



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

**RESPONSES TO QUESTIONS**

**Tender Ref. 2026-01-083**

**Question 1: Eligibility / local presence**

1. Can a **non-Nigerian** company apply?
2. Is it **mandatory** to have a **Nigeria-based partner** or local presence, or is this only preferred?

**Answer to Q1:**

1. Non-Nigerian companies can apply ONLY if they are legally registered in Nigeria.
2. It is mandatory, not optional. Under Section 4.1 (Technical Evaluation), it clearly states: "Applicants \*\*must clearly indicate... the location applied for and demonstrate the existence of an office in that location, as evidenced in their company profile or CV. This means a verifiable address must be submitted."

**International companies MUST have a Nigerian office / registered presence to qualify.**

**Therefore, having a local presence in Nigeria is mandatory for all applicants.**

**Question 2: Past performance / references**

1. Are **Nigeria-based references** mandatory or strongly recommended?
2. Alternatively, are **comparable projects in other countries** acceptable to demonstrate capability?

**Answer to Q2:**

1. Nigeria-based references are not formally mandatory, but they are functionally essential to score competitively. This is because the assignments are Nigeria-based, locally relevant evidence is crucial to scoring well, especially where the evidence must be "verifiable" and tied to the Nigerian context.
2. International experience alone may not satisfy Nigeria-specific scoring criteria, meaning foreign-only references risk receiving lower scores. This is because some criteria for some lots do not explicitly restrict references to Nigeria, however some criteria specifically require Nigerian context

**Question 3: Lots**

1. Is it possible to **apply for individual lots** (if applicable), or must bidders apply for **all lots**?

**Answer to Q3:**

1. You may apply for one or multiple lots. There is no requirement that a bidder must apply for all Lots.

**Corporate bidders may choose one Lot, multiple Lots, or all Lots.**

**Individual bidders are limited to specific lots (2, 4, 6, and 7).**

**Question 4:** Can a consortium of 4 firms submit a bid, indicating roles and experiences as required and adding the MOA for the joint venture to the response. Kindly clarify the allowed conditions.

**Answer to Q4:**

**YES**, a consortium of four firms **is allowed** to submit a bid for Tender 2026-01-083, provided that:

1. They submit a **Joint Venture/Consortium MOA**,
2. The consortium collectively meets all mandatory corporate and technical requirements,
3. They submit a **unified technical and financial proposal**,
4. They designate **one lead firm** for contracting and official communication.

#### **Conditions for a Consortium Submission**

If the consortium elects to submit, the following must be included:

##### **A. A Memorandum of Agreement / Joint Venture Agreement**

This should clearly indicate:

- Lead firm (single point of contact and contracting entity)
- Roles and responsibilities of each partner
- Decision-making and coordination structure
- Liability arrangements (usually joint & several liability)

##### **B. Mandatory Documentation (Section 2.2)**

For **corporate applicants**, the following must be provided:

- CAC registration (or equivalent for each Nigerian partner)
- TIN, VAT Certificate
- Tax Clearance Certificate (TCC)

##### **Important:**

International IDEA will verify **office location** as required in the Technical Evaluation (Section 4). At least the **lead firm** must show a verifiable address in the state(s) for which they apply.

##### **C. Technical Proposal**

Each partner may contribute evidence (portfolio, references, samples), but the proposal must be submitted **as a single unified submission**.

##### **D. Financial Proposal**

Submitted as **one financial proposal**, signed by the lead firm, with consolidated pricing.

**Question 5:** I am writing to request clarification on the Pricing Schedule for the Lots. It is stated in the document that only "consultancy daily fee rate shall be inclusive for all administrative,

logistics and professional fees only". The question is that for Lot 2 as an example, should the cost of covering an event (photography and videography) and post-production be part of the fees? This is because we have different packages based on the type of event; a workshop coverage is different from a conference with breakout sessions happening simultaneously. Should the cost supplied be for a basic event coverage or for a more complex event?

**Answer to Q5:**

With reference to the **Tender Notice** and the **Terms of Reference for Lot 2 (Videography and Photography)**, we wish to clarify the following:

1. **The daily consultancy fee rate must be all-inclusive.**

As stated in the Tender Notice, the financial proposal must indicate a **daily consultancy fee rate that “covers all administrative, logistics and professional fees”**.

This means that bidders are expected to factor into their daily rate all costs required to deliver the services under the lot.

2. **For Lot 2, “event coverage” and “post-production” are explicitly part of the required services.**

The TOR for Lot 2 requires:

- High-quality photography
- High-quality videography
- Production of 3-minute highlight/mashup videos after each event
- Recording and editing videos, including participant interviews
- A comprehensive media activity report after every event

These deliverables inherently include **event coverage and post-production work**.

3. **Regarding variations in event complexity (e.g., workshops vs. multi-session conferences):**

Kindly refer to Complementary and Ancillary Services Clause as provided in the terms of reference to this notice. Such services may include activities that are not specifically mentioned in this TOR but are necessary to achieve the project objectives, ensure coherence of communication outputs, respond to emerging programme needs, and align with approved project strategies. Please note that this tender establishes a **framework agreement**. Any unforeseen, Complementary and Ancillary Services not covered under the inclusive daily rate you submit would be reviewed on a case-by-case basis and associated costs agreed by both parties in line with the framework agreement.

In line with the above event-specific differences will be managed will be managed through adjustments in **the number of days or level of effort**, not through changes in the daily rate.

**Question 6:**

1. For consortium submissions, should evidence documents be submitted per Lot or may shared evidence be cross referenced across Lots where relevant?
2. Kindly confirm whether a single verifiable office address for the consortium lead is sufficient, or if each consortium partner must submit separate office address evidence.

3. For framework agreements, is International IDEA open to rotational use of consortium partners based on Lot specific task orders?
4. Please confirm whether redacted samples (to protect client confidentiality) are acceptable for event reports and media products.

#### **Answer to Q6:**

#### **1. Submission of evidence for consortium bidders — per Lot or cross-referenced?**

Evidence must be submitted **per Lot**, aligned with the technical evaluation criteria defined for each Lot.

The Tender Notice states that evidence must match the **specific criteria for each Lot**, and that *“only documented and verifiable experience shall be scored”* and *“assertions without supporting evidence shall not be considered.”*

This means:

- If the same evidence (e.g., equipment list, sample videos, reference letters) is relevant across multiple Lots, **you may cross-reference it, but it must still be clearly submitted and labelled under each Lot** where it applies.
- This ensures evaluators can properly score each Lot independently using the documentation presented.

#### **2. Office address requirement for consortium submissions**

The Tender Notice requires each applicant to *“clearly indicate the location applied for and demonstrate the existence of an office in that location, as evidenced in their company profile or CV,”* adding that *“this will be checked by the International IDEA team.”*

For a **consortium**, this means:

- **The consortium must demonstrate at least one verifiable office address in the location(s) applied for.**
- The lead partner’s office address is sufficient, provided it is:
  - ✓ verifiable,
  - ✓ located in the state(s) the consortium is applying for, and
  - ✓ clearly documented.
- **Please refer to question 4 above and the answers presented to applicants for reference.**

#### **3. Rotational use of consortium partners under framework agreements**

Internal rotation among consortium partners is **acceptable**, provided that:

- The consortium submits a **single unified proposal**.
- The approved **daily consultancy rate remains unchanged**.
- The consortium lead remains fully **responsible and contractually accountable** for all deliverables.
- All outputs meet the TOR quality standards.

This internal rotation is acceptable **as long as it does not alter pricing, quality, or contractual obligations**.

#### **4. Acceptability of redacted samples for confidentiality reasons**

Redacted samples are **acceptable**, provided they remain **verifiable** and allow evaluators to assess:

- Quality
- Professionalism
- Relevance
- Technical skill
- Alignment with the TOR requirements

The Tender Notice requires verifiable documentation for scoring; therefore, redactions must **not obscure essential information** needed for evaluation.

**Question 7:** I write to seek clarification on an item in Lot 1 on "Reporting". Are we to provide links of news reports about an event we covered or the post-event report of the media activities and reports.

#### **Answer to Q7:**

Both of the following are acceptable forms of evidence and may be submitted:

##### **1. Links to published news reports/articles**

These may include online publications, TV/radio news clips, or newspaper links. They demonstrate your capacity to secure media coverage in accordance with the TOR.

##### **2. Post-event media activity reports produced by your organisation**

These may include summaries of media actions taken, placements secured, analysis, and lessons learned. They directly satisfy the requirement for "event reports/articles" stated in the Tender Notice.

#### **Question 8:**

1. For individual consultants operating through registered business entities (sole proprietorships or companies): Should they submit personal tax documents (individual TIN, TCC, VAT) or their business entity's tax documents (company TIN, TCC, VAT)?
2. If an applicant applies for multiple Lots:
  - (1) Should separate financial proposals be submitted for each Lot, or one consolidated proposal?
  - (2) Will each Lot be evaluated and awarded independently, or are there advantages to bidding for multiple Lots together?
  - (3) Can an applicant be awarded some Lots while being unsuccessful in others?
3. Can individual consultants eligible for Lots 2, 4, 6, 7 form consortiums to bid jointly? Additionally, can individuals serve as subcontractors to corporate applicants bidding for Lots 1, 3, or 5?

4. Regarding the requirement to 'demonstrate existence of an office in that location':
- (1) Must applicants have a physical office presence in each of the 13 states listed, or is a registered head office in Nigeria with operational capacity across all states acceptable?
  - (2) What documentation constitutes sufficient proof - business registration showing address, lease agreement, utility bills, or office photos?

**Answer to Q8:**

**Answer to sub-question 1**

The Tender Notice states that all applicants must meet mandatory tax compliance requirements, including Tax Identification Number (TIN), Tax Clearance Certificate (TCC), and Value Added Tax (VAT) registration, as applicable.

**Accordingly:**

If applying as an individual consultant:

Submit individual tax documents, including:

- Individual TIN
- Individual Tax Clearance Certificate
- VAT compliance (as applicable under Nigerian tax law)

If applying through a registered business entity (sole proprietorship or company):

Submit the business entity's tax documents, including:

- Company TIN
- Company Tax Clearance Certificate
- Company VAT Certificate

The tax documentation must correspond to the legal entity that will sign the contract and receive payments.

**Answer to sub-question 2(1).**

The Tender Notice requires that:

- The Pricing Schedule must be used to prepare the financial proposal.
- Price should be clearly stated per Lot.

Therefore, each Lot must have its own financial proposal, submitted as separate files and named accordingly.

**Answer to sub-question 2(2).**

Yes. The evaluation criteria—including technical scoring and financial scoring—are defined per Lot, and there is no combined scoring across Lots. Thus, each Lot is evaluated independently.

**Answer to sub-question 2(3).**

Yes. Since each Lot is assessed on its own technical and financial merit, bidders may:

- Win multiple Lots
- Win only one Lot
- Be unsuccessful in one or more Lots

There is no disadvantage or advantage in applying for multiple Lots together — evaluation is strictly Lot-specific.

**Answer to sub-question 3.**

Consortium Formation

The Tender Notice does not prohibit consortiums. Evaluation only specifies that:

- Individuals may apply only for Lots 2, 4, 6, and 7
- Corporate entities may apply for all Lots

Therefore:

Yes, individual consultants may form consortiums to bid jointly, provided:

- The consortium clearly identifies the lead entity
- The consortium collectively meets the evaluation criteria for the Lot
- The application specifies the roles and contribution of each member

The TOR states that additional support may be provided by teams under the contractor where relevant.

Therefore:

Yes, individual consultants may serve as subcontractors to corporate applicants for Lots 1, 3, or 5. The prime (corporate) applicant bears full contractual responsibility.

**Answer to sub-question 4.**

Regarding the requirement to “demonstrate existence of an office in that location”:

The Tender Notice states that applicants must:

- Indicate the location applied for
- Demonstrate the existence of an office in that location, as evidenced in their company profile or CV
- This will be verified by International IDEA

4(1) Must applicants have a physical office in each of the 13 listed states?

No. The requirement applies only to the location(s) the applicant is applying for.

Applicants do not need physical offices in all 13 states listed in the TOR. However, they must provide evidence of an operational office in each specific state for which they seek to be considered.

**A single head office is not sufficient if the bidder claims to provide state-specific coverage.**

4(2) What documentation constitutes sufficient proof of office presence?

Acceptable evidence may include:

- CAC registration documents showing office address
- A valid lease agreement
- Recent utility bills (electricity, water)
- Office photographs
- Company profile indicating address
- Any verifiable supporting document that confirms physical presence

International IDEA may verify the address during evaluation.