



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

TENDER NOTICE

Tender Reference No: 2025-11-078

Assignment Name: Construction of a New Building for the Mirabel Sexual Assault Referral Centre (SARC) Lagos.

Project Name: The Rule of Law and Anti-Corruption (RoLAC) II Programme

Deadline for Submissions: Proposals must be submitted on or before 23:59 (CET), 31st of January **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. **2025-11-078** Technical and Financial Proposals – Do not open before 23:59 (CET), 31st of **January 2026**.

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

Clarifications may be requested via e-mail no later than 15th of **January 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, 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. The Institute, which is funded, inter alia, by the European Union (EU), implements projects in Nigeria, at the federal level and currently in 7 states – Abia, Adamawa, Anambra, Edo, Kano, Lagos and Plateau. Additional states may be added in future.
- 1.2 International IDEA now invites proposals from qualified consultants (firms, organizations, individuals) for the **construction of a New Building for the Mirabel Sexual Assault Referral Centre (SARC) in Lagos, Nigeria.**
- 1.3 The services include construction works, as well as other related tasks below but is not limited to:
- 1.3.1 Building construction (new structures)
 - 1.3.2 Electrical and plumbing installations.
 - 1.3.3 Structural repairs and finishing works.
- A detailed description of the assignment is provided in the Terms of Reference attached.
- 1.4 Tentative timeframe: It is anticipated that the services will commence by the **first quarter of 2026** and they will have to be completed by the **second quarter of 2026.**

Section 2 Preparation of Proposals

2.1 Language: All submissions shall be written in English and must be submitted in electronic format by e-mail. If you are interested in this tender, please respond by submitting the following documents.

2.2 Mandatory Requirements

Kindly note that the application must satisfy the mandatory requirements outlined below. If any of the information requested is missing or incorrect, the application will be rejected on that basis, and the application will not be evaluated further.

a) **All Professional Certifications below:**

- 1) **ARCON** - Architects Registration Council of Nigeria certification for Architects.
- 2) **COREN** - Council for the Regulation of Engineering in Nigeria certification for Engineering professionals.
- 3) **QSRCN** - Quantity Surveyors Registration Board of Nigeria certification for professional quantity surveyors.
- 4) Health, Safety, and Environmental (HSE) compliance records.

b) **All Compliance Certificates below:**

- 1) Corporate Affairs Commission (CAC) Certificate of Company Registration
- 2) Tax Clearance Certificate for the last three years
- 3) VAT certification

- 4) National Social Insurance Trust Fund (NSITF) Compliance Certificate
 - 5) SCUML certification from EFCC
- c) **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

2.3 Financial Proposal: Kindly note the financial proposal should be all inclusive of all costs, VAT where applicable or any other indirect taxes and incidental expenses likely to incur which will be applicable to this assignment. International IDEA is not tax exempt and does not have a VAT number.

2.4 The Supplier shall be expected to submit a **Financial Proposal in line with the template specified as Annex 6- Unpriced Bill of Quantities (BoQ) in Microsoft Excel format.**

Section 3 Submission of Supporting statement.

- 3.1 The documents can be sent as a **PDF-file or a Word-file**. Please specify and submit each mandatory technical requirement listed under **Section 2.2 (a-c)** as a separate and duly marked file. All large files should be submitted in separate emails, duly labelled (email 1 of 2 etc., as relevant).
- 3.2 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. **Please note that the technical proposal should provide the information as outlined under section 4.1 of this tender notice.**
- 3.3 Proposals must remain valid for at least 60 days following the deadline for their submission stated under the Tender Notice. During this period, the consultants are expected to keep available the professional staff proposed for the assignment.

Section 4 Evaluation of Proposals

4.1 Technical Evaluation: The **technical proposals** from individuals and organisations will be evaluated and scored against the following technical criteria with respective corresponding weights:

Criteria	Description	Required Evidence	Max Score
Relevant Experience	Demonstrated at least 10 years of professional working experience in civil engineering and conversion of steel shipping containers into customized workspaces, in compliance with Lagos State standards.	<ul style="list-style-type: none"> Detailed company profile, list of two similar projects completed in the last 5 years, List two client references, in line with the above works Link to photos of past container-based structures. 	20 (5 points for each evidence)

Criteria	Description	Required Evidence	Max Score
Technical Approach & Methodology	Clear understanding of the scope, proposed methodology for construction, adherence to health, safety, and environmental guidelines, and integration of accessibility features for persons with disabilities.	<ul style="list-style-type: none"> Detailed technical proposal including construction implementation plan and methodology. Develop a Health and Safety Plan in accordance with legislation related to occupational safety, health and employee worksite safety in Lagos state 	30 (15 points each)
Project Team Qualifications	Competence and experience of key personnel (Project Manager, Structural Engineer, Electrical/Mechanical Engineers, Safety Officer).	CVs of key staff, professional certifications, organizational chart.	20 points (5 points each personnel)
Risk Management	Proposed measures for risk mitigation, and timely delivery within agreed budget and timeline.	Develop risk management strategy for monitoring and reporting framework for this tender	10 Points
Timeline & Work Plan	Realistic and detailed construction timeline with milestones for completion within Q1–Q2 2026 (within four months after engagement).	Gantt chart or project schedule showing key activities and milestones.	20 points

The maximum technical score (T) is 100 points. **Only proposals that meet a minimum of 60 points in the technical evaluation will be considered for financial evaluation.**

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 currency used for evaluation is Naira.

4.4 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:

4.5 The final consolidated scores (S) will be computed by applying the formula:

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

where: t is the weight given to the technical score
f is the weight given to the financial score

4.6 The weights given to the technical and financial scores are:

$$t = 60\%$$

$$f = 40\%$$

4.7 The service provider ranked highest will be invited to negotiate the contract and if negotiations are successful the selected service provider will be awarded the contract. Should the negotiations fail; the second ranked service provider will be invited to negotiations.

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:

- 1) Annex 1. Architectural Drawings
- 2) Annex 2 Electrical Drawings
- 3) Annex 3 Structural Drawings
- 4) Annex 4 Mechanical Drawings
- 5) Annex 5A Report of Soil Analysis
- 6) Annex 5B Subsoil Geotechnical investigation report
- 7) Annex 6 Unpriced Bill of Quantities (BoQ) in Microsoft Excel format
- 8) Annex 6A- Container Selection Checklist
- 9) Annex 6B-Instruction to bidders
- 10) Annex 6C- Mirabel SARC glossary of abbreviations
- 11) Annex 7- Estimated Construction Timeline
- 12) Terms of Reference
- 13) Declaration of Honour
- 14) General Terms and conditions.

5.3 Further information on International IDEA may be found on our website <http://www.idea.int/>.

5.4 We would appreciate you're informing us by e-mail (contact details above):

- (a) Upon your receipt of this Request for Proposals, whether or not you intend to submit a proposal.

5.5 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