



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

Tender Notice

Tender Reference No: 2022-02-013

Assignment Name: Engagement of Hotel for Sudan Programme

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

Deadline for Submissions: Proposals (Financial proposal Matrix and Declaration of Honour Form must be submitted on or before 23:59 (CET), **15 April 2022**. 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: Submissions in electronic format by email.

The following text should be put in the subject field of the email: Tender Ref. No. **2022-02-013**.

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

Clarifications may be requested via e-mail no later **than 7 April 2022** 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 the international, regional and national level, cooperating with a range of organizations. International IDEA recently opened country office in Khartoum, Sudan.
- 1.2 International IDEA – Sudan Office is inviting proposals from qualified and experienced Hotels to provide services. The main services include Accommodation, Venue of events and Catering services. A more detailed description of the assignment is provided in the “Terms of Reference” attached to this Invitation for Proposals.
- 1.3 Tentative timeframe: It is anticipated that the initial framework contracts will commence from 1st May 2022 for the initial period of two years with the option of renewing up to a total maximum period of five years.
- 1.4 Language: The official language for the contract, reports, and any other documents in relation to the assignment is English.

Section 2. Preparation for Submission

- 2.1 Language: The Proposal must be written in English.
- 2.2 Mandatory requirements:
- Have at least two years providing the services required to local and international organisations.
 - Registration certificate / License to operate / permit.
- Note: this are mandatory and those who will not submit those documents / information, will not move forward with the evaluation.
- 2.3 Information required: Proposal must provide the following information
- (i) A brief background description of your Hotel. This description should include location/s, : rating, number of staff; number and types of clients; age of hotel;; geographical network and scope of operations.
 - (ii) A description of your relevant experience of working on similar contracts as the one required by International IDEA. This should include the names and size of up to three such clients’ organisations.

- (iii) A brief description of the role of the account manager and staff typically dedicated to work with a client like International IDEA.
- (iv) Provide a detailed outline of the work processes and methodology used by your company in providing the types and level of required services as outlined in sections three and four of the Terms of Reference (TOR).
- (v) The full name and contact details (including email addresses and telephone numbers) of **Three (3)** clients as references.

All your documents should be labelled and submitted as a separate file, example 2.3.(i) etc.

2.4 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.
- **VAT or any other indirect taxes:** 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.

2.5 Declaration of Honour Form

Please note that the attached Declaration of Honour Form must 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, please mark this section Yes.

Section 3. Evaluation of Proposals

3.1 The Proposals will be evaluated and scored against the following criteria with respective corresponding points:

- (i) Qualifications and experience of working with local or international organisations including (*2 – 3 year _10 points; 4 -5 years _20 points; Above 5 years_ 30 points; Maximum 30 points*).
- (ii) Scope of services offered in relation to requirements as outlined in Section 3 of the attached TOR (*Maximum 30 points*).
- (iii) Adequacy of the proposed method or workplan in responding to the TOR (*Maximum 10 points*).
- (iv) Price as per Financial Proposal (30 points). The formula to be used is below.

The maximum final score is 100 points.

Section 4 Financial Evaluation

4.1 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.

4.2 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.

4.3 The currency used for evaluation is USD.

4.4 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:

$F = 100 \times E_m/E$, where: Em is the lowest evaluation price, and

E is the evaluation price of the proposal under consideration

The company ranked highest will be invited to negotiate the contract. If negotiations are successful, the contract will be awarded. If unsuccessful negotiations will proceed with next ranked company.

Section 5. Final Considerations

5.1 International IDEA will not be bound to select any of the Hotel.

5.2 The following documents are enclosed with this Letter of Invitation/RFP/Tender Notice:

- 1- Terms of Reference and Annex A
- 2- Financial proposal Matrix
3. Declaration of Honour Form

5.3 Should you need any further clarifications with respect to this invitation, tender@idea.int

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

5.5 Both the successful and unsuccessful bidders will be notified in writing following the completion of the evaluation and contract award process.