



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

TENDER NOTICE – Ref No. 258–16/95

Graphic Design Services

The International Institute for Democracy and Electoral Assistance (International IDEA) is an intergovernmental organization established in 1995, which aims to support sustainable democracy worldwide and assist in the development of institutions and the culture of democracy. At the interface between research, fieldwork and the donor community, International IDEA provides a forum for dialogue, builds networks of experts, develops training materials and provides strategic advice at the international, regional and national level, cooperating with a range of organizations.

International IDEA now invites proposals from qualified companies for the provision of graphic design services for the Institution under a Framework Contract. The main services include design and typesetting of International IDEA's publications and communication materials. The Request for Proposals and the Terms of Reference (Technical Specifications) are available at <http://www.idea.int/about/vacancies/index.cfm>

A contractor/contractors will be selected in accordance with the procedures set out in the Request for Proposals. More than one Framework Contract may be awarded. Interested companies may obtain further information at **tender@idea.int**, (quoting the tender reference number or name).

The closing date for receiving proposals is **23 November 2016 at 23:59 (CET)**. Late submissions will not be considered. Technical and Financial Proposals must be sent in separate files by email to the address below. Proposals being submitted by email should state the following text in the subject field: **Tender No. 258-16/95 (Technical and Financial) – Do not open before 23:59 (CET) 23 November 2016**

Note email address for submission of final proposals is as follows:

Email: tendersubmissions@idea.int

Stockholm, 7 November 2016