

**INTERNATIONAL DEVELOPMENT LAW ORGANIZATION  
INVITATION TO BID**

Reference: ITB No. **ITB N 217-2025-UKR**

Date: **September 1, 2025**

Dear Sir/ Madam,

The International Development Law Organization (IDLO) kindly invites your Company/Organization to submit a Bid for **Rental and Support Services for Sound and Simultaneous Interpretation Equipment to be provided through Framework Agreement during specific events in the cities of Kyiv and Lviv, as well as in the Kyiv, L'viv, and Zakarpatska regions of Ukraine.** 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

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For any questions/ clarifications related to this ITB before Deadline for Submissions of Bid, please contact IDLO on [tenders@idlo.int](mailto:tenders@idlo.int) and mention **Clarification ITB NO. ITB N 217-2025-UKR** in the subject section of your email.

Deadline for Submission of Proposals:  
On or before **Date: September 19, 2025**  
**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  
Office of IDLO In Ukraine

**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 <b>UAH</b>.</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> <p>While the Bidder may choose to respond to the Bid in Ukrainian, IDLO's correspondences, documents and Contract relating to the Bid 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  <b>Date: September 19, 2025</b>  <b>Time: 15:00 hours Rome, Italy local time.</b></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 agreed number of days after receipt of Work Order from IDLO with instructions on location and timelines in the cities of Kyiv and Lviv, as well as in the Kyiv, L'viv, and Zakarpatska regions of Ukraine.</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"> <li>1. Bid Submission Form (see Annex D);</li> <li>2. Bidder Information Form (see Annex E)</li> <li>3. Price Schedule (Annex F)</li> </ol>

10. Contents of solicitation documents	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.
11. Clarification of solicitation documents	<p>A prospective Bidder requiring any clarification on this ITB may contact IDLO by email on <a href="mailto:tenders@idlo.int">tenders@idlo.int</a> no later than 72 hours prior to the deadline for submission of Bids.</p> <p>Please mention <b>Clarification ITB N 217-2025-UKR</b> 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>
12. Amendments of solicitation documents	<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>
13. Format, signing, sealing, marking and submission of Bids	<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 initialed 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:  <a href="mailto:tenders@idlo.int">tenders@idlo.int</a>  with the Subject: <b>"Submission for ITB No. ITB N 217-2025-UKR"</b></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 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"> <li>a) Those that were undertaken together by the JV, Consortium or Association; and</li> <li>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</li> </ol> <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</p>
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	Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by IDLO.
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> <ol style="list-style-type: none"> <li>they have at least one controlling partner, director or shareholder in common; or</li> <li>any one of them receive or have received any direct or indirect subsidy from the other/ s; or</li> <li>they have the same legal representative for purposes of this ITB; or</li> <li>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;</li> <li>they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder;</li> <li>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.</li> </ol>
16. Late Bids	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.
17. Validity Period of Bids	All Bids will be valid for <b>90 days</b> 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.
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>

	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.
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"> <li>a) They are not included in IDLO Sanctions lists (EU, US, UN);</li> <li>b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,</li> <li>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;</li> <li>d) They are able to comply fully with IDLO General Terms and Conditions of Contract and IDLO Supplier Code of Conduct;</li> <li>e) They do not have a consistent history of court/ arbitral award decisions against the Bidder; and</li> <li>f) They have a record of timely and satisfactory performance with their clients.</li> </ul>
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"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</li> <li>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;</li> <li>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;</li> <li>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;</li> <li>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</li> <li>f) Other means that IDLO may deem appropriate, at any stage within the selection process, prior to awarding the contract.</li> </ul>
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"/> <b>N/A for Framework Agreement</b>

31. Contract Award	<p>Contract Award shall be granted according to:</p> <ul style="list-style-type: none"> <li>a) Full submission of relevant documentation as per Preliminary Screening Criteria (Annex B);</li> <li>b) Full submission of Bid Submission Form (Annex D) signed and stamped;</li> <li>c) Full submission of Bidder Information Form (Annex E);</li> <li>d) Full submission of Price Schedule (Annex F) signed and stamped;</li> <li>e) Lowest priced, most technically acceptable/ compliant offer;</li> </ul>
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. Bid Protest Mechanism	<p>Bidders that genuinely consider they have been treated unfairly in connection with the IDLO procurement process or that the procurement process has not been conducted in accordance with the principles of fairness, transparency, and equal treatment may submit a formal protest to IDLO.</p> <p>To initiate a protest, suppliers must complete the <i>IDLO Supplier Bid Protest Form</i> provided at the following link and submit it via email at <a href="mailto:bidprotest@idlo.int">bidprotest@idlo.int</a> within ten (10) days after receiving a regret letter or email confirming that they were not successful: <a href="https://www.idlo.int/procurement/contact-feedback">https://www.idlo.int/procurement/contact-feedback</a></p> <p>All protests will be handled confidentially and impartially.</p>
35. Payment Terms	<p>IDLO will make payment within <b>30 days</b> after satisfactory receipt of all goods and upon submission of the invoice by the Supplier.</p>
36. 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>
37. Liquidated Damages	<p><input checked="" type="checkbox"/> <b>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.</b></p>

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	<b>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.</b>
38. Partial Bid	<input checked="" type="checkbox"/> <b>Not permitted (All or Nothing)</b>

**ANNEX B  
PRELIMINARY SCREENING CRITERIA**

**A. MINIMUM ELIGIBILITY CRITERIA**

Subject	Criteria	Document Submission Requirement
<b>ELIGIBILITY</b>		
<b>Legal Status</b>	Vendor is a legally registered entity.	Certificate of Incorporation/ Registration
<b>Tax Revenue</b>	Vendor is registered with pertinent country's revenue authority.	Valid Tax Compliance Certificate
<b>Eligibility</b>	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 23.	Self-Attestation Letter
<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Self-Attestation Letter
<b>Bankruptcy</b>	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
<b>Certificates and Licenses</b>	<ul style="list-style-type: none"> <li>▪ Portfolio/ Website, Catalogues/ Brochures attesting compliance to Technical Requirements of the Equipment that will be utilized to deliver the services.</li> </ul>	<ul style="list-style-type: none"> <li>• Link to the Portfolio/Website attesting compliance with Technical Specifications as mentioned under Annex C → "Scope of Technical Specifications";</li> <li>• Quality Certificate for Goods (e.g., ISO, etc.) and/ or other similar certificates, accreditations, awards and citations received by the Bidder, if relevant</li> </ul>

## B. QUALIFICATION CRITERIA

QUALIFICATION		
<b>Previous Experience</b>	Minimum two (2) years of relevant experience.	Copies of two (2) Contracts as evidence of the firm experience in delivering similar services
	Minimum two (2) contracts of similar value, nature and complexity implemented over the last two (2) years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Minimum two (2) reference Letters from Inter-Governmental/ National/ International Organizations or Foreign Diplomatic Missions in Ukraine with contactable domain email addresses for verification
<b>Financial Standing</b>	Minimum average annual turnover of EUR 3,000.00 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>	Financial Statements or Bank Statements for the past three (3) years

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**ANNEX C**  
**TERMS OF REFERENCE / TECHNICAL SPECIFICATIONS**  
**SOUND EQUIPMENT RENTAL AND SERVICES FOR SIMULTANEOUS INTERPRETATION IN**  
**THE CITIES OF KYIV AND LVIV, AS WELL AS IN THE KYIV, L'VIV, AND ZAKARPATSKA**  
**REGIONS OF UKRAINE**

**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 aims to provide technical support efficiently, effectively, with accountability and transparency, and as such, the IDLO office in Ukraine is looking to establish a Framework Agreement(s) for Sound Equipment Rental and Services for Simultaneous Interpretation (as defined in the Table below) during specific events organized in Ukraine (**in the cities of Kyiv and Lviv, as well as in the Kyiv, L'viv, and Zakarpatska regions of Ukraine**).

**C. Condition of Contract and Expected Output**

IDLO is looking to establish one or several Framework Agreement(s) 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).

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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.

This ITB is for **Procurement of Rental and Support Services for Sound and Simultaneous Interpretation Equipment**.

#### **D. Duration and Work Location**

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.

Before each event, IDLO will notify the Contractor with a minimum of five (5) calendar days in advance by means of the Work Order with details on timeline, duration and location of events, as well as the type and quantity of items/ services needed and the unit price (quoted from the Framework Agreement) in addition to other logistical details. The Contractor shall be ready to provide the set forth services at any time during which the Framework Agreement is valid.

Work location can be identified in **Kyiv and Lviv, as well as in the Kyiv, L'viv, and Zakarpatska regions of Ukraine**. Detailed information on location of the events will be provided to the Contractor a minimum of five (5) calendar days in advance of each event and will be correspondently specified in the Work Order issued for each event.

When submitting an offer, please clearly specify **which city or region your proposal covers**. Additionally, indicate whether your company has the capacity to **extend operations to any of the identified locations** across Ukraine if need be.

#### **E. Qualifications of the Successful Contractor**

1. Be officially registered with the relevant authorities in Ukraine as a legal entity.
2. The Contractor is expected to have a minimum of 2 years of professional and relevant experience in providing the Sound Equipment Rental and Services for Simultaneous Interpretation to inter-governmental, national, international organizations or foreign diplomatic missions during hosting/ organizing/ supporting (ca. 50 participants at one go) in presence and hybrid\* events during which the simultaneous interpretation was required.

\* In case of hybrid event (some participants in the meeting rooms and others remotely connected), the interpretation system/ solution should be able to be integrated with online collaboration tools like Zooms, MS Teams, WebEx, etc.

3. The Contractor shall be able to provide the required equipment and services under the specified schedule as provided in the Work Order.
4. The Contractor shall provide all items in good condition. The quality of the items in question will be assessed and approved by IDLO prior to delivery and post assembly.

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5. In case of multi-day events, weekends and official holidays shall be excluded from the rent cost.

#### **F. Scope of Technical Specifications**

This ITB is for the **Procurement of Rental and Support Services for Sound and Simultaneous Interpretation Equipment** in line with the following specifications. The Services can be performed Online / Offline / or in hybrid format during specific events in the identified locations in **Kyiv and Lviv, as well as in the Kyiv, L'viv, and Zakarpatska regions of Ukraine.**

- a) The Services must be limited to the use of high quality systems/equipment brands, including simultaneous translation systems compliant with ISO standards: ISO 20108 and ISO 20109, interpreter booths compliant with ISO4043 and with a separation between interpreters, interpreter consoles, webcast devices with wired connectivity for use with the platform, audio-video interfaces and digital filters, hardware and software, if necessary, computers and monitors for the interpreters, and/ or the technicians.
- b) The Services must include installation and uninstallation of the systems and equipment, technical assistance to equipment, systems and interpreters' booths and any other system or equipment necessary for the delivery of services in a workmanlike manner.
- c) Contractor must provide and manage an online service that ensures live streaming to the Internet for at least 50 simultaneous participants, with built-in functionality for interpreters, and full compatibility with all other physical equipment used for the event. The Contractor may use Zoom Workplace Pro or an equivalent service with similar functionality, provided that the Contractor retains and manages the account without transferring any license or login credentials to the Client.
- d) The installation of the equipment must be performed at least one (1) day prior to the event.
- e) Interpreters shall be provided by IDLO.

## G. Detailed Terms of Reference for ICT Equipment

LOTS	Type of IT equipment / Name of service	Technical Description	Technical Requirements	Cost Identification Criteria
LOT 1	IR EMITTER OF THE SIMULTANEOUS INTERPRETATION SYSTEM	<p>The IR emitter of the simultaneous interpretation system shall ensure interpretation channels in the IR range. The emitter shall be easy to install on equipment racks and provide optimal signal coverage of the event area.</p> <p>By sequentially connecting several emitters in a circuit, the IR emitter must ensure that there are no blind spots. Indicators on the front panel of the IR emitter shall show the current status of the device, and the temperature control and shutdown modes should be enabled when there is no input signal.</p> <p>The emitter of the simultaneous interpretation distribution system shall use modern sound processing and transmission technologies and comply with ISO 20109 standards.</p>	Coverage area: up to 2,600 sq m	Daily Rate Per 1 Unit
			Power mode: full, half	
			The number of supported simultaneous interpretation channels in the basic configuration: at least 8	
			Signal frequency range: 2 MHz – 10 MHz	
			Number of trunk-connectors on the IR emitter: at least two 75 Ohm BNC connectors	
			Power supply: 100–240 V, 50/60 Hz	
			Power consumption: should not exceed 200 W	
LOT 2	INTERPRETER'S UNIT	The interpreter's unit shall ensure ergonomics of use and high quality of sound reproduction and transmission	Type of the console: desktop	Daily Rate Per 1 Unit
			At least two output channels (A + B) with an option of easy switching	

		<p>from participants to interpreters and vice versa. The device should use advanced digital audio processing and transmission technologies. The interpreter's unit should comply with ISO 20109:201 standards. The interpreter's unit shall have all the necessary control components to ensure provision of interpretation services of high quality to participants. The interpreter's unit shall allow 2 interpreters to work in turn without a physical switch of headsets and microphones, and there should be an option to turn the sound on and off in each selected channel.</p>	<p>Availability of simultaneous interpretation channels: at least 8</p> <p>Number of language selection buttons: up to 6</p> <p>Control functions: Buttons: turning-on/off of interpreter's microphone, turning-on of the original language, mute function (MUTE button), selection of the interpretation language. Controls: volume control in the interpreter's headset, volume control of the interpretation output signal, tone quality control , bass control.</p> <p>Stereo m-jack headphone plug interface: at least 3x</p>	
<b>LOT 3</b>	<b>INTERPRETER'S HEADSET</b>	<p>The interpreter's headset shall be connectable to the interpreter's unit for monitoring and communication. It should comply with the requirements of the ISO 20108 and ISO 20109 standards for interpreters' headsets.</p>	<p>Type of ear cushions: full ear coverage</p> <p>Plug for connecting: 3.5 mm TRS</p> <p>Frequency response of the microphone: no worse than 100 Hz – 8 kHz</p> <p>Frequency response of speakers : no worse than 20 Hz – 20 kHz</p>	<b>Daily Rate Per 1 Unit</b>
<b>LOT 4</b>	<b>SIMULTANEOUS INTERPRETATION CHANNEL</b>	<p>The simultaneous interpretation channel distribution system shall ensure high-quality multichannel transmission of</p>	<p>The number of supported simultaneous interpretation channels in the basic configuration: at least 6</p>	<b>Daily Rate Per 1 Unit</b>

	<b>DISTRIBUTION SYSTEM</b>	<p>audio signals to individual receivers, as well as the option of distributing the system audio channels to XLR audio interfaces.</p> <p>For optimal coverage of the event area, a simultaneous interpretation channel distribution system shall allow operation with multiple infrared emitters and support automatic detection of communication line lengths to automatically compensate for delays and adjust the IR field. The system should ensure the selection of the optimal infrared range for the broadcast of simultaneous interpretation language channel.</p>	<p>Number of trunk-connectors on the IR emitter: at least two 75 Ohm BNC connectors</p> <p>Number of audio outputs of the XLR interpretation audio signal: at least 9 for each simultaneous interpretation channel</p>	
<b>LOT 5</b>	<b>PORTABLE SIGNAL RECEIVER FOR THE SIMULTANEOUS INTERPRETATION SYSTEM</b>	<p>The personal receiver for the simultaneous interpretation system shall be user-friendly and reliable, operate in the infrared frequency range, and ensure speech reproduction of high quality.</p> <p>The personal channel receiver for the simultaneous interpretation system shall use advanced audio processing and transmission technologies and comply with ISO 20109 standards.</p>	<p>Number of supported simultaneous interpretation channels: at least 6</p> <p>Angle of reliable signal reception: no more than 270°</p> <p>Battery life: at least 20 hours</p> <p>Audio quality: no worse than 16 bits, 48 kHz</p>	<b>Daily Rate Per 1 Unit</b>

		The control components of the receiver should allow selecting the desired channel and provide volume control. If the headphones are disconnected, the receiver shall automatically switch to standby mode. The personal receiver should be powered by a replaceable stand-alone battery.	Headphone connection interface: 1/8" (3.5mm) TRS Jack	
			Power supply: rechargeable battery, at least 1,050 mAh, 3.7 V	
<b>LOT 6</b>	<b>HEADPHONES FOR LISTENERS</b>	Listener's headphones shall connect to a personal receiver of the simultaneous interpretation system via the 3.5 mm TRS interface. They should ensure high quality of sound and its registration.	Wire length: 100 cm, 3.5 mm TS Plug interface, Impedance: 16 Ohm, Frequency range: 20 Hz – 20 kHz.	<b>Daily Rate Per 1 Unit</b>
<b>LOT 7</b>	<b>CHARGING DOCK FOR RECEIVERS OF THE SIMULTANEOUS INTERPRETION SYSTEM</b>	The charging dock for personal receivers shall ensure fast charging, as well as convenient transportation and storage of individual consoles for receiving simultaneous interpretation channels.	Charging in automatic mode. Number of chargeable receivers: at least 100 Time to full charge: no more than 4 hours Power supply: 125 V / 230 V (50–60) Hz	<b>Daily Rate Per 1 Unit</b>
<b>LOT 8</b>	<b>BOOTH FOR SIMULTANEOUS INTERPRETERS</b>	The simultaneous interpretation booth must have a high level of sound proofing and a standard office appearance, as well as be large enough to comfortably accommodate two people. It should be equipped with an interpreter's desk. The interpreter's desk must be able to accommodate interpreter consoles and headsets, with due regard for ergonomic requirements.	Number of working places: 2 Minimum booth dimensions, m: width – 2.4; depth – 1.6; height – 2.0 Must have ventilation and lighting Regulatory standards: ISO 140-4:1998; ISO 2603:1998; ISO 3382:1997; IEC 60914:1998	<b>Daily Rate Per 1 Unit</b>

LOT 9	DESKTOP MICROPHONE	Desktop gooseneck condenser microphone shall ensure high-quality sound registration and be protected against GSM interference, induction from cell phones and other radio interferences. A two-color indicator should show the microphone's operating mode. To protect against extraneous noise, the microphone should be equipped with a windshield.	Frequency range: from 50 Hz to 17,000 Hz	Daily Rate Per 1 Unit
			Phantom power: 11–52 V (DC)	
			Directional diagram: omnidirectional, cardioid	
LOT 10	WIRELESS MICROPHONE SYSTEM	For wireless audio transmission, the vocal radio system shall be used that consists of a dynamic wireless microphone–transmitter and a receiver of audio signal. The system should have 6.3 mm TRS and XLR audio outputs, and LED indicators of signal level, operation mode, and battery level. The operating frequency must be between 470.200 – 1799.8 MHz	Bandwidth: at least 56 MHz	Daily Rate Per 1 Unit
			Transmitter coverage: at least 100 m (in direct line of sight)	
			Continuous battery life: up to 14 hours	
			Reproducible frequency range: 20 – 20,000 Hz	
LOT 11	SOUND AMPLIFICATION SYSTEM	The system shall ensure sound for event's participants with the maximum quality of sound reproduction	Overall power: up to 1 kW	Daily Rate Per 1 Unit
			Loudspeaker system type: active, broadband	
			Frequency range: at least from 30 to 19,000 Hz	
LOT 12	MIXING CONSOLE	It should ensure compilation, processing, control, and correction of audio signals, as	At least 8 mono and 2 stereo channels	Daily Rate Per 1 Unit

		well as their transmission to the loudspeaker system and simultaneous interpretation system. The device should be equipped with level, overload, and protection indicators. It should also be equipped with phantom power supply for condenser microphones.	XLR and 1/ 4" Jack interfaces for mono channels LED output signal indicator Phantom power supply: + 48 V	
<b>LOT 13</b>	<b>VIDEO CAMERA WITH TRIPOD (STATIC)</b>	Provides master long shot of the event, transmits video to processing equipment	TM: ELP or equivalent Photo sensor technology: CMOS Video recording resolution: 4 K Maximum aperture: 2 f Flash memory type: Internal Video recording format: MPEG Supported audio format: RM Connection technology: HDMI, USB Comes with a tripod.	<b>Daily Rate Per 1 Unit</b>
<b>LOT 14</b>	<b>VIDEO CAMERA WITH TRIPOD (DYNAMIC)</b>	Ensures filming of active speakers or dynamic events when used by a cameraman, transmits video to processing equipment	TM or model: Canon LEGRIA HF G70 or equivalent Photo sensor technology: CMOS Video recording resolution: 1,080 pixels, 4K Maximum aperture: 2.8 f Flash memory type: SD Video recording format: MP4 Supported audio formats: MP4, MPEG-2 AAC-LC Connection technology: HDMI, USB Comes with a tripod.	<b>Daily Rate Per 1 Unit</b>

LOT 15	LAPTOP	Provides processing of video and audio data. Provides streaming to the Internet.	<b>Minimum Specifications:</b> Processor: Intel core i-3, SSD:128 GB, RAM:16 GB Display diagonal: 15' USB: 3 HDMI: 1 Ethernet, WIFI, Bluetooth Power supply Audio input/output Accessories: mouse	<b>Daily Rate Per 1 Unit</b>
LOT 16	SOUND CARD (EXTERNAL)	Provides audio data processing	<b>Minimum Specifications:</b> Type: USB sound card for live streaming Material: metal -MIC INPUT: 1-2 (balanced) Frequency range: -1/-1 dB, from 20 Hz to 20 kHz Dynamic range: 82 dB, A-weighted THD+N 0.03%, 1 kHz Maximum input level: +6 dB Input impedance: 4 kΩ Gain range: +3 dB-+60 dB H Z INPUT2 (unbalanced) Maximum input level: +3.0 dB Input impedance: 1 mΩ 0 dB to +40 dB -LINE INPUT 1/2 (balanced) Maximum input level: +10 dB Input impedance: 18.5 kΩ	<b>Daily Rate Per 1 Unit</b>

			<p>Gain range: -10 dB to +40 dB</p> <p>-MAIN OUTPUT</p> <p>Frequency range: -1/-1 dB, from 20 Hz to 20 kHz</p> <p>Dynamic range: 82 dB, A-weighted</p> <p>THD+N 0.03%, 1 kHz</p> <p>Maximum output level: +6 dB</p> <p>Output impedance: 100 Ω</p> <p>HEADPHONES (output)</p> <p>Maximum output level: 15 mW+15 mW, 40 Ω</p> <p>-USB</p> <p>Technical parameters</p> <p>Gross bit rate: USB2.0, 24-bit, 44.1 kHz, 48 kHz, 88.2 kHz, 96 kHz, 176.4 kHz, 192 kHz</p> <p>XLR INPUT</p>	
<b>LOT 17</b>	<b>VIDEO MIXER</b>	Provides video data processing, as well as switching between video and audio input channels.	<p>TM or model: Blackmagic Design ATEM Mini HDMI or equivalent</p> <p><b>Minimum Specifications:</b></p> <p>Inputs / Outputs:</p> <p>Inputs: 4 x HDMI Type A, 2 x 3.5 mm stereo analog audio, 1 x RJ45 Ethernet</p> <p>Outputs - 1 x HDMI, 1 x USB Type-C</p> <p>Video / Audio</p> <p>Video input formats - HDMI Video:</p> <p>1080 p: 60, 59.94, 50, 30, 29.97, 25, 24, 23.98</p> <p>1080i: 60, 59.94, 50</p> <p>720p: 60, 59.94, 50</p>	<b>Daily Rate Per 1 Unit</b>

			<p>HDMI for computers:  1080p: 60, 59.94, 50, 30, 29.97, 25, 24, 23.98  1080i: 60, 59.94, 50  720p: 60, 59.94, 50  Video output formats - 1080p: 60, 59.94, 50, 30, 29.97, 25, 24, 23.98  Color space conversion: Hardware, real-time  Built-in audio: 2-channel input and output  Audio mixer: 6 inputs, 2 channels  General information:  Manipulators: 1 upstream, 1 downstream, 2 x Linear/Luma  OS: Apple macOS 10.13, 10.14, or higher than Windows 10</p>	
<b>LOT 18</b>	<b>UNINTERRUPTIBLE POWER SUPPLY (UPS)</b>	<u>Provides power supply for audio/ video and related equipment to guarantee uninterruptible service</u>	<p>Minimum Specifications:  Type: UPS or charging station  Maximum power: not less than 1.5 kW  Maximum capacity: not less than 1.2 kW/h</p>	Daily Rate Per 1 Unit
<b>Lot 19</b>	<b>WIRELESS SYSTEM SET FOR TOUR GUIDES WITH CASE</b>	The system is used to provide simultaneous interpretation services. The system is suitable for conducting tours in open areas, ensuring free movement of event participants, as well as for	<p>Minimum system requirements and configuration:  Audio transmitter with accessory kit – 2 pcs  Audio receiver with accessory kit – 15 pcs</p>	<b>Daily Rate Per 1 Unit</b>

		audiovisual design of presentations and conferences.	Charger (simultaneous charging) – 1 pc Case – 1 pc	
<b>LOT 20</b>	<b>TECHNICAL SUPPORT DURING THE EVENT</b>	Provision of technical support of the equipment, software and services (“on-site” engineers and operators during the event)		<b>Daily Rate Per Person</b>
<b>Lot 21</b>	<b>INSTALLATION / DISMANTLING AND SETTING UP OF THE SYSTEM / EQUIPMENT</b>	<p><b><u>Technical requirements for installation / dismantling:</u></b></p> <ul style="list-style-type: none"> <li>• Installation / dismantling and setting up of the system / equipment shall be provided by the Service Provider</li> <li>• The required connecting cords, cables, and adapters (audio, video, power) shall be provided by the Service Provider.</li> <li>• Consumables shall be provided by the Service Provider.</li> <li>• Provision of protection of key connecting points and cable routes.</li> </ul>		<b>Per service</b>

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**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 [AS PER ANNEX F] 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: \_\_\_\_\_

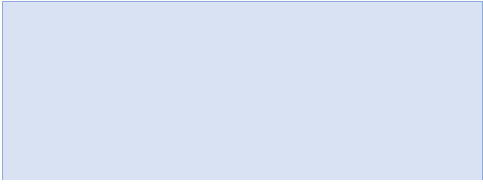
Date: **Select date**

Signature: \_\_\_\_\_

*Duly authorized to sign this Bid*

**ANNEX E  
BIDDER INFORMATION FORM**

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	ITB N 217-2025-UKR		
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"> <li>▪ Certificate of Incorporation/ Business Registration</li> <li>▪ 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</li> <li>▪ Copies of two (2) contracts as evidence of the company's experience in delivering the requested services;</li> <li>▪ Minimum two (2) Reference Letters from Inter-Governmental/ National/ International Organizations or Foreign Diplomatic Missions in Ukraine with contactable domain email addresses for verification;</li> <li>▪ Audited financial statements (balance sheets, including all related notes, and income statements) or bank statements for the last 3 years;</li> <li>▪ Self-Attestation Letters on Eligibility, Litigation History, Bankruptcy (see Annex C for details);</li> </ul>		

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- Quality Certificate for goods (e.g., ISO, etc.) and/ or other similar certificates, accreditations, awards and citations received by the Bidder, if relevant
  - Copy of Product Catalogues/ Brochures and/ or Link to the Website attesting compliance to Technical Specifications

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## 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.

IDLO is registered in Ukraine as an implementer of international technical assistance project and is free of VAT obligations. This means that the price in the quotation must be indicated without VAT and any invoice submitted in the future must include the phrase «No VAT».

**Note:** In case of multi-day events, weekends and official holidays should be excluded from the rent cost.

**Note:** When submitting an offer, please clearly specify which city or region your proposal covers. Additionally, indicate whether your company has the capacity to extend operations to any of the identified locations across Ukraine.

If you indicate the ability to operate in additional locations, please clarify whether any additional costs would be incurred. If so, these costs must be listed in the table under "OTHER CHARGES (if applicable)", reflecting the total cost per person to perform the task in the respective city. This cost should include all related expenses, such as travel, accommodation, per diem, and any other applicable charges.

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

<b>Lots</b>	<b>Item</b>	<b>Description of Technical Specifications</b>	<b>Unit Measure</b>	<b>Unit Price In UAH, excluding VAT</b>
Lot 1	<b>IR EMITTER OF THE SIMULTANEOUS INTERPRETATION SYSTEM</b>	<i>As per Annex C (Paragraph F) Technical Specifications</i>	<b>Pcs</b>	
Lot 2	<b>INTERPRETER'S UNIT</b>	<i>As per Annex C (Paragraph F) Technical Specifications</i>	<b>Pcs</b>	
Lot 3	<b>INTERPRETER'S HEADSET</b>	<i>As per Annex C (Paragraph F) Technical Specifications</i>	<b>Pcs</b>	
Lot 4	<b>SIMULTANEOUS INTERPRETATION CHANNEL DISTRIBUTION SYSTEM</b>	<i>As per Annex C (Paragraph F) Technical Specifications</i>	<b>Pcs</b>	
Lot 5	<b>PORTABLE SIGNAL RECEIVER FOR THE SIMULTANEOUS INTERPRETATION SYSTEM</b>	<i>As per Annex C (Paragraph F) Technical Specifications</i>	<b>Pcs</b>	
Lot 6	<b>HEADPHONES FOR LISTENERS</b>	<i>As per Annex C (Paragraph F) Technical Specifications</i>	<b>Pcs</b>	
Lot 7	<b>CHARGING DOCK FOR RECEIVERS OF THE SIMULTANEOUS INTERPRETATION SYSTEM</b>	<i>As per Annex C (Paragraph F) Technical Specifications</i>	<b>Pcs</b>	
Lot 8	<b>BOOTH FOR SIMULTANEOUS INTERPRETERS</b>	<i>As per Annex C (Paragraph F) Technical Specifications</i>	<b>Pcs</b>	

<b>Lots</b>	<b>Item</b>	<b>Description of Technical Specifications</b>	<b>Unit Measure</b>	<b>Unit Price In UAH, excluding VAT</b>
Lot 9	DESKTOP MICROPHONE	<i>As per Annex C (Paragraph F) Technical Specifications</i>	Pcs	
Lot 10	WIRELESS MICROPHONE SYSTEM	<i>As per Annex C (Paragraph F) Technical Specifications</i>	Pcs	
Lot 11	SOUND AMPLIFICATION SYSTEM	<i>As per Annex C (Paragraph F) Technical Specifications</i>	Pcs	
Lot 12	MIXING CONSOLE	<i>As per Annex C (Paragraph F) Technical Specifications</i>	Pcs	
Lot 13	VIDEO CAMERA WITH TRIPOD (STATIC)	<i>As per Annex C (Paragraph F) Technical Specifications</i>	Pcs	
Lot 14	VIDEO CAMERA WITH TRIPOD (DYNAMIC)	<i>As per Annex C (Paragraph F) Technical Specifications</i>	Pcs	
Lot 15	LAPTOP	<i>As per Annex C (Paragraph F) Technical Specifications</i>	Pcs	
Lot 16	SOUND CARD (EXTERNAL)	<i>As per Annex C (Paragraph F) Technical Specifications</i>	Pcs	

<b>Lots</b>	<b>Item</b>	<b>Description of Technical Specifications</b>	<b>Unit Measure</b>	<b>Unit Price In UAH, excluding VAT</b>
Lot 17	VIDEO MIXER	<i>As per Annex C (Paragraph F) Technical Specifications</i>	Pcs	
LOT 18	UNINTERRUPTIBLE POWER SUPPLY (UPS)	<i>As per Annex C (Paragraph F) Technical Specifications</i>	Pcs	
LOT 19	WIRELESS SYSTEM SET FOR TOUR GUIDES WITH CASE	<i>As per Annex C (Paragraph F) Technical Specifications</i>	Pcs	
Lot 20	TECHNICAL SUPPORT DURING THE EVENT	<i>As per Annex C (Paragraph F) Technical Specifications</i>	Daily Rate Per Person	
Lot 21	INSTALLATION / DISMANTLING AND SETTING UP OF THE SYSTEM / EQUIPMENT	<i>As per Annex C (Paragraph F) Technical Specifications</i>	Service	
OTHER CHARGES (IF APPLICABLE)			Service Per Person	

**Table 2: Offer for After-Sale Services and Other Conditions**

Other Information	Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Provision of Services in Kyiv			
Provision of Services in Lviv			
Provision of Services in Kyiv, L'viv, and Zakarpatska regions of Ukraine, or any other region of Ukraine.			

<p><b>Name, position and signature of the Bidder</b></p> <hr/> <p><i>Duly authorised to sign this Bid</i></p> <p><b>Date:</b></p>	<p><b>Bidder's Stamp</b></p>
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**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	<p><b>Work location is in the cities of Kyiv and Lviv, as well as in the Kyiv, L'viv, and Zakarpatska regions of Ukraine.</b></p> <p>Detailed information on location of the events will be provided to the Contractor a minimum of five (5) calendar days in advance of each event and will be correspondently specified in the Work Order issued for each event.</p>
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	<p>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.</p>
Warranty	<p>The Contractor shall be responsible for ensuring that the warranty period remains valid throughout the duration of the event specified in the Work Order.</p>

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**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_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/general_terms_and_conditions_for_services_feb_2022.pdf)

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