

Date: 19 December 2023

To: **All Bidders**

From: **International Development Law Organization, Headquarters Procurement Unit**

Subject: **RFQ No. N-UA-2023-000055_56**

Clarification Letter No: 2

Reference is made to IDLO RFQ NO. N-UA-2023-000055_56 for **Procurement of Office Furniture and Printing Products** issued on 28 November 2023.

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

1. **Question: Please let us know if delivery terms other than 5 working days are allowed (furniture specified in the specification is made only to order, it is not kept in stock)?**

IDLO Answer: Please inform on the estimated/exact delivery terms possible from your side, so that it can be taken into consideration while proceeding with the evaluation.

2. **Question: Is it possible to participate only in some lots (for example, in the first part, lots 1-13, 16, 17)?**

IDLO Answer: As per the requirement, partial Quotations are permitted as follows, however, you are not restricted to provide the Lots (Furniture items), that your company may offer. If not all the items available in Part 1, please provide the ones that are available.

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|-----------------------|--|
| a. Partial Quotations | <input checked="" type="checkbox"/> Permitted <ul style="list-style-type: none"> - Specifications for Goods (Part 1) or; - Specifications for Goods (Part 2) or; - Specifications for Goods (Part 1) and (Part 2) |
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3. **Question: Is there a contract template to understand their terms in advance?**

IDLO Answer: The contract draft will be shared with the selected bidder on the contracting stage. All the terms and conditions as well as the supplier code of conduct (that is part of the contract) are available on the following links:

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>

The review of the bids will be done based on the evaluation and award criteria stipulated in this solicitation in alignment with IDLO procurement principles. IDLO will inform each Bidder on the tendering results.

For your consideration while preparing your response to the above mentioned ITB. All other terms and conditions of the tender remain unchanged and remain applicable in full force.

We appreciate your continuous interest with IDLO and looking forward to receiving your valued offer.

Headquarters Procurement Unit

IDLO.

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