

Date: December 18, 2023

To: **All Bidders**

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

Subject:

Amendment No: 1

Reference is made to IDLO No.115/2023/SOM/ITB, issued on December 6, 2023, for the procurement of Translation and interpretation services through the IDLO Tenders website.

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

1. Regarding a specific part in the ITB that is not very clear, in the Annex C/TOR that: "The documents to be translated might include figures, pictures, captions and sources. **No additional cost will be to be charged for formatting the translated documents.**" This is a little bit confusing, as this is usually the reason why we need to do and charge for formatting. Given that we are not discussing about a specific request/publication it is impossible to determine the formatting cost and integrate it to the translation cost. What we can offer instead is either a price per hour for formatting/DTP (if and when needed) or you can confirm that we will only need to provide text translations and thus you will provide all source files in fully edited formats that don't require any changes from us in order to begin the translation process. Can you please consider the comments above and provide clarification?

Answer:

The potential formatting costs associated with translated documents. We would like to clarify that IDLO will indeed provide fully edited formats that do not necessitate any changes from your end to commence the translation process. The figures, captions, and sources will be supplied in an editable format, ensuring that no additional charges will be incurred for formatting the translated documents.

This letter serves to inform that Amendment No. 01 to No.115/2023/SOM/ITB, will be posted in response to questions raised by Bidders.

For your consideration while preparing your response to the above-mentioned No.115/2023/SOM/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

Headquarters
Viale Vaticano, 106
00165 Rome, Italy
Tel + 39 06 4040 3200
Fax + 39 06 4040 3232
idlo@idlo.int

Branch Office
Hofweg 9E
2511AA The Hague
The Netherlands
Tel + 31 70 240 0870
thehague@idlo.int

Office of the Permanent Observer
to the United Nations
336 East 45th Street, 11th floor
New York, NY, 10017, USA
Tel + 1 212 867 9707
newyork@idlo.int

Office of the Permanent Observer
to the United Nations
23 av. de France
1202 Geneva, Switzerland
Tel + 41 22 734 41 40
geneva@idlo.int

idlo@idlo.int
www.idlo.int
 @IDLO
 IDLOnews