



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

### **TENDER NOTICE**

Tender Reference No: 2026-03-087

- Assignment Name:** Provision of Linguistic Services (Interpretation, Translation, Copy Editing and Interpretation Equipment Rental)- 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. 2026-03-087 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 (companies, agencies, firms and/or individuals) for the provision of Linguistic Services in support of project implementation in Ukraine and, where required, internationally.

The services are divided into 4 Lots:

- Lot 1 – Interpretation Services
- Lot 2 – Written Translation Services
- Lot 3 – Copyediting and Proofreading Services
- Lot 4 – Rental of Interpretation Equipment

Applicants may submit proposals for one or more Lots and are not required to provide all services listed under each Lot. A detailed description of the scope of services and requirements is provided in the Terms of Reference attached to this Request for Proposals (RFP), 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.

2.2 The proposal should provide the following information:

- (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 (if applicable)
- (iii) Relevant CVs of interpreters/translators/editors/technical staff
- (iv) Confirmation of ability to deliver services under requested formats (offline, online, hybrid)
- (v) Confirmation of confidentiality and ethical compliance

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.
- 2.3 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.
- 2.4 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. The 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:

4.2 Evaluation will be conducted separately for each Lot.

4.3 Technical proposals from individuals and organizations will be evaluated and scored against the following technical criteria and corresponding to maximum points.

Criteria	Evidence Required	Max Points
A. Relevant Experience	Description of relevant assignments demonstrating experience in delivering interpretation, translation, editing, and interpretation equipment rental services, including examples of services provided to international organizations, NGOs, or public institutions, where applicable.	20
B. Expertise in Relevant Subject Areas	Examples of assignments demonstrating experience providing linguistic services in subject areas such as governance, democracy, elections, rule of law, human rights, public policy or related topics. Bidders should provide a brief description of the assignment, client (if available), and scope of services delivered.	15
C. Qualifications of Proposed Experts	CVs of proposed interpreters, translators and editors demonstrating relevant qualifications, professional experience and language proficiency.	20
D. Operational Capacity and Availability	Description of the provider's operational capacity, including ability to provide services in Ukraine and internationally, respond to short-notice requests, and cover multiple language combinations (including relay interpretation if required).	10
E. Quality Assurance and Methodology	Description of quality assurance procedures, including processes for ensuring translation accuracy, terminology consistency, proofreading and confidentiality.	5
<b>Total</b>		<b>70 points</b>

Bidders must obtain a minimum score of 49 out of 70 points (70%) in the technical evaluation to qualify for the financial evaluation.

## Financial Evaluation Criteria (30%)

4.4 Financial proposals will be evaluated based on the total evaluated cost derived from the unit prices provided in the Financial Proposal Template included in Annex 2.2.

4.5 Bidders are required to submit unit prices for the services listed in the Financial Proposal Template (e.g., per hour, per half day, per day, per word, per page, or per item), as applicable. Financial proposals must be submitted in accordance with the Financial Proposal Template provided in Annex 2.2.

Given that the financial proposals are based on unit rates for different types of services, a hypothetical scenario based on estimated quantities of services will be applied in order to calculate a comparable evaluated price (E) for each bidder. This approach ensures consistency and comparability across financial proposals.

The financial scores (F) will be computed as follows:

The lowest evaluated price proposal (**Em**) will be given a financial score of **30 points**. The financial scores of the other proposals will be computed using the following formula:

$$F = 30 \times E_m / E$$

Where:

- **Em** = the lowest evaluated price
- **E** = the evaluated price of the proposal under consideration

## 4.6 Consolidated Technical and Financial Score

The final score (S) will be computed using the following formula:

$$S = t \times T + f \times F$$

Where:

- **T** = technical score
- **F** = financial score
- **t** = weight given to the technical score
- **f** = weight given to the financial score

The weights applied are:

- **Technical evaluation (T): 70%**
- **Financial evaluation (F): 30%**

4.7 The framework agreement will be awarded to multiple ranked suppliers per Lot, based on the final combined technical and financial scores.

4.8 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.

4.9 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:
- 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)