



**INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE**

**TENDER NOTICE**

**Tender Reference No: 2024-03-052**

**Assignment Name:** Local transportation services for Nigeria.

**Project Name:** Rule of Law and Anti-Corruption Commission (RoLAC) Phase II

**Deadline for Submissions:** Proposals must be submitted on or before 23:59 (CET) **17<sup>th</sup> June 2024.**

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. If you did not receive an autoreply, please send a text message (NO CALLS, CALLS WILL NOT BE ANSWERED) to this number +46725375735 before the deadline of submission. 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., 1 March 2023, 12:30 CET)

Additionally, kindly ensure that you also forward the above details to [tender@idea.int](mailto:tender@idea.int) prior to the submission deadline.

**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. 2024-03-052; Technical and Financial Proposals – Do not open before 23:59 (CET) 17<sup>th</sup> June 2024.**

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

Clarifications may be requested via e-mail no later than **10<sup>th</sup> of June 2024** 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.
- International IDEA now invites proposals from qualified service providers (firms and organizations) for the local transportation in Nigeria.
- 1.2 The objective of this request for proposal (RFP) is to seek the professional and dedicated services of vehicle rental companies for International IDEA operations in Nigeria and to receive the corporate rates for all the categories of vehicles as stated in the attached terms of reference. The services include providing effective, efficient, and safe transportation services to the visitors, experts, participants, and IDEA staff for the different activities planned under the project. A detailed description of the assignment is provided in the Terms of reference.
- 1.3 **Tentative timeframe:** It is anticipated that the services will commence on 15<sup>th</sup> July 2024, for an initial period of two years and with a renewal period, for a maximum of 4 years, subject to funding availability, vendor performance and other relevant factors.

## 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 Eligibility requirements: The following documents are required:
- A description of the company: Company's profile and portfolio to showcase fleet of vehicles under your management.
  - Current Corporate affairs commission-(CAC) documentation, Tax clearance certificates and VAT as applicable.
  - Applicant must have at least five years' experience doing similar work for international organizations; please provide at least two reference letters.
  - Qualified Suppliers shall submit Eye examination report for assigned drivers and copy of verified vehicle registration documents.
  - The contractor must be fully conversant with local laws, traffic rules and road conditions of duty areas offered.
- 2.3 The technical proposal should provide the information as set out in section 4 of the Terms of Reference.

### Financial Proposal

- 2.4 Describe all your service fees in detail. Please include in your financial proposal a comprehensive list of all the cost of each service provided. Please use the Pricing schedule template to provide your financial proposal.

- 2.5 International IDEA is not tax exempt and does not have VAT number. The Bidder must act in accordance with their country's tax laws as it relates to providing services/goods to the customers/clients. The Bidder shall be responsible for their own tax obligations as per laws of the respective country.
- 2.6 The assessment of the financial offer will be based on the price indicated in the bidder's proposal.

**Declaration of Honour Form**

- 2.7 Please tick YES/NO as applicable. Please complete the form and submit it together with Technical and Financial Proposal.
- 2.8 In Section 3 of the Declaration and Honour Form, in the absence of conflict of interest, please mark this section Yes.

<b>(3) declares that the above-mentioned person has no unresolved conflict of interest that may cause the impartiality the process of awarding the contract to be questioned, except as disclosed</b>		
<b>SELECTION CRITERIA</b>	<b>YES</b>	<b>NO</b>
(a) no person involved in the preparation of the bid is or was a Staff Member or Member of the Board of Advisers at International IDEA in the six months preceding the submission of the bid	<input type="checkbox"/>	<input type="checkbox"/>
(b) no person involved in the preparation of the bid is a family member of a Staff Member or Member of the Board of Advisers at International IDEA in the six months preceding the submission of the bid	<input type="checkbox"/>	<input type="checkbox"/>
(c) No Staff Member or Member of the Board of Advisers at International IDEA has a material financial interest in the bidder	<input type="checkbox"/>	<input type="checkbox"/>

**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 and should be flexible for extension should there be unforeseen delay in the tender process.

**Section 4. Evaluation of Proposals**

**Technical Evaluation:**

- 4.1 The Proposals will be evaluated and scored against the following technical criteria with respective corresponding points:

**Kindly indicate in your technical proposal the location you intend to support using the enclosed supplier's response.**

- (i) Comprehensive company profile to showcase fleet of vehicles under your management. This should include CVs of the Manager (the owner of the company) and other proposed professional staff (the focal point). (Maximum 25 points) This is in line with section 4-part 1 of the TOR.
- (ii) Applicant must have at least five years' experience doing similar work for international organizations'; please provide at least two references letters from services provided in the last two years. (Maximum 25 points).

- (iii) The contractor will provide the insurance certificates, vehicle particulars (photocopy) of the said vehicles and driving license (photocopy) of each driver. (Maximum 20 points).
- (iv) Drivers offered must have defensive driving skills and be fully conversant with local laws, traffic rules and road conditions of duty area. (Maximum 15 points).
- (v) Drivers offered must have at least 5 years' experience of driving within Nigeria. (Maximum 15 points). **Provide evidence of employment for the last five years.**

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

**Financial Evaluation:**

4.2 The financial proposals will be verified and, if necessary, adjustments will be made to the prices to ensure consistency and to eliminate arithmetical errors. The corrected prices for the total basket of services will then be used to obtain the evaluation price.

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:  $F = 100 \times E_m/E$ , where:  $E_m$  is the lowest evaluation price, and

$E$  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 This tender notice aims to identify service providers and enter a Framework Contract which will be determined in correspondence to the needs of International IDEA offices in Nigeria. Please note that awarding a Framework Contract does not guarantee that International IDEA will give the service provider any engagements; the engagement of services under Framework Contract is subject to the Institute's needs.

4.8 The successful bidders will be invited to negotiate the contract and if negotiations are successful, the selected organisations will be awarded the contract. Should the negotiations fail; the second ranked will be invited to negotiations.

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:

- (i) Terms of Reference
- (ii) Annex A3 Declaration on Honour on exclusion criteria and selection criteria for tenders.
- (iii) Annex A: Price Approach
- (iv) Annex B: Supplier's response.
- (v) Contract 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).