



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

TENDER NOTICE

Tender Reference No: **2025-08-070**

Assignment Name: *Procurement and Delivery of Microsoft Software Licenses for the Central Election Commission (CEC) of Ukraine*

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

Deadline for Submissions: Proposals must be submitted **on or before 23:59 (CET), 01 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. (2025-08-070) Technical and Financial Proposals – Do not open before 23:59 (CET), 01 September 2025

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

Clarifications may be requested via e-mail no later than **21 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.

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, individuals) to procure and deliver the Microsoft software licenses for the Central Election Commission of Ukraine (CEC). 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 a Government of Germany-funded award. The award will be registered with the Government of Ukraine as an international technical assistance project within the Cabinet of Ministers Resolution 153 dated February 15, 2002 including changes.
- 1.4 The funds provided by the Government of Germany are subject to privileges established in the bilateral agreements between the Government of Ukraine and the Government of Germany and thus are subject to the VAT exemptions privileges. Also applicable are part of the Tax Code of Ukraine in particular article 197.11 and 198.4. All details related to the VAT exemption status will be provided to the final candidate. The successful bidder is responsible for ensuring custom clearance of the delivered goods.
- 1.5 The bidder is responsible for any related legalization of the software in Ukraine, including but not limited Customs clearances if required. International IDEA will support the obtaining of the necessary documentation from the CEC if needed.
- 1.6 The Central Election Commission as a state institution is entitled for a discount that shall be applicable for this procurement. The reference number is 0005662492.
- 1.7 Tentative timeframe: It is anticipated that the services will commence on *20 September 2025*, and they will have to be completed before *19 October 2025*.

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.
- 2.2 Estimated input: 30 days
- 2.3 **Essential Requirements**

To be eligible for consideration, the bidder must demonstrate the following experience and capabilities:

1. Legal and Organizational Eligibility
 - a. The bidder must be a legally registered entity in Ukraine and possess all necessary licenses, permits, and government approvals required to perform the scope of work described in this solicitation.
 - b. Subcontracting is not permitted under this solicitation.
2. Relevant Experience
 - a. The bidder must demonstrate successful completion of at least three (3) projects of comparable size and complexity.

3. Capacity Statement

- a. The bidder must have a sufficient financial, technical, and managerial resources, as well as the necessary facilities, to successfully complete the Scope of Work.

4. Authorization from Microsoft

- a. The bidder must be authorized by Microsoft to supply licenses for the Microsoft software specified in Annex 2.2.

Failure to provide evidence of essential requirements will disqualify any bid.

2.4 Proposal

The proposal should provide the following information, in this order, and clearly marked as such:

(i) A brief description of the bidder's 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;
- No subcontracting is allowed under this solicitation;

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 successful completion for no less than (3) projects of a similar size and complexity – references from previously completed projects.

(iii) A document signed by an officer or authorized representative of the bidder that the bidder has sufficient financial, technical and managerial resources and facilities to complete the Scope of Work.

(iv) Proof of authorization from Microsoft - authorization letter confirming the bidder's right to supply licenses for the Microsoft software specified in Annex 2.2

(v) The proposed implementation plan with the timeline for the delivery of Licences.

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 the customer/client. 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 funds provided by the Government of Germany for this procurement are subject to privileges established in the bilateral agreements between the Government of Ukraine and the Government of Germany and thus are subject to the VAT exemptions privileges. Also applicable are part of the Tax Code of Ukraine in particular article 197.11 and 198.4. All details related to the VAT exemption status will be provided to the final candidate.

The prices shall be provided without and with VAT.

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. 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 vendors are expected to keep the same prices for the requested licences.

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 all Microsoft licences in accordance with ToR and Annex 2.2. (60 points)
 - (ii) EXPERIENCE AND PAST PERFORMANCE: The bidder shall demonstrate experience on delivering similar types of licences for similar complexity type of assignments confirmed by the documents provided in accordance with 2.4 (i – iv) of this Tender Notice (20 points).
 - (iii) TIMELINE: The feasibility of the proposed implementation schedule provided in accordance with 2.4 (v) of this Tender Notice. Preference will be given to the shortest delivery time. (20 points).

Proposals must score a minimum of 80 points to proceed 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. The list of Microsoft software licenses and technical specifications of the CEC existing hardware
 - Annex 2.3. The full Technical requirements for Deploying 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