



**INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE**

**TENDER NOTICE**

Tender Reference No: 258 – 20/20

Assignment Name: *Framework Contract for Supply of New Computers*

Project Name: *Hardware Refresh Plan*

**Deadline for Submissions:** Proposals must be submitted on or before 23:59 (CET), 29<sup>th</sup> May 2020. Late submissions will not be considered for evaluation.

**Address for Submissions:** E-mail: [tendersubmissions@idea.int](mailto: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. 258 – 20/20 Technical and Financial Proposals – Do not open before 23:59 (CET), 29<sup>th</sup> May 2020.

**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

- 1.1 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, International 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.
- 1.2 The Institute now invites proposals from branded computer hardware vendors for a 5-year *Framework contract for Supply of New Computers*. Supply of computers will include provision of International 4-year warranty for parts, labor, and on-site support. A detailed description of the assignment is provided in the Terms of Reference attached to this Request for Proposals and Baseline of Specifications in Annex 1.
- 1.3 Timeframe: It is anticipated that hardware delivery will be completed in all office locations 90 days following the award of the tender.
- 1.4 The Bidder shall bear all costs associated with the preparation and submission of its bid, and IDEA will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

## Section 2 Preparation of Proposals

### Essential Requirements

- 2.1 Language: The official language for the proposal, contract, reports and any other documents in relation to the assignment is English.
- 2.2 The proposal should provide the following information:

#### *Technical Proposal*

- (i) A description of the company include all relevant registration documents to demonstrate status as Hardware vendor, country-specific relevant business registration documents, an outline of recent experience on assignments of a similar nature for international non-profits or companies with presence in many countries.
- (ii) Please provide at least 2 client references and contacts that IDEA may reach out to;
- (iii) Framework to supply hardware and warranties management, including timelines in countries where vendor has presence;
- (iv) Framework to supply hardware and warranties management, including timelines in countries where vendor has **no** presence;
- (v) IDEA-wide service management framework to be managed centrally from HQ in Stockholm.

### ***Financial Proposal***

- (vi) The price broken down according to laptop configuration ‘lightweight’, ‘standard weight’, accessories (docking stations, locks and laptop bags) and quantities.

### **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.

### **Section 4 Evaluation of Proposals**

#### **Technical Evaluation:**

- 4.1 The proposals will be evaluated and scored against the following technical criteria with respective corresponding weights:
  - (i) *Conformance to baseline configuration, requirements and client references. (maximum 40 points);*
  - (ii) *Framework for supply, timelines and warranties management in responding to the ToR in country office locations where hardware vendor has presence. (maximum 20 points);*
  - (iii) *Framework for supply, timelines and warranties management in responding to the ToR in country office locations where hardware vendor has **no** presence. (maximum 10 points);*
  - (iv) *Adequacy of an IDEA-wide service management framework centrally managed from HQ for supply of hardware and management of warranties (maximum 30 points).*

The maximum technical score (T) is 100 points.

There will be showcasing of the products in HQ to validate the products offer.

#### **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.
- 4.4 The currency used for tender and 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:

$$F = 100 \times E_m/E, \quad \text{where: } E_m \text{ is the lowest evaluation price, and}$$

$E$  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:

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

$f$  is the weight given to the financial score

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

$$t = 60\%$$

$$f = 40\%$$

4.8 The consultant ranked highest will be invited to negotiate the contract and if negotiations are successful the selected consultant will be awarded the contract. Should the negotiations fail; the second ranked consultant 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. Final quantities of each laptop configuration may vary.

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

Terms of Reference

Other relevant documents

Annex 1 – Baseline of specifications

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

5.4 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;

5.5 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 (ED) at the Institute. The address is [tender.complaints@idea.int](mailto:tender.complaints@idea.int).