

**INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE**

**TENDER NOTICE**

Tender Reference No: 2023-02-026

Assignment Name: *Survey research services*

Project Name: *Global State of Democracy Initiative*

**Deadline for Submissions:** Proposals must be submitted on or before 23:59 (CET), 6 March 2023*.* 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. 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), 06 March 2023*.*

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

Clarifications may be requested via e-mail no later than 27 February 2023 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. 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.
  2. International IDEA now invites proposals from qualified firms for *Survey research services.* The services include *survey design, survey question translation, panel recruitment, data processing, and advisory services.* A detailed description of the assignment is provided in the Terms of Reference attached to this Request for Proposals.
  3. Tentative timeframe: It is anticipated that the services will commence on *13 March 2023.* The completion date will be determined upon engagement of the services providers.

**Section 2** **Preparation of Proposals**

**Essential Requirements**

* 1. Language: The official language for the proposal, contract, reports and any other documents in relation to the assignment is English.
  2. The proposal should provide the following information:

1. A brief description of the company and an outline of recent experience on assignments of a similar nature, including the geographical reach of the company;
2. CVs for project managers who may be assigned to the project;
3. The proposed methodology and work plan for performing the assignment, along with any comments or suggestions on the Terms of Reference, and indications of how long each phase of the project (e.g., survey programming, data collection) may last;
4. Information regarding the company’s approach to panel recruitment, including any relevant information about the company’s experience in recruiting respondents from minority or marginalized communities;
5. Information on the company’s approach to research ethics and data protection;
6. A completed and signed declaration of honour form,
   1. Please complete the form and submit together with Technical and Financial Proposal.
   2. Please tick YES/NO as applicable.
   3. Please note that in table 3 of this form, if there are no conflicts of interest, please mark “YES” in boxes of (a), (b), and (c), indicating that you agree with the statement that there are no conflicts of the kinds specified in those boxes.

**Financial Proposal**

* 1. The costs broken down by large categories, for example: survey panel costs, survey set up and administration costs, translation costs, and software licensing costs. The total cost should be quoted inclusive of all applicable taxes.
  2. 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.
  3. The assessment of the financial offer will be based on the price indicated in the bidder’s proposal.

**Section 3** **Submission of Proposals**

* 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.
  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 there should be delay on the tender process. During this period, the consultants are expected to keep available the professional staff proposed for the assignment.
  3. Please note:

1. Please submit 2.2, items (i) to (v) in a single document with well **labelled headings** as part of your technical submission.
2. Please submit (vi), Declaration of Honour Form in separate file.

**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:

1. *Specific experience in relevant sectors (maximum 30 points);*
2. *Adequacy of the proposed methodology and work plan in responding to the ToR (maximum 30 points);*
3. *Geographic coverage of the survey panels that can be provided (maximum 30 points);*
4. *Panel recruitment methods (maximum 10 points);*

The maximum technical score (T) is 100 points. The minimum technical score required for further consideration is 70 points.

**Financial Evaluation:**

* 1. 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.
  2. 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.**
  3. The currency used for evaluation is EURO.
  4. The financial scores (F) will be computed as follows:

The lowest evaluation price proposal (Em) will be given a financial score (Fm) of 100 points.

The financial scores of the other proposals will be computed applying the formula:

F = 100 x Em/E, where: Em is the lowest evaluation price, and

E is the evaluation price of the proposal under consideration.

**Consolidated Technical and Financial Score:**

* 1. The final consolidated scores (S) will be computed by applying the formula:

S = t x T + f x F, where: t is the weight given to the technical score

f is the weight given to the financial score

* 1. The weights given to the technical and financial scores are:

t = 60 per cent

f = 40 per cent

* 1. 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.
  2. One or several of the highest ranked companies will be invited to enter into a multi-year framework contract.
  3. International IDEA will process the specific work to be completed and the billable costs through Service Orders which shall be issued as and when necessary.
  4. 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.

* 1. This tender aim to establish a pool of service providers and the number of Framework Contracts will be determined in correspondence to the project needs. Please note that awarding a Framework Contract does not guarantee that International IDEA will give the service provider any engagements; the engagement of the services under Framework Contract is subject to the organization’s needs
  2. The following documents are enclosed with this Request for Proposals:

Terms of Reference

Declaration on Honour Form

Contract terms and conditions

* 1. Further information on International IDEA may be found on our website <http://www.idea.int/>
  2. 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)