



## **INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE**

### **TENDER NOTICE**

Tender Reference No: 2026-03-086

Assignment Name: Procurement of Graphic Design and Printing Services (Ukraine)  
Project Name: INSPIRE UA, 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), 15 May 2026**. Late submissions will not be considered for evaluation.

**Address for Submissions:** E-mail: [tendersubmissions@idea.int](mailto: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](mailto: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. 2026-03-086 Technical and Financial Proposals – Do not open before 23:59 (CET), 15 May 2026

**Email Address for Clarifications:** E-mail: [tender@idea.int](mailto:tender@idea.int)

Clarifications may be requested via e-mail no later than 1 May 2026 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 now invites proposals from qualified bidders (firms, organizations) for the provision of Graphic Design and Printing Services in support of project implementation in Ukraine. The services are divided into two Lots: Lot 1 – Design Services and Lot 2 – Printing Services. Applicants may submit proposals for one or both Lots. Bidders are not required to cover all services listed under each Lot and may propose for selected services, clearly indicating the scope of services offered. Detailed requirements are provided in the Terms of Reference, including Annex 2.2.
- 1.3 Tentative timeframe: It is anticipated that the services will commence estimated in July 2026.

## 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.

### Proposal

- 2.2 Bidders must include the following documents and information in their proposal:

- (i) A brief description of the company / organization and an outline of recent experience on assignments of a similar nature;
- (ii) Company/individual registration documents
- (iii) Portfolio of previous relevant work (design samples)
- (iv) List of key personnel (designers / technical staff) (Lot 2 only)
- (v) Confirmation of ability to meet delivery timelines
- (vi) Confirmation of compliance with International IDEA branding requirements
- (vii) Confirmation of environmentally friendly paper stock (Lot 2 only; for reference. Technical assessment will be conducted under Section 4).

### 2.3 Declaration of Honour Form

A completed and signed declaration of honour form. Please note that the attached Declaration of Honour Form should be submitted as a separate file together with the proposal. All sections must be ticked YES or NO. Please note that in Section 3, in the absence of conflict of interest, this section should be marked Yes to confirm the absence of a conflict.

### Financial Proposal

- 2.4 The price broken down in fee (showing unit rates and input) and incidental expenses likely to incur.
- 2.5 The financial proposal must be prepared using Annex 2.2. Matrix for submitting prices which forms part of the tender documents. The proposal should be costed in **EURO**.
- 2.6 Please note that International IDEA only accept 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 should be submitted in electronic format by e-mail. Technical and Financial Proposals must be submitted in separate files, duly labelled in accordance with Annex 2.3. Full details on submission procedures are provided in the 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. In the event of unforeseen delays, International IDEA will continue to treat proposals as valid, unless the proposal explicitly specifies a different validity period after the 90 days. During this period, the consultants are expected to keep available the professional staff proposed for the assignment.

### Section 4 Evaluation of Proposals

#### Technical evaluation

4.1 Technical proposals from individuals and organisations will be evaluated and scored against the following technical criteria and corresponding maximum points.

Evaluation will be conducted separately for each Lot.

#### LOT 1 – DESIGN SERVICE

Criteria	Evidence Required	Max Points
A. Relevant Experience in Graphic Design	Company profile and description of relevant assignments completed in the last 3–5 years. Experience with the design of reports, manuals, brochures, and visibility materials will be considered.	15
B. Quality of Portfolio	Portfolio of previous relevant design work submitted with the proposal. The portfolio will be assessed based on the following aspects: <ul style="list-style-type: none"><li>• Layout and visual composition – 10 points</li><li>• Typography and readability – 5 points</li><li>• Creativity and overall design quality – 5 points</li></ul> Evaluation will also consider visual consistency and overall professional layout demonstrated in the submitted work.	20
C. Experience Designing Publications for International Organizations / NGOs / Public Institutions	Examples of publications designed for international organizations, NGOs, or public institutions.	15
D. Turnaround Time & Responsiveness	Confirmation of the ability to meet deadlines, respond to urgent requests, and incorporate revisions (up to five rounds) during the design process.	10
E. Capacity to Deliver Large Publications	Evidence of experience designing large or complex publications (e.g., reports, manuals, studies), including quality control procedures to ensure accuracy and consistency in final outputs.	10
<b>Total</b>		<b>70</b>

#### LOT 2 – PRINTING SERVICES

Criteria	Evidence Required	Max Points
A. Relevant Experience in Printing Services	Company profile and description of relevant printing assignments completed in the last 3–5 years.	15
B. Experience Producing Branding Materials	Portfolio or photographic examples of branding materials produced (roll-ups, banners, brand walls), including details of the project scope and production.	10
C. Technical Capacity	Description of printing equipment, production capacity, materials used, color management (CMYK quality), and available finishing and binding options.	15
D. Compliance with Environmental Requirements (sustainable paper)	Confirmation of the use of environmentally friendly paper stock or sustainable printing practices.	5
E. Ability to Deliver Large Quantities within Short Deadlines	Evidence of capacity to manage high-volume printing orders and deliver within tight deadlines.	15
F. Packaging, Labelling & Delivery Capacity (Kyiv )	Description of packaging, labelling, and delivery arrangements for printed materials within Kyiv.	10
<b>Total</b>		<b>70</b>

Proposals will be technically evaluated based on the criteria described above for a maximum of 70 points; only bidders achieving at least 49 points (70%) will qualify for the financial evaluation.

**Financial evaluation:**

Financial proposals will be evaluated based on the following criteria:

Criteria	Evaluation Aspects	Max Points
A. Unit prices per item/service	Assessment of the proposed unit prices for the required services.	15
B. Cost-efficiency for different quantities	Evaluation of the pricing structure and cost-efficiency for different order volumes	10
C. Overall competitiveness	Overall value for money considering the proposed pricing structure.	15
<b>Total</b>		<b>30</b>

## **Final Evaluation Formula**

- 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 Final Score = Technical Score (70%) + Financial Score (30%)
- 4.4 The contract (framework agreement) will be awarded to multiple suppliers per lot, who will be ranked according to their final combined technical and financial score.
- 4.5 The bidders ranked highest will be invited to negotiate the contract and, if negotiations are successful, the selected vendors will be awarded the contract. Should the negotiations fail with any of the selected bidders, the next ranked bidder(s) may be invited to enter into negotiations.
- 4.6 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 work 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.
- 4.7 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:
- Annex 2.1 Terms of Reference
  - Annex 2.2. Matrix for submitting prices/financial proposal
  - Annex 2.3. Documentation provided by Bidder
  - 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](mailto:tender.complaints@idea.int)