



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

TENDER NOTICE

Tender Reference No: 2025-11-077

Assignment Name: Local Transportation Services for Nigeria.

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) **31st of January 2026**
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. If 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., November 26, 2025, **12:30 CET**)

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 2025-11-077 Technical and Financial Proposals – Do not open before 23:59 (CET) 31st of January 2026.

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

Clarifications may be requested via e-mail no later than **25th of January 2026** 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. 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. International IDEA now invites proposals from qualified service providers (firms and organizations) for the provision of local transportation in Nigeria.
2. The objective of this request for proposal (RFP) is to seek the professional and dedicated services of vehicle rental companies for International IDEA operations in Nigeria and to receive the corporate rates for all the categories of vehicles as stated in the attached terms of reference. The services include providing effective, efficient, and safe transportation services to the visitors, experts, participants, and IDEA staff for the different activities planned under our various projects in Nigeria. A detailed description of the assignment is provided in the Terms of reference.
3. **Tentative timeframe:** It is anticipated that the services will commence in the first quarter of **2026**, for a maximum period of five (5) years, subject to funding availability, vendor performance and other relevant factors.

Section 2 Preparation of Proposals

- 2.1 **Language:** The official language for the proposal, contracts, reports and any other documents in relation to the assignment is English.
- 2.2 **Mandatory Requirements :**
To be considered for technical and financial evaluation, car hire companies must meet the following mandatory requirements:

2.2.1 Legal and Regulatory Compliance

- Must be a legally registered company in Nigeria with a valid CAC registration.
- Must possess a valid Tax Identification Number (TIN) and evidence of tax compliance (e.g., recent tax clearance certificate).
- Must provide evidence of registration with relevant transport regulatory bodies (e.g., VIO (Vehicle Inspection Officer)).

2.2.2 Experience and Track Record

- Minimum of 3 years' experience in providing car hire services to corporate or development sector clients.
- Evidence of past or ongoing contracts with reputable organizations (e.g., NGOs, government agencies, international development partners).
- Must provide at least two references or client testimonials.

2.2.3. Fleet Capacity and Condition

- Must own or have access to a minimum number of vehicles (e.g., 5) suitable for official use, including sedans, SUVs, and buses.
- Vehicles must be in good working conditions, insured, and regularly maintained.
- Must provide evidence of insurance coverage for all vehicles.

2.2.4. Personnel and Operational Capacity

- Must have qualified drivers with valid driver's licenses and training in defensive driving.
- Must have a functional office within Nigeria with reachable contact details.
- Must demonstrate capacity to respond to service requests promptly, including provision of replacement vehicles when needed.

2.2.5. Financial Capability

- Must provide audited financial statements for the last 2 years or bank statements showing financial stability.

Financial Proposal

- 2.3 Please include in your financial proposal a comprehensive list of all the costs of each service provided. Please use the Pricing schedule enclosed to provide your financial proposal.
- 2.4 International IDEA is not tax exempt and does not have VAT number. The Bidder must act in accordance with their country's tax laws as it relates to providing services/goods to the customers/clients. The Bidder shall be responsible for their own tax obligations as per laws of the respective country.
- 2.5 The assessment of the financial offer will be based on the price indicated in the bidder's financial proposal.

Declaration of Honour Form

- 2.6 Please tick YES/NO as applicable. Please complete the form and submit it together with Technical and Financial Proposal.

In Section 3 of the Declaration and Honour Form, in the absence of conflict of interest, please mark this section Yes.

(3) declares that the above-mentioned person has no unresolved conflict of interest that may cause the impartiality the process of awarding the contract to be questioned, except as disclosed		
SELECTION CRITERIA	YES	NO
(a) no person involved in the preparation of the bid is or was a Staff Member or Member of the Board of Advisers at International IDEA in the six months preceding the submission of the bid	<input type="checkbox"/>	<input type="checkbox"/>
(b) no person involved in the preparation of the bid is a family member of a Staff Member or Member of the Board of Advisers at International IDEA in the six months preceding the submission of the bid	<input type="checkbox"/>	<input type="checkbox"/>
(c) No Staff Member or Member of the Board of Advisers at International IDEA has a material financial interest in the bidder	<input type="checkbox"/>	<input type="checkbox"/>

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.
- 3.2 The documents can be sent as a PDF file or a Word file/excel as applicable. Please specify and submit each essential technical requirement listed under Section 2.2- (2.2.1 to 2.2.5) and Section 2.6 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).
- 3.3 Proposals must remain valid for at least 90 days following the deadline for their submission stated under the Tender Notice and should be flexible for extension should there be unforeseen delay in the tender process.

Section 4. Criteria for Technical Evaluation:

- 4.1 In line with the Mandatory requirements stated in Section 2.2- (2.2.1 to 2.2.5) of this tender notice, all applications will be assessed as follows:

- 4.1.1 **Step One: Pre-Selection** to verify eligibility of applicants. Application packages will be opened and assessed for the following:

- That the application satisfies the mandatory requirements outlined Section 2.2 (2.2.1 to 2.2.5) of this tender notice.
- That any of the requested mandatory requirement is missing, the application will be rejected on that basis, and the application will not be evaluated further

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

Kindly indicate in your technical proposal the location you intend to support, which should be where you have a verifiable presence for business within Nigeria.

Criteria	Description	Required Evidence	Max Score
1. Company Profile	Comprehensive company profile to showcase fleet of vehicles under your management. This should include CVs of the Manager (the owner of the company) and other proposed professional staff (the focal contact)	<ol style="list-style-type: none">1. Company profile of the organization. 10 points2. Pictures of fleet of vehicles owned by the organization. At least 5 vehicles. 5 points (1 point for each vehicle)3. CV of the organization's Manager. 5 points4. CV of focal person. 5 points	25 points

Criteria	Description	Required Evidence	Max Score
2. Experience with international organizations	Applicants must have at least five years' experience doing similar work for international organizations.	<p>1. Either: Contact details of two international organizations for which similar services have been provided (name of contact person, phone number, and email address). 12.5 points each.</p> <p>Kindly note that all information provided will be verified by International IDEA.</p> <p>Or:</p> <p>Provide the contact details above or submit two reference letters from the international organizations for which similar services have been provided within the last two years. 12.5 points each.</p>	25 points
2. Vehicle Records.	The contractor will provide vehicle records such as insurance certificates, vehicle particulars (photocopy) of vehicles and maintenance records.	<p>1. Kindly provide copies of up-to-date insurance certificates for at least 5 vehicles. 1 point for each certification.</p> <p>2. Kindly share up-to-date vehicle registration documents of at least 5 vehicles. 1 point for each document. (i.e. Vehicle Registration Certificate and Roadworthiness Certificate).</p> <p>3. Kindly describe your company vehicle maintenance schedule and procedures. 5 points. Provide template of maintenance schedule for 5 points.</p>	20 points
4. Defensive driving	Drivers offered must have defensive driving skills and be fully conversant with local laws, traffic rules and road conditions of duty area.	<p>1. Certificates of drivers' defensive skills. 10 points.</p> <p>2. Evidence of training of drivers on local laws, traffic rules and road conditions of duty area. The names of drivers who attended this training must be mentioned. 5 points</p>	15 points
5. Experience of drivers	Drivers offered must have at least 5 years' experience of driving within	1. Provide evidence of employment for the last five	15 points

Criteria	Description	Required Evidence	Max Score
	Nigeria.	<p>years. 5 points.</p> <p>2. Clean scanned copies of drivers' license for drivers mentioned in the Fleet.</p> <p>5 points.</p> <p>3. Up-to-date CVs for drivers mentioned in the fleet.</p> <p>5 points.</p>	

The maximum technical score (T) is 100 points. **Only proposals that meet a minimum of 60 points in the technical evaluation will be considered for 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 and to eliminate arithmetical errors. The corrected prices for the total basket of services will then be used to obtain the evaluation price.

- 4.3 The currency used for evaluation is Naira.

- 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.

Consolidated Technical and Financial Score:

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

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

f is the weight given to the financial score

- 4.6 The weights given to the technical and financial scores are T = 60%; F = 40%

- 4.7 This tender notice aims to identify service providers and enter a Framework Contract which will be determined in correspondence to the needs of International IDEA offices in Nigeria. Please note that awarding a Framework Contract does not guarantee that International IDEA will give the service provider any engagements; the engagement of services under Framework Contract is subject to the Institute's needs

- 4.8 The successful bidder would be subjected to a fleet verification exercise, to gain a sense of how business is conducted and ensure that a legitimate business exists. Results of the site visits must be documented and signed. Where a vendor is not found to be satisfactory, this must be documented and shared with relevant team members to avoid engaging the vendor.

- 4.9 The successful bidders will be invited to negotiate the contract and if negotiations are successful, the selected organisations will be awarded the contract. Should negotiations fail, the second ranked will be invited to negotiations.
- 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 The following documents are enclosed with this Request for Proposals:

- (i) Terms of Reference
- (ii) Annex A3 Declaration on Honour on exclusion criteria and selection criteria for tenders.
- (iii) Annex A: Price Schedule
- (iv) Contract General terms and conditions

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

5.4 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.