



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

TENDER NOTICE

Tender Reference No: 2025-10-076

Assignment Name: Travel Management – Peru Office

Project Name: Travel Management – Peru Office

Deadline for Submissions: Proposals must be submitted **on or before 23:59 (CET), December 15, 2025. Late submissions will not be considered for evaluation.**

Address for Submissions: E-mail: tendersubmissions@idea.int

This email address is set up with auto-response to acknowledge emails received. In the event that you did not receive an autoreply, please send **a text message prior to the deadline for submission** (NO CALLS, CALLS WILL NOT BE ANSWERED) to this number **+46725375735**. In your text message, please provide the following:

- Tender reference no. and title
- Email address you used for submission
- Date and Time, you sent your submission (e.g. 01 December 2021, **12:30 CET**)
- **Please also send the above information to tender@idea.int before the deadline for submission.**

Format for Submissions: Proposals must be submitted by email. Technical and Financial proposals must be submitted in separate files and marked accordingly. **Price should not be mentioned in the Technical Proposal.**

The following text should be put in the subject field of the email:

Tender No. 2025-10-076 Technical and Financial Proposals – Do not open before 23:59 (CET), **December 15, 2025.**

Email Address for Clarifications: E-mail: tender@idea.int

Clarifications may be requested via e-mail **no later than 8 December 2025** at the above email address. Note a response to a request for clarifications will be issued to all tenderers on our website <http://www.idea.int/>. Therefore, tenderers are advised to check the website regularly during the process.

Note: There are **two different email addresses** as outlined above, **one to be used for Submission of your final proposal and the second one to be used for clarifications and other related correspondence.**

REQUEST FOR PROPOSALS

Section 1 General Information

- 1.1 The International Institute for Democracy and Electoral Assistance (International IDEA) is an intergovernmental organization established in 1995, with member states across all continents, which aims to support sustainable democracy world-wide and assist in the development of institutions and the culture of democracy. At the interface between research, fieldwork and the donor community, IDEA provides a forum for dialogue, builds networks of experts, develops training materials and provides strategic advice at international, regional and national level, cooperating with a range of organizations.
- 1.2 International IDEA now invites proposals from qualified Travel Agencies for the provision of Travel Management Services for International IDEA. The services include booking of flights, travel insurance, travel security, and other travel related needs of the Institute. A detailed description of the assignment is provided in the Terms of Reference attached to this Request for Proposals.
- 1.3 **Tentative timeframe:** It is anticipated that the services will commence on January 1st, 2026 and they will have to be completed before December 31, 2029.

Section 2 Preparation of Proposals

Essential Requirements

- 2.1 Language: The official language for the proposal, contract, reports and any other documents in relation to the assignment is English.
- 2.2 Required experience: International IDEA seeks to establish an advantageous agreement with a competent travel agent that is a fully accredited as an international organization with a wide geographical spread, the Institute requires a travel agency or agencies with the capacity and links to support this geographical spread.
- 2.3 The proposal should provide the following information:
- (i) Travel Agency Profile, as set out in section 5 Part 1 of the Terms of Reference;
 - (ii) Technical Proposal, as set out in section 5 Part 2 of the Terms of Reference;
 - (iii) Financial proposal, as set out in section 5 Part 3 of the Terms of Reference.
- 2.4 A completed and signed declaration of honour form. Please tick YES/NO as applicable.
- 2.5 In Section 3 of the Declaration and Honour Form, in the absence of conflict of interest, please mark this section Yes.

(3) declares that the above-mentioned person has no unresolved conflict of interest that may cause the impartiality the process of awarding the contract to be questioned, except as disclosed		
SELECTION CRITERIA	YES	NO
(a) no person involved in the preparation of the bid is or was a Staff Member or Member of the Board of Advisers at International IDEA in the six months preceding the submission of the bid	☐	☐
(b) no person involved in the preparation of the bid is a family member of a Staff Member or Member of the Board of Advisers at International IDEA in the six months preceding the submission of the bid	☐	☐
(c) No Staff Member or Member of the Board of Advisers at International IDEA has a material financial interest in the bidder	☐	☐

Financial Proposal

- 2.6 The price should be a in USD The price broken down in fee (showing unit rates) and incidental expenses likely to incur. Price should be tax inclusive.
- 2.7 The Bidder must act in accordance with their country's tax laws as it relates to providing services/goods to the customers/clients. The Bidder shall be responsible for their own tax obligations as per laws of the respective country.
- 2.8 The assessment of the financial offer will be based on the price indicated in the bidder's proposal.

Section 3 Submission of Proposals

- 3.1 Proposals should be submitted in electronic format by e-mail. Technical and Financial Proposals must be submitted in separate files and marked accordingly. The full details on how to submit proposals is under Tender Notice at the beginning of this document.
- 3.2 Proposals must remain valid for at least 90 days following the deadline for their submission stated under the Tender Notice and should be flexible for any unexpected delays on the tendering process Should there be any unexpected delays in the tendering process, International IDEA will treat the proposals as valid until the full tender process has been completed.

Section 4 Evaluation of Proposals

- 4.1 The proposals will be evaluated and scored against the following technical criteria with respective corresponding weights:

Mandatory requirements:

- (i) *Accredited BSP/IATA Travel Agent licensed and register to operate in Peru with international coverage.*

Technical Evaluation:

The proposals will be evaluated and scored against the following technical criteria with respective corresponding weights:

- (ii) *Specific experience in relevant sectors including depth and breadth of service offerings and client listing and references as set out in Section 5 Part 1.1 of the Terms of Reference. (maximum 20 points);*
- (iii) *Adequacy of the proposed methodology for provision of services as set out in Section 5 Part 2.1, 2.2 and 2.3 of the Terms of Reference. (maximum 40 points);*
- (iv) *Granularity and ease of use, and frequency of reporting provided as set out in Section 5 Part 2.4 of the Terms of Reference. (maximum 25 points);*
- (v) *Adequacy of the account management proposals including the qualifications and experience of the key staff proposed as set out in Section 5 part 2.5 of the Terms of Reference. (maximum 15 points);*

The maximum technical score (T) is 100 points. Only proposals that meet the mandatory requirements and that score a minimum of 70 points in the technical evaluation will be considered for further evaluation.

Financial Evaluation:

- 4.2. The financial proposals will be verified and, if necessary, adjustments will be made to the prices to ensure consistency with the technical proposals in terms of work input and to eliminate arithmetical errors.
- 4.3. The corrected prices will then be converted to the currency of evaluation to obtain the evaluation price **(E)**. **The exchange rate is the IDEA monthly exchange rate.**
- 4.4. The currency used for evaluation is EURO.
- 4.5. The financial scores (F) will be computed as follows:

The lowest evaluation price proposal (E_m) will be given a financial score (F_m) of 100 points.

The financial scores of the other proposals will be computed applying the formula:

$$F = 100 \times E_m / E, \text{ where: } E_m \text{ is the lowest evaluation price, and}$$
$$E \text{ is the evaluation price of the proposal under consideration.}$$

Consolidated Technical and Financial Score:

- 4.6. The final consolidated scores (S) will be computed by applying the formula:

$$S = t \times T + f \times F, \quad \text{where: } t \text{ is the weight given to the technical score}$$
$$f \text{ is the weight given to the financial score}$$

- 4.7. The weights given to the technical and financial scores are:

$$t = 70\%$$

$$f = 30\%$$

- 4.8. The organization ranked highest will be invited to negotiate the contract and if negotiations are successful the selected organization will be awarded the contract. Should the negotiations fail; the second ranked organization will be invited to negotiations.
- 4.9. International IDEA reserves the right to directly award a follow up contract to the contractor selected for the tender to carry out potential future work related to this initial assignment. This will depend on satisfactory delivery of the tender assignment.

Section 5 Final Considerations

- 5.1. International IDEA will not be bound to select any of the proposals.
- 5.2. The following documents are enclosed with this Request for Proposals:

Terms of Reference

Pricing Schedule

Declaration on Honour Form

Contract General Terms

Further information on International IDEA may be found on our website <http://www.idea.int/>

- 5.3. Both the successful and unsuccessful bidders will be notified in writing following the completion of the evaluation and contract award process.
- 5.4. Complaints regarding any aspect of the tender process should be addressed in writing to both the Internal Auditor and the Executive Director at International IDEA. The address is tender.complaints@idea.int

- 5.5 In case of any discrepancy between the English and Spanish versions of this tender, the English version shall prevail.