



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

TENDER NOTICE

Tender Reference No: *2024-01-044*

Assignment Name: *Legal Panel*

Project Name: *Legal Services*

Deadline for Submissions: Proposals must be submitted on or before 23:59 (CET), **15 May 2024**. 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 (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**)

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. (*insert reference No.*) Technical and Financial Proposals – Do not open before 23:59 (CET), **15 May 2024**.

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

Clarifications may be requested via e-mail no later than **01 May 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.
- 1.2 International IDEA now invites proposals from qualified consultants (firms, organizations, individuals) for its *Legal Panel*. The services include a variety of legal services. A detailed description of the assignment is provided in the Terms of Reference attached to this Request for Proposals.
- 1.3 Tentative timeframe: It is anticipated that the services will commence on 31 May 2024 and they will have to be completed according to the period set on the Framework contract (initial period until long stop subject to the renewal clause(s)).

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 Estimated input: N/A
- 2.3 The proposal should provide the following information:
- (i) A proposal that contains the information required per TOR Section 5 Part 1.
 - (ii) Eligibility requirements per TOR Section 5 Part 2.
 - (iii) Accomplished table per TOR Section 5 Part 3.
 - (iv) CVs for the Team Leader and other proposed professional staff, including information on their previous experience in similar assignments;
 - (v) A completed and signed declaration of honour form

For individual Service Providers:

Please leave the following section (see below excerpt for ease of reference) in the Form blank **if you are a natural person** (not a legal person/firm/organization):

SITUATIONS OF EXCLUSION CONCERNING NATURAL PERSONS WITH POWER OF REPRESENTATION, DECISION-MAKING OR CONTROL OVER THE LEGAL PERSON	YES	NO
Situation (c) above (grave professional misconduct)	<input type="checkbox"/>	<input type="checkbox"/>
Situation (d) above (fraud, corruption or other criminal offence)	<input type="checkbox"/>	<input type="checkbox"/>
Situation (e) above (significant deficiencies in performance of a contract)	<input type="checkbox"/>	<input type="checkbox"/>
Situation (f) above (irregularity)	<input type="checkbox"/>	<input type="checkbox"/>

For all Bidders:

Please note that in Section 3 of the Form (please see below excerpt for ease of reference), **in the absence of conflict of interest, this section should be marked Yes.**

(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		
SELECTION CRITERIA	YES	NO
(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"/>

Financial Proposal

2.4 A complete list of your service fees, following the instruction per TOR Section 5 Part 4.

2.5 Prices should be stated including VAT. International IDEA is not tax exempt and does not have a VAT number. The Bidder must act in accordance with their country's tax laws as it relates to providing services to non-resident organizations. The Bidder shall be responsible for his or her 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 offer will be based on this price you will put in this bid.

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. Please label your submissions clearly
- 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 there should be any unexpected delays, International IDEA will treat proposals as valid until the tender process and evaluation of proposals has been completed.

Section 4 Evaluation of Proposals

Technical Evaluation:

- 4.1 The following are mandatory requirements and tenders that do not contain these documents will not be taken forward in this process:
 - (i) The right to practice as a solicitor/attorney (i.e. practicing certificate or equivalent) in the territory in which the firm is regulated.
 - (ii) A copy of Professional Indemnity Insurance certificate.
- 4.2 The following criteria will be evaluated and framework contracts will be offered to all tenderers based on their profile, office locations and areas of expertise as noted in Section 5 Part 3 of their response. Work will be awarded (subject to the receipt of an acceptable quotation) to tenderers under these framework contracts as and when it arises, to the tenderer whose profile most closely matches the nature of the work required.
 - (i) Profile of the tenderer which should include annual turnover, number of professional staff, office locations and other information considered relevant by the tenderer.
 - (ii) A list of at least 5 clients from whom references may be sought.
 - (iii) Areas of expertise.

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:
 - Terms of Reference
 - 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