



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

TENDER NOTICE

Tender Reference No: **2021-06-008**

Assignment Name: ***Hospitality, venue and event services in Tunisia***

Project Name: ***A49-Supporting the application of Article 49 and proportionality in Tunisia***

Deadline for Submissions: Proposals must be submitted on or before 23:59 (CET),
10 September 2021. Late submissions will not be considered for
evaluation.

Address for Submissions: E-mail: tendersubmissions@idea.int

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. 2021-06-008 Technical and Financial Proposals – Do not
open before 23:59 (CET), 10 September 2021.

Email Address for Clarifications: E-mail: 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.

Please submit your proposal to the correct email address: tendersubmissions@idea.int

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 service providers (firms, hotels, event organizers and travel agencies) for **hospitality, venue and organisation of event services**
- 1.3 For service providers, the proposal should provide the identity of the manager and submit the documents mentioned in this tender notice (2.4, 2.5, 2.6 & financial proposal). Please note, that in this case, should the proposal be selected, International IDEA shall contract the firm/organization and not the manager.
- 1.4 The 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 detailed description of the assignment is provided in the Terms of Reference attached to this Request for Proposals.
- 1.5 *Tentative timeframe:* It is anticipated that the services will commence in **October 2021** and they will have to be completed before **31 May 2023**. Extension of the timeframe is subject to project's renewal.

Section 2 Preparation of Proposals

Essential Requirements

- 2.1 *Language:* The official language for the proposal, reports and any other documents in relation to the assignment is English, French or Arabic. However, the official language for the contract is English.
- 2.2 *Estimated input:* The number of event days is subject to the requirements of each activity and will be known when Service Order is raised following the establishment of the Framework Contract.
- 2.3 *Required experience:* See attached TOR
- 2.4 *Eligibility requirement:* the following administrative file is required:
 - i. Extract from the trade register or equivalent.
 - ii. Current VAT and tax clearance certificates.
- 2.5 *The technical proposal should provide the following information:*
 - (i) A brief description of the company / organization: Company's profile and portfolio.
 - (ii) An outline of five (5) year experience in the field of hospitality and event management.
 - (iii) The list and photos of facilities, commodities and equipment offered by the service provider for performing the assignment.
 - (iv) The surface of the conference room.
 - (v) The full list of hotels or event complex across Tunisia (addresses, contact person, title, email, web site)

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 this section “Yes”

Please note:

- The 2.4 is a mandatory requirement, those who submit this administrative file will pass to the next stage of evaluation.
- Submit the 2.5 i-v in separate documents with label i, ii, iii, iv and v under your technical submission.
- Submit the 2.6 Declaration of Honour form in a separate file.
- Incomplete submission of **2.4** and **2.5** will not be considered for evaluation.

Financial Proposal

2.7 List the unit price rates of each commodity/equipment in **Tunisian Dinars (TND)** including VAT, sales tax or any applicable taxes

2.8 List the unit price rate in TND of each of the following services separately including all taxes:

- (i) The accommodation rate with breakfast per person per day
- (ii) The cost of lunch per person per day
- (iii) The cost of dinner per person per day
- (iv) The cost of coffee breaks (morning and afternoon) per person per day
- (v) The cost of rental of the conference room

2.9 The bidder shall be responsible for his or her own tax obligations as per the laws of the respective country.

2.10 The assessment of the financial proposal will be based on the total value of the prices mentioned in **2.8**

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 60 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.

Section 4 Evaluation of Proposals

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

Technical Evaluation:

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

- (i) Relevant experience in the field of hospitality and event management (maximum 30 points):
 - {0-2 years}: score 10 points
 - {3-4 years}: score 20 points
 - {5 > years}: score 30 points
- (ii) 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
- (iii) The surface of the conference room (maximum 20 points):
 - Small size {0-100 m2}: score 5 points
 - Medium size {100-200 m2}: score 10 points
 - Big size {200 m2>}: score 20 points
- (iv) The full list of hotels or event complex across Tunisia (maximum 30 points):
 - Coverage of Tunis capital only : score 10 points
 - Coverage of Tunis capital and 3 governorates: score 20 points
 - Coverage of Tunis capital and 3> governorates: score 30 points

Please note:

The maximum technical score (T) is 100 points. The minimum passing score is 30 points.
The bidder who passes the minimum scoring will move forward to the 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 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.
- 4.4** The currency used for evaluation is EURO.
- 4.5** 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:

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

$$S = t \times T + f \times F, \text{ where: } t \text{ is the weight given to the technical score}$$

$$f \text{ is the weight given to the financial score}$$

- 4.7** The weights given to the technical and financial scores are:

$$t = 40\%$$

$$f = 60\%$$

- 4.8** 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.
- 4.9** 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.
- 4.10** 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** This request for proposals is to establish a Framework Contract for an initial period of two (2) years subject to extension of three (3) years upon project's renewal. The Engagement of the selected service provider for a specific assignment will be by means of Service Order during the coverage of the Framework Contract.
- 5.3** This tender aim to constitute a pool of service providers and the number of Framework Contracts will be determined along the project timeline.
- 5.4** The following documents are enclosed with this Request for Proposals:
- Terms of Reference
 - Declaration of Honour form
 - General Terms and Conditions
- 5.5** Further information on International IDEA may be found on our website <http://www.idea.int/>
- 5.6** We would appreciate your 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;
- 5.7** 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