodologies.
 - b) Understanding adult learning theories and their application in course design.
 - c) Instructional design models and frameworks (e.g., ADDIE).
 - d) Best practices for developing engaging and effective e-learning content.
 - e) Utilization of authoring tools, particularly H5P, Articulate Rise, and Articulate Storyline for course creation and delivery.
 - f) Strategies for effective storyboarding.
 - Encourage hands-on practice and experiential learning opportunities for participants to apply newly acquired knowledge and skills.
 - Facilitate practical exercises and collaborative projects to reinforce learning and promote knowledge transfer.
 - Share relevant resources, templates, and tools to assist partner institutions in the instructional design process.

- Provide post-training support through coaching and guidance to the Technical Working Groups (TWGs) within partner institutions.
 - a) Facilitate regular meetings and consultation sessions to address specific challenges and provide support in converting, designing, and developing e-learning courses.
 - b) Offer feedback and recommendations for improvement based on industry standards and best practices in instructional design.
 - c) Provide access to curated libraries of educational materials, case studies, and examples of effective e-learning content.

III. Main deliverables and timelines

Deliverable 1: Design and development of self-paced e-learning course

TIMELINE FOR E-LEARNING COURSE DEVELOPMENT

(for estimation purposes, this is not a binding list of courses and could change during Framework Agreement implementation)

Partner Institution	E-Learning Course for Development	Target Completion Date for Course Conversion
Department of Justice	Forensic Evidence	March 1 to April 30, 2024
Anti-Money Laundering Council	Anti-Money Laundering/Counter-Terrorism Financing (AMLC/CTF) Fundamentals	May 15, 2024
Anti-Money Laundering Council	AMLC Registration and Reporting Guidelines	May 15, 2024
Office of the Ombudsman	Anti-Corruption Law Series	March 1 to April 30, 2024
Philippine Judicial Academy	TBC	TBD

Deliverable 2: Capacity development training on instructional design with the partner institutions

TIMELINE FOR INSTRUCTIONAL DESIGN TRAINING

Partner Institution	Target Implementation Date
Department of Justice	TBD
Anti-Money Laundering Council	TBD
Anti-Money Laundering Council	TBD
Office of the Ombudsman	TBD
Philippine Judicial Academy	TBD

E. Duration of the Work

The Framework Agreement will initially be signed for a period of up to 12 months. IDLO is not obliged to use the services by the Contractor.

IDLO will review the quality of services and deliverables during the Initial 12-month period of the provision of services. Subject to satisfactory performance and agreement by both parties the Framework Agreement may be extended for a further two or 24-month period.

The prices will remain unchanged during the period of contract Implementation and details of deadline will be discussed/agreed in advance with the provider and Included In the relevant Work Orders Issued under the Framework Agreement.

F. Work Location

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.

**ANNEX D
BID SUBMISSION FORM**

This Form must be submitted using the Supplier's Official Letterhead/Stationery in the format specified below)

Dear Sir / Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide **Services** for **[INSERT AMOUNT OF MONEY AND CURRENCY]** as may be ascertained in accordance with the Price Schedule (Annex F) attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

We agree to abide by this Bid for a period of 90 days from the date fixed for opening of Bids in the Invitation to Bid, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We hereby accept the IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice.

We understand that you are not bound to accept any Bid you may receive.

Company/Organization: _____

Name: _____

Title: _____


Date: **Select date**

Signature: _____

Duly authorized to sign this Bid

**ANNEX E
BIDDER INFORMATION FORM**

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB ref number]		
Legal name of Bidder	[Complete]		
Legal address	[Complete]		
Year of registration	[Complete]		
Bidder's Authorized Representative Information	Name: [Complete] Title: [Complete] Telephone numbers: [Complete] Email: [Complete]		
Are you an IDLO vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert IDLO vendor number]		
Countries of operation	[Complete]		
No. of full-time employees	[Complete]		
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]		
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]		
Contact person that IDLO may contact for requests for clarifications during Bid evaluation	Name: [Complete] Title: [Complete] Telephone numbers: [Complete] Email: [Complete]		
Please attach the following documents: [As per Annex B - Preliminary Screening Criteria]	<ul style="list-style-type: none"> ▪ Certificate of Incorporation/ Business Registration ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ▪ Trade name registration papers, if applicable ▪ Quality Certificate for goods (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if relevant ▪ Patent Registration Certificates, if any of technologies submitted in the tender is patented by the Bidder ▪ Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); ▪ Export Licenses, if applicable ▪ Local Government permit to locate and operate in assignment location, if applicable 		

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- Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country
 - Audited financial statements (balance sheets, including all related notes, and income statements) for the last 3 years

ANNEX F PRICE SCHEDULE

The Price Schedule must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

In case of an equipment component to the service provided, the Price Schedule should include figures for both purchase and lease/rent options. The IDLO reserves the option to either lease/rent or purchase outright the equipment through the Bidder.

The format shown in the below table should be used while preparing the price schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

Table 1: Offer to Supply Goods / Services Compliant with Technical Specifications and Requirements

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in PHP
1.	Basic Course Conversion	Description: Courses that involve straightforward conversion of existing content into e-learning format without significant restructuring or interactive elements.	Short Course - maximum of 7 modules with at least 15 slides each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
2.			Regular Course - maximum of 14 modules with at least 15 slides each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
3.			Long Course - minimum of 15 modules with at least 15 slides each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
4.	Intermediate Course Conversion	Description: Courses requiring moderate restructuring and enhancement of existing content to improve engagement and interactivity.	Short Course - maximum of 7 modules with at least 15 slides each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
5.			Regular Course - maximum of 14 modules with at least 15 slides each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in PHP
6.			Long Course - minimum of 15 modules with at least 15 slides each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
7.	Advanced Course Conversion	Description: Courses involving comprehensive redesign and development of existing content to create highly interactive and engaging e-learning experiences.	Short Course - maximum of 7 modules with at least 15 slides each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
8.			Regular Course - maximum of 14 modules with at least 15 slides each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
9.			Long Course - minimum of 15 modules with at least 15 slides each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
10.	Custom Course Conversion	Description: Courses requiring the creation of new content or significant adaptation of existing materials to meet specific learning objectives and	Short Course - maximum of 7 modules with at least 15 slides each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
11.			Regular Course - maximum of 14	1	<input type="checkbox"/> Comply	

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in PHP
		organizational requirements	modules with at least 15 slides each		<input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
12.			Long Course - minimum of 15 modules with at least 15 slides each	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
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)	Hour	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
14.	Post-Training Instructional Design Coaching	Face to Face coaching on instructional design with the partner institutions	Hour	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)	
Total Cost of Goods						
Insurance						
Other Charges (please specify)						
Taxes/ VAT (___ %) (if applicable)						
Grand Total						

ANNEX G
IDLO SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement and/or amend the IDLO General Terms and Conditions for the Procurement of Services. Whenever there is a conflict, the provisions of the Special Conditions of Contract shall prevail over those in IDLO General Terms and Conditions for the Procurement of Services.

Place of delivery	Metro Manila, Philippines
Delivery date	<p>The Framework Agreement will be signed for a period of up to 12 months. IDLO is not obliged to use the services provided by the Contractor.</p> <p>IDLO will review the quality of services and deliverables after 12 months of provision of services. Subject to satisfactory performance and agreement by both parties the Framework Agreement may be extended for 12 months. The overall duration of the contract will not exceed 24 months.</p> <p>The prices will remain unchanged during the period of contract implementation.</p>
Payment terms	IDLO will process payment within 30 days after satisfactory receipt of all goods/ provision of services and upon receipt of the complete and correct invoice by the service provider.

**ANNEX H
IDLO GENERAL TERMS AND CONDITIONS FOR THE PROCUREMENT OF GOODS OR
SERVICES
AND
IDLO SUPPLIER CODE OF CONDUCT**

Any proposal submission will imply the unconditional acceptance of IDLO General Terms and Conditions for Goods and Services and adherence to the Supplier Code of Conduct.

The documents are available on IDLO Procurement Website:

https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_goods_august_2020.pdf

https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_services_feb_2022.pdf

<https://www.idlo.int/sites/default/files/documents/idlo-supplier-code-of-conduct.pdf>