



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

TENDER NOTICE

Tender Reference No: 2026-09-098

- Assignment Name:** **Provision of Integrated Event Management Services to Support the International IDEA Activities in Ukraine.**
- Project Name:** France 2025 earmarked core contribution to work in Ukraine, Finland 2025 - 2026 earmarked core contribution to work in Ukraine, REACT-UA Ukraine, GROW-EU, (U-VOTE)
- Deadline for Submissions:** Proposals must be submitted **on or before 23:59 (CET), 24 October 2026**. 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. (2026-09-098) Technical and Financial Proposals – Do not open before 23:59 (CET), **24 October 2026**

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

Clarifications may be requested via e-mail no later than 14 October 2026 to the submission 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, International 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 invites qualified bidders (companies, organizations) to submit proposals for the establishment of a Framework Agreement for *Integrated Event Management Services* to support the implementation of International IDEA activities in Ukraine. Bidders may apply for one or more of the following Lots:
- Lot 1 - Accommodation and Venue Sourcing and Management
 - Lot 2 - Travel and Ground Transportation
 - Lot 3 - Catering Services
 - Lot 4 - Technical, Audio-visual and Event Support Services

A detailed description is provided in the Terms of Reference attached to this Request for Proposals and Annex 2.2.

- 1.3 This procurement is divided into four (4) Lots. Bidders may apply for one or more Lots. Each Lot will be evaluated and awarded independently, and one bidder may be awarded one or more Lots. This is a Framework (task-based) Agreement with no guaranteed volume of work; assignments will be commissioned through individual Service Orders. Tentative timeframe: It is anticipated that the services will commence estimated in November 2026. International IDEA reserves the right to request, under this Framework Agreement, other related event management services not explicitly specified in this call, should additional needs arise during implementation.

Section 2 Preparation of Proposals

2.1 Essential Requirements

Language: The proposal shall be submitted in English. Bidders may additionally submit the proposal in Ukrainian, at their discretion. Where a proposal is submitted in both English and Ukrainian, the English version shall be used for the purpose of evaluation. The contract, reports, and other documents related to the assignment may be prepared in English and/or Ukrainian, as specified by International IDEA.

The following are essential eligibility requirements. Failure to comply with any of them will result in disqualification of the bid:

- **Legal registration:** The bidder must be a legally registered entity in Ukraine and hold all licences, permits and approvals necessary to perform the services under the Lot(s) for which it applies.
- **Relevant experience:** For each Lot applied for, the bidder must have successfully completed at least three (3) contracts or projects of similar scope, complexity and nature within the last five (5) years.
- **Organizational capacity:** The bidder must have sufficient financial, technical and managerial resources to deliver the services under each Lot for which it applies, as detailed in Annex 2.2.
- **Subcontracting:** The Service Provider may engage third-party suppliers for services within the awarded Lot, while remaining fully responsible for coordination, management and quality. Any subcontracting of material parts of the Service Provider's contractual obligations requires the prior written approval of International IDEA.

Failure to provide evidence of the essential requirements for a particular Lot will disqualify the bid for that Lot but will not affect proposals submitted for other Lots, provided their requirements are met.

2.2 Proposal

The Bidder shall submit the following, clearly labelled and in the order listed:

A. 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, as applicable: handling of Service Orders, coordination with International IDEA and other providers where relevant, quality assurance, and reporting."
2	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.
B. 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.
7	Signed Declaration of Honour Form , completed and 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.
C. FINANCIAL PROPOSAL <i>(to be submitted in a separate file, as specified in Section 3)</i>	
8	Financial Proposal completed using the Annex 2.4 template. A bidder is not required to price Lots for which it is not applying.

2.3 Financial Proposal

2.3.1 The bidder shall submit a separate Financial Proposal for each Lot applied for, using the applicable section of Annex 2.4. A bidder may apply for one or more Lots and is not required to quote services outside the selected Lot(s). The pricing model specified below shall apply to the relevant services within each Lot:

- Fixed-price services (e.g., market analysis, event budget development, event manager support and loading services) shall be quoted as a fixed price in euros (EUR) or as a unit rate in euros (EUR), indicating the applicable unit, such as per assignment, per day or per hour.

- Service fee-based services (e.g., hotel reservations, venue booking, transportation, catering, technical support, participant registration and production of materials) shall be quoted as a percentage (%) of the corresponding third-party service cost.

Any anticipated incidental or reimbursable expenses shall be itemised separately in the Comments column of Annex 2.4, with the basis of calculation clearly stated, and shall be included in the applicable quoted rate or service fee.

2.3.2 Prices shall be submitted both exclusive and inclusive of VAT, using the format provided in Annex 2.4 Financial Proposal Form. The applicable VAT rate and VAT amount shall be stated separately.

2.3.3 The bidder's quoted price (including VAT) for each pricing component within that Lot will be multiplied by the corresponding indicative Evaluation Quantity to obtain the Evaluated Amount. The sum of the Evaluated Amounts within the Lot constitutes the Total Evaluated Price used to compare financial proposals submitted for that Lot.

The indicative Evaluation Quantities do not constitute a guarantee of volume or a commitment by International IDEA. They are used solely to compare financial proposals within the same Lot on a consistent basis.

2.3.4 Please note that International IDEA only accepts payment terms of 30 days after receipt of invoice and does not cover any bank charges for international payments.

Section 3 Submission of Proposals

- 3.1 Proposals shall be submitted electronically by email. Bidders must clearly identify the Lot(s) for which they are applying and submit separate Technical and Financial Proposals for each selected Lot, duly labelled in accordance with Annex 2.3. Prices must not appear in the Technical Proposal. Each requirement listed above should be submitted as a separate document, clearly labelled with the corresponding section number, title and Lot number. Large files may be compressed in ZIP format or submitted through separate emails, duly labelled (for example, email 1 of 2 and email 2 of 2).
- 3.2 Proposals must remain valid for at least 90 days following the deadline for their submission stated under the Tender Notice. Should there be any unexpected delays in the tendering process, International IDEA will treat the proposals as valid until the tender process and evaluation of proposals has been completed. During this period, bidders must maintain the prices quoted for the relevant Lot(s).

Section 4 Evaluation of Proposals

Technical Evaluation:

- 4.1 The proposals will be evaluated and scored against the following technical criteria with respective corresponding weights:
 - (i) COMPLIANCE: Ability to deliver the services within the Lot(s) applied for in accordance with Terms of Reference and Annex 2.2., as demonstrated through the technical proposal and supporting documentation submitted in accordance with Section 2.2 (60 points)
 - (ii) EXPERIENCE AND PAST PERFORMANCE:

The bidder shall demonstrate successful experience in delivering contracts of similar scope, nature and complexity, supported by the documents submitted in accordance with Section 2.2 of this Tender Notice. (20 points)
 - (iii) TIMELINE:

The feasibility of the proposed implementation schedule and its ability to meet the required timelines set out in the Terms of Reference. (20 points)

For each Lot, a proposal must score at least 80 technical points to proceed to the financial evaluation for that Lot.

The maximum technical score (T) for each Lot is 100 points.

Financial Evaluation:

- 4.2. The financial proposals will be verified and, if necessary, adjustments will be made to the prices and fee services (%) to ensure consistency with the technical proposals in terms of scope of services and inputs 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:

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

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:

$$t = 80 \%$$

$$f = 20 \%$$

- 4.8 The highest-ranked bidder for each Lot will be invited to negotiate the applicable Framework Agreement. If negotiations are successful, the bidder will be awarded that Lot. A bidder may be awarded one or more Lots. If negotiations fail, the next highest-ranked bidder for the relevant Lot will be invited to negotiate.
- 4.9 International IDEA reserves the right during the negotiation stage to vary at the time of award of contract, the quantity of services and/or goods, or scope of services by up to a maximum of twenty-five per cent (25%) of the original TOR. This negotiation will not permit any changes to unit fee rates or other terms and conditions outlined in the tender proposal.
- 4.10 International IDEA reserves the right to directly award a follow up contract to the contractor selected for the tender to carry out potential future services 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:
 - Annex 2.1 Terms of Reference
 - Annex 2.2. Technical Specifications for Integrated Event Management Services to support the operational and programmatic needs of International IDEA in Ukraine
 - Annex 2.3. Documentation provided by Bidder
 - Annex 2.4 Financial Proposal form
 - Declaration of Honour Form
 - [General Terms and Conditions](#)
- 5.3 Further information on International IDEA may be found on our website <http://www.idea.int/>.

5.4 Both the successful and unsuccessful bidders will be notified in writing following the completion of the evaluation and contract award process.

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