



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

TENDER NOTICE

Tender Reference No: [**2025-08-071**]

Assignment Name: For the Microsoft HCI Hyperconverged Infrastructure Deployment Services for the Central Election Commission of Ukraine

Project Name: U-VOTE (Ukrainians Voting: Organizing Trustworthy Elections)

Deadline for Submissions: Proposals must be submitted **on or before 23:59 (CET), 5 September 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. 2025-08-071 Technical and Financial Proposals – Do not open before 23:59 (CET), 5 September 2025.

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

Clarifications may be requested via e-mail **no later than 25 August 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.

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 vendors (firms, organizations, individuals) for deploying hyperconverged infrastructure of Microsoft HCI at the Central Elections Commission of Ukraine. A detailed description of the assignment is provided in the Terms of Reference attached to this Request for Proposals.
- 1.3 The procurement will be conducted as a part of the Government of Germany-funded award. The award will be registered with the Government of Ukraine as the international technical assistance project within the Cabinet of Ministers Resolution 153 dated February 15, 2002 including changes.
- 1.4 **Tentative** timeframe: It is anticipated that the services will commence on *1 October 2025* and they will have to be completed before *31 January 2026*.
- 1.5 The services should be performed in accordance with the specified technical documentation and specification included in the Annex 2.2 onsite at the premises of the Central Election Commission of Ukraine at the address: 1-Lesi Ukrainky blvd, Kyiv, Ukraine.

Section 2 Preparation of Proposals

- 2.1 Language: The official language for the proposal, contract, reports and any other documents in relation to the assignment is English. The documentation that is indicated as deliverables in Annex 2.1 TOR shall be provided in Ukrainian.

- 2.2 Estimated input: 120 days (including all steps according to Annex 2.2)

2.3 Requirements

- Certificate in any form signed by an authorised person of the Bidder, confirming that the Bidder has employees with the appropriate qualifications, who have the necessary knowledge and experience to perform the services provided for in the Technical Requirements and will be involved in the performance of the contract, indicating the name, position, availability of a valid certificate (according to the list below). The certificate shall be signed by an authorised representative of the Vendor (Cisco / IBM / VMWARE / Microsoft / Lenovo).
- Bidders must demonstrate proven experience in the development of computing infrastructures, data storage systems (DSS), corporate software-defined networks (SDN), and the deployment and configuration of modern Security Information and Event Management (SIEM) systems.
- The Bidder has
 - at least 1 (one) employee with a valid CCNA - Cisco Certified Network Associate certificate;
 - at least 1 (one) employee with a valid CCNP Security - Cisco Certified Network Professional certificate;
 - at least 1 (one) employee with a valid IBM Certified Administrator - QRadar SIEM certificate;
 - at least one (1) employee with a valid IBM Certified Analyst - QRadar SIEM certificate;
 - at least 1 (one) employee with a valid VMware Certified Professional Network Virtualisation certificate;

- at least 2 (two) employees with a valid Microsoft Certified: Windows Server Hybrid Administrator Associate certificate;
- at least one (1) employee with a valid Lenovo Certified Data Centre Technical Professional certificate or other similar Lenovo certificate for working with ThinkSystem/ThinkAgile server solutions.

Failure to comply with these requirements will result in disqualification of a bidder. No subcontracting is allowed under this solicitation

2.4 Proposal

The proposal should provide the following information, in this order, and clearly marked as such: (i) A brief description of the bidding company / organization:

- Full legal name and address
- Corporate and tax registration documents
- Year business was started or established
- Full name of the legal representative (president or managing director) of the company
- Name of any individuals or entities that own 50% or more of the company

Bidders must be legally registered under the laws of the Ukraine in which they are organized and possess all licenses, permits and government approvals necessary for performance of the work.

- (ii) Evidence of proven experience in the development of computing infrastructures, data storage systems (DSS), corporate software-defined networks (SDN), and the deployment and configuration of modern Security Information and Event Management (SIEM) systems, including the description of the similar completed projects.
- (iii) The list of the proposed staff by title (and name if already identified), the tasks that would be assigned to each staff team member, and their timing, estimates of the total staff input needed to carry out the assignment;
- (iv) CVs for the Team Leader and other proposed professional staff, including information on their previous experience in similar assignments accompanied by the copies of certificates mentioned in point 2.3 of this tender notice
- (v) A signed, by an authorized representative of the Bidder, document that the Bidder has sufficient financial, technical and managerial resources and facilities to complete the Scope of Work mentioned in the Terms of References.
- (vi) The proposed implementation plan for performing the assignment outlining the overall approach to deploying the Microsoft HCI Hyperconverged Infrastructure with the precise implementation schedule.
- (vii) The proposed post-deployment plan which should include support services and maintenance plans offered after the deployment of services.

2.5 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.

2.6 Financial Proposal

The price broken down in fee (showing unit rates and input) and incidental expenses likely to be incurred. The Bidder must act in accordance with their country's tax laws as it relates to providing services to customers/clients. The Bidder shall be responsible for their own tax obligations as per the laws of the respective country. Prices should be stated including tax if it is applicable. The assessment of financial proposal will be based on the total overall fee you will put in this bid.

The prices shall be provided without and with VAT.

To enable comparison of prices between bidders, the breakdown provided will be adjusted in proportion to the lowest number of days proposed by a bidder.

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 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. 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, the bidders are expected to keep available the professional staff proposed for the assignment.

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:

Criteria	Description	Points
(i) Technical Capability	<ul style="list-style-type: none">• Clear and detailed implementation plan for deploying Microsoft HCI Hyperconverged Infrastructure.• Well-structured methodology and realistic timeline.• Solution aligns with project objectives, services, integration needs, and infrastructure context.• Proposed team must have relevant technical expertise and certifications, appropriately assigned to project phases.	60
(ii) Experience and Past Performance	<ul style="list-style-type: none">• Bidders must demonstrate proven experience in the development of computing infrastructures, data storage systems (DSS), corporate software-defined networks (SDN), and the deployment and configuration of modern Security Information and Event Management (SIEM) systems.• Evidence includes at the description of the similar completed project.	20
(iii) Timeline	<ul style="list-style-type: none">• Feasibility and realism of proposed implementation schedule. - Preference for the shortest delivery time.	10
(iv) Support and Maintenance	<ul style="list-style-type: none">• Demonstrated quality and availability of post-deployment support.• Includes SLAs for response/resolution, support channels, and escalation processes.• Clear framework for routine maintenance, system updates, and monitoring.	10
Total		100

Evaluation Criteria Grading for Each Criterion:

- Highly Exceeds Expectations - 85-100%
- Slightly Exceeds Expectations - 75-85%
- Meets Expectations – 55-75 %
- Meets most but not All Expectations – 45-55%
- Does Not Meet Expectations - <45%

Proposals must score a minimum of 80 points to move to the financial evaluation.

The maximum technical score (T) is 100 points.

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:
$$t = 80\%$$
$$f = 20\%$$
- 4.8. The vendor ranked highest will be invited to negotiate the contract and if negotiations are successful the selected vendor will be awarded the contract. Should the negotiations fail; the second ranked vendor will be invited to negotiations.
- 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 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.
- 4.10. International IDEA reserves the right to directly award a follow up contract to the contractor selected for the tender to carry out potential future 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 Technical specification for the Microsoft HCI Hyperconverged Infrastructure Deployment Services for the Central Election Commission (CEC) of Ukraine
 - Annex 2.3 Technical requirements for the deployment of Microsoft Windows Server Datacenter software and Microsoft System Center tools
 - Annex 2.4 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