



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

EXPRESSION OF INTEREST

EOI Reference No: 2025-08-072

Assignment Name: Pre-Qualification of Service Providers for Construction and Renovation Works for Nigeria Operations.

Project Name: All applicable projects and work orders for operations in Nigeria

Deadline for Submissions: Proposals must be submitted **on or before 23:59 (CET), 10th of November 2025.** Late submissions will not be considered for evaluation.

Address for Submissions: E-mail: eoisubmission@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 prior to the deadline for submission (NO CALLS, CALLS WILL NOT BE ANSWERED) to this number **+46725375735**. In your text message, please provide the following:

- 2025-08-072 Pre-Qualification of Service Providers for Construction and Renovation Works for Nigeria Operations.
- 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 and marked accordingly.

The following text should be put in the subject field of the email:

EOI No. 2025-08-072 Technical Proposals – Do not open before 23:59 (CET), 10th of November 2025.

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

Clarifications may be requested via e-mail no later than **05th of November 2025** at the above email address. Note a response to a request for clarifications will be issued on our website <http://www.idea.int/>. Therefore, please 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 expression of interest and the second one to be used for clarifications and other related correspondence.

REQUEST FOR PROPOSALS

Section 1.

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. The Institute, which is funded, inter alia, by the European Union (EU), implements projects in Nigeria, at the federal level and currently in 7 states – Abia, Adamawa, Anambra, Edo, Kano, Lagos and Plateau. Additional states may be added in future.
- 1.2. **We now seek expressions of interest from qualified individuals/organisations to add to a roster of Service Providers for Construction and Renovation Works for Nigeria Operations from which we may call off services as required. Inclusion in the roster is not a guarantee that you will be contracted for any work. Each piece of work will have terms of reference drafted which will include expected deliverables and an anticipated timeframe for delivery. If your skills match the requirements, you will then be requested to confirm your availability and provide a quotation for the work required. Several pre-qualified service providers may be approached to provide quotations for each piece of work. If agreement is reached, a contract will be entered into for that work.**
- 1.3. The services include construction and renovation works, as well as other related tasks below in support of Nigeria operations, but is not limited to:
 - 1.3.1.1. Building construction (new structures)
 - 1.3.1.2. Renovation and refurbishment of existing facilities
 - 1.3.1.3. Electrical and plumbing installations
 - 1.3.1.4. Structural repairs and finishing works.

A detailed description of the assignment is provided in the Terms of Reference attached.

Section 2. Preparation of Supporting Documents.

2.1 Language: All submissions shall be written in English and must be submitted in electronic format by e-mail. If you are interested in being part of our roster of service providers under this category, please respond to this expression of interest by submitting the following documents.

2.2 Mandatory Requirements

Kindly note that the application must satisfy the mandatory requirements outlined below. If any of the information requested is missing or incorrect, the application will be rejected on that basis, and the application will not be evaluated further.

a) All Professional Certifications below:

- **ARCON** - Architects Registration Council of Nigeria certification for Architects.
- **COREN** - Council for the Regulation of Engineering in Nigeria certification for Engineering professionals.
- **QSRCN** - Quantity Surveyors Registration Board of Nigeria certification for professional quantity surveyors.

- Health, Safety, and Environmental (HSE) compliance records.
- b) **All Compliance Certificates below:**
- Corporate Affairs Commission (CAC) Certificate of Company Registration
 - Tax Clearance Certificate for the last three years
 - VAT certification
 - National Social Insurance Trust Fund (NSITF) Compliance Certificate
 - SCUML certification from EFCC
- c) The grid included in the terms of reference duly completed
- d) **Declaration of Honour form:** Please note that the attached Declaration of Honour Form should be submitted as a separate file together with the proposal. All sections must be ticked YES or NO. Please note that in **Section 3**, in the absence of conflict of interest, this section should be marked Yes to confirm the absence of a conflict.

Section 3 Submission of CVs and Supporting statement.

- 3.1 The documents can be sent as a **PDF-file or a Word-file**. Please specify and submit each essential technical requirement listed under **Section 2.2 (a-c) and Section 2.2 (d)** as a separate and duly marked file. All large files should be submitted in separate emails, duly labelled (email 1 of 2 etc., as relevant).

Section 4. Criteria for Technical Evaluation:

- 4.1 The proposals from **individuals and organisations** will be evaluated and scored against the following technical criteria with respective corresponding weights:

Criteria	Description	Required Evidence	Max Score
1 Individual/Organisation Experience and Qualification	Proven track record in construction and renovation projects as evidenced by: Minimum of 10 years professional experience in Quantity Surveying and Architectural Design. Minimum of 10 years professional experience in Civil Engineering or Construction Management. Minimum of 10 years verifiable experience overseeing quality control or quality assurance for civil construction projects.	List three completed projects implemented with client details. 1. These projects should span 10 years to demonstrate 10 years' experience in each subject matter. This will be verified by International IDEA 2. For each of these, kindly provide the Job Completion certificates or contracts 3. Client details should tally with the job completion certificates or contracts. Kindly use the enclosed reference checklist for this purpose.	45 points (15 points each) for job completion certificates/contracts aligned with the reference checklist.

Criteria	Description	Required Evidence	Max Score
2. Technical Personnel	Availability and qualifications of key technical staff (e.g., engineers, site supervisors, HSE officers).	Total numbers of staff by profession and location. 10 points CVs of 5 key personnel. 10 points. Copies of professional certifications of 5 key staff members. 10 points.	30 points
3. Health, Safety & Environmental (HSE) Compliance	Demonstrated commitment to safety and environmental standards.	HSE policy. 5 points Evidence of safety training. 5 points. Incident records/template used for clients. 5 points.	15 points
4. Past Performance & References	Quality and timeliness of past work.	At least two reference letters that speaks to quality and timeliness. 5 points.	10 points

The maximum final score is 100 points.

The service provider is required to have a minimum score of 70 points in the technical criteria above to be included in the roster of service providers.

In line with the above only these service providers will be included in the roster for this category to support International IDEA; and will be eligible to respond to a detailed Terms of Reference for an assignment for the purpose of indicating their willingness and ability to complete the assignment and to provide a proposal based on their expertise.

Please see our [Privacy Policy](#); to understand how we treat your personal data. You will be retained on the roster for a period of 5 years, and International IDEA reserves the right to extend the validity period of the roster. If your details change at any stage during the period of validity, or if you wish to be removed at any stage you should send an email to nigeriasubmissions@idea.int.

Section 5. Final Considerations.

5.1. International IDEA will not be bound to select any of the proposals. International IDEA will not be bound to select any of the service providers. Service providers will be considered for inclusion in the roster based on the technical evaluation and the completed roster questionnaire.

5.2 The following documents are enclosed with this Request for Proposals:

- Terms of Reference
- Reference check for applicants
- Declaration of Honour
- General Terms and Conditions

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

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