

**INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE**

**TENDER NOTICE**

Tender Reference No: **2022-12-022**

Assignment Name: **Hospitality, Venue, and Event services in Sudan**

Project Name: Supporting Sudan’s Democratic Transition (SDN)

**Deadline for Submissions:**Proposals must be submitted on or before 23:59 (CET), 19th February 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. 2022-12-022Technical and Financial Proposals – Do not open before 23:59 (CET), 19th February 2023

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

Clarifications may be requested via e-mail no later than 7 days prior to the submission deadline 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. International IDEA recently opened a country office in Khartoum, Sudan.
  2. International IDEA – Sudan Office is inviting proposals from qualified and experienced Service Providers (firms, hotels, and event organizers) for hospitality, venue and organisation of event services.
  3. The main services include providing venue (rental of conference rooms) catering (like coffee breaks, lunches, and dinner) and accommodation with breakfast (for the visitors, experts, participants, and IDEA staff) for the different activities planned under the project. A more detailed description of the assignment is provided in the “Terms of Reference” attached to this Invitation for Proposals.
  4. Tentative timeframe: It is anticipated that the services will commence on 1st March **2023 for the initial period of two years** with the option of renewing up to a total maximum period of five years.

**Section 2 Preparation of Proposals**

**Essential Requirements**

* 1. Language: The official language for the proposal, reports and any other documents in relations to the assignment is English or Arabic. However, the official language for the contract is English (International IDEA template). Service Provider can translate the documents and in case of discrepancies between English version and other language(s), the English version will prevail.
  2. Estimated input: The number of event days and other information are subject to the requirements of each activity and will be known when the Service Order/PO is raised every time the needs arise following the establishment of the Framework Contract. See attached TOR.
  3. Required experience:
* Have at least one year providing the services required to medium/large organisations
  1. Eligibility requirements: The following documents are required:

1. Company registration or equivalent documents
2. Current VAT and tax clearance certificates
   1. The technical proposal should provide the following information:
3. A brief background description of your hotel: company profile and portfolio.
4. An outline of Five (5) year experience in the field of hospitality and event management.
5. The list and photos of facilities, commodities and equipment offered by the service provider for performing the assignment.
6. The surface/Size of the conference rooms.

2.6 A completed and signed declaration of honour form:

(i) See attached Annex D2.1: Please declare Yes or No as provided

(ii) In Section 3, in the absence of conflict of interest, please mark the section “Yes”

**Financial Proposal**

* The financial proposal must be prepared using the Price Matrix provided in Annex A which forms part of the invitation document. The proposal should be costed in USD. If the description of services listed in the Price Matrix do not align fully with your method of pricing, please provide details of your pricing separately.
* The price for the different products detailed in the matrix for submitting prices should be quoted inclusive of all applicable taxes.
* The bidder shall be responsible for their own tax obligations as per the laws of Sudan
* The assessment of the financial proposal will be based on the Price Matrix submitted.

**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.During this period, the service providers are expected to keep available the professional staff proposed for the assignment. 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.
  3. Please note:

1. Section 2.4 is a mandatory requirement and those who submit these files will pass to the next stage which is the technical evaluation.
2. Please submit 2.5 (i) to (iv) in separate documents with label i, ii, iii, and iv, under your technical submission.
3. Please submit 2.6, Declaration of Honour Form in separate file.
4. Incomplete submission of 2.4 and 2.5 will not be considered for evaluation.

**Section 4 Evaluation of Proposals**

**Technical Evaluation:**

**Eligibility:** The bidder who fail under the eligibility requirement mentioned in section 2 clause 2.4 will not move to the technical evaluation.

4.1 The proposals will be evaluated and scored against the following technical criteria with respective corresponding weights:

1. The full list of hotels or event complex across Sudan (maximum 30 points): {Coverage of Khartoum only}: score 10 points; {Coverage of Khartoum and 3 regions}: score 20 points; {Coverage of Khartoum and 3> regions}: score 30 points
2. Relevant experience in the field of hospitality and event management (maximum 30 points): {1-2 years}: score 10 points; {3-4 years}: score 20 points; {5 > years}: score 30 points
3. The list and photos of facilities, commodities and equipment offered (maximum 20 points): List {0-5 items}: score 5 points; List {6-10 items}: score 10 points; List {10> items}: score 20 points
4. The surface of the conference room (maximum 20 points): Small size {0-100 square metres}: score 5 points; Medium size {101-200 square metres}: score 10 points; Big size {201 square metres>}: score 20 points

The maximum final score is 100 points. The minimum passing score is 50 points. The bidder who passes the minimum scoring will move forward to the financial evaluation.

**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 = 40%

f = 60%

* 1. The highest ranked service providers will be invited to negotiate contracts
  2. 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.
  3. 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

Financial Proposal Template

Declaration of Honour Form

General terms and conditions

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