



**INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE**

**RESPONSE TO QUESTIONS REGARDING TENDER 258-16/81**

Project Name: *International IDEA's Signature Publication*

Assignment Name: *Design of Digital and Printed Pub - Signature Publication*

**Based on questions received, the information below is provided for clarification regarding The tender referenced above. Please note if new questions are received they will be added to this document.**

**1. Question:**

How many print pages will the Global State of Demography Index amount to (roughly or approximately)?

**Response:**

The Global State of Democracy Indices will be approximately 35-40 pages long (current rough estimate).

**2. Question:**

Point 4.9 states: *“International IDEA reserves the right to vary at the time of award of contract, the quantity of services and/or goods, or scope of work by up to a maximum of twenty five per cent (25%) of the original TOR, without any change in the unit price or other terms and conditions”*

Question: can this statement be clarified? Does this mean that International IDEA may impose 25% more workload at no extra cost incurred once the contract has been signed?

**Response:**

In some situations, it may be necessary to make changes to the scope of work following the tender award and based on the contract negotiations with the winning bidder. For example if the planned timeframe for the work was stated as being 100 days in the tender it is possible to extend it to 125 days if seen necessary at contract negotiation stage. The contractor will be paid for the additional work but they cannot bill it at a different unit fee rate from that in their original proposal.

**3. Question:**



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In the ToR-design-company-Final-Aug-19.pdf document under 4. specific tasks

- a. Could we get some clarification to the amount of content management that will be required for the online publication if any?
- b. Would it need to be fully content managed in each chapter? For example all text, graphics, video inputs accessible and all continually editable in the Drupal CMS? Or would this be hard coded and editing handled by us as the website creator based on the finalised text?

**Response:** All text, graphics and video inputs would need to be accessible and editable in the Drupal CMS. International IDEA would like to have the flexibility and control to make changes to elements as necessary.

**4. Question:**

The online/digital version will be made accessible through the International IDEA website (<http://www.idea.int>), which has a Drupal Content Management System; OR is the accessibility to the publication through the IDEA website link to the publication from a section on the IDEA website?

**Response:** International IDEA would like the Signature Publication to be accessible from the “Publications” section of the IDEA website using Drupal CMS or [idea.int/publication-name](http://idea.int/publication-name).

**5. Question:**

“Develop interactive visualization platform for the Global State of Democracy Index, linked to the online publication; “

- As stated this data would be stated in the international IDEA online database, is this part of the new sites Drupal CMS MySQL/MariaDB database or a separate internal DB to pull the content from?



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**Response:** The database for the Global State of Democracy Indices would be part of the new International IDEA online database.