

Annex 2.3 – Documentation provided by Bidder

Tender Reference No.: 2026-09-098

Assignment: Provision of Integrated Event Management Services to Support International IDEA Activities in Ukraine

Lot(s) applied for: ☐ Lot 1 ☐ Lot 2 ☐ Lot 3 ☐ Lot 4

Please specify and submit each requirement listed below for every Lot applied for. Technical and Financial Proposals must be submitted in separate files, duly labelled with the corresponding section number, title and Lot number, in accordance with Section 3 of the Tender Notice. Large files may be compressed in ZIP format or sent in separate emails, duly labelled (for example, email 1 of 2 and email 2 of 2).

Documents provided by Bidder	Confirmation (✓)
TECHNICAL PROPOSAL	
1. Understanding of the assignment and proposed approach — identification of the Lot(s) applied for, and a brief description of the Bidder's proposed approach for each selected Lot, demonstrating understanding of the assignment and covering.	
2. Experience and Past Performance. For each Lot applied for, evidence of successful completion of at least three (3) contracts or projects of similar scope, complexity and nature (client, dates, contract value and brief description). The Bidder must provide the name and contact details of a client reference for each project submitted. International IDEA reserves the right to contact the references provided and/or complete a Service Provider Evaluation as part of the verification process.	
3. Proposed implementation timeline — indicative timeline for responding to and executing typical Service Orders.	
4. Signed Capacity Statement — signed by an officer or authorised representative of the Bidder, confirming sufficient financial, technical and managerial resources and facilities to complete the Scope of Services.	
ADMINISTRATIVE AND LEGAL DOCUMENTS	
5. Company profile (legal name, address, year of establishment, legal representative, and names of individuals or entities owning 50% or more of the company).	
6. Corporate and tax registration documents, licenses and permits necessary for performance of the work under the Lot(s) applied for.	
7. Signed Declaration of Honour Form. For Section VI – Declaration on honour on restrictive measures: please tick “YES” to confirm that the candidate/tenderer is not subject to any restrictive measures or sanctions as described in this section.	
FINANCIAL PROPOSAL (to be submitted in a separate file, as specified in Section 3)	
8. Financial Proposal completed using the Annex 2.4 template, for each Lot applied for. A bidder is not required to price Lots for which it is not applying.	

Date: _____



Position: _____

Signature: _____