



**INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE**

**TENDER NOTICE**

Tender Reference No: 2022-04-014

Project Name: Meeting/Conference Rooms System Infrastructure Revamp

**Deadline for Submissions:** Proposals must be submitted on or before 23:59 (CET), 30<sup>th</sup> May 2022. Late submissions will not be considered for evaluation.

**Address for Submissions:** E-mail: [tendersubmissions@idea.int](mailto: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:** 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. 2022-04-014 Technical and Financial Proposals – Do not open before 23:59 (CET), 30<sup>th</sup> May 2022.

**Email Address for Clarifications:** E-mail: [tender@idea.int](mailto:tender@idea.int)

Clarifications may be requested via e-mail no later than 23 May 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 international, regional and national level, cooperating with a range of organizations.
- 1.2 International IDEA now invites proposals from qualified and authorised service providers for Meeting/Conference Rooms System Infrastructure revamp. The services include Supply, Installation, Testing, Training and Commissioning of solution(s) capable of supporting Virtual, Hybrid and On-Premises in person meetings and events. A detailed description of the assignment is provided in the Terms of Reference attached to this Request for Proposals.
- 1.3 Tentative timeframe: It is anticipated that the award and project timeline will commence by 15<sup>th</sup> June 2022 and will be completed before 31<sup>st</sup> August 2022.

### 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 A proposal shall be submitted by interested tenderers, and should provide the following information:
  - (i) A brief description of the company / organization, proof of authorization to sell products 'distributor/reseller/partner' and/or provide services and an outline of recent experience on assignments of a similar nature;
  - (ii) 2 client references for contacts of similar project undertaking;
  - (iii) The proposed technical solution and components, along with any comments or suggestions on the Terms of Reference;
  - (iv) An indication of the platforms (Cisco WebEx, Microsoft Teams, BlueJeans, and others) that are supported by the solution, and exclusions or limitations if any;
  - (v) Warranty details for any hardware supplied.
  - (vi) CVs for the Team Leader and other proposed professional staff, including information on their previous experience in similar assignments;
  - (vii) Details of the proposed handover and training plan
  - (viii) Details of the after sales service and support, including response times and escalation procedures if issues arise
  - (ix) An overview of an implementation plan to deliver the solution.
- 2.3 A completed and signed declaration of honour form (Annex D 2.1) should be submitted with all proposals. 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.

## 2.4 Financial Proposal

- 2.5 The price 'One-Off purchase, **NOT** Leasing' broken down in fee (showing components, annual warranties/maintenance fees, licenses where applicable, SLA) and incidental expenses likely to be incurred.
- 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 the total overall fee you will put in this bid.

## 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 The Technical Proposal can be sent as a PDF-file or a Word-file. **Please specify and submit each essential technical requirement listed under (i) to (ix) 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 60 days following the deadline for their submission stated under the Tender Notice. During this period, the tenderer is expected to keep available the professional staff proposed for the assignment. In the event there should be any (unexpected) delays, International IDEA will treat proposals as valid until the tender process and evaluation of proposals has been completed.

## 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) *Specific experience in relevant sectors with 2 client references and contacts (maximum 20 points);*
  - (ii) *Adequacy and completeness of the proposed technical solution; (maximum 40 points);*
  - (iii) *After-Sales Support, incident Management and SLA plans in responding to the ToR (maximum 20 points);*
  - (iv) *Project Management, Training and Handover Plans in responding to the ToR (maximum 10 points)*
  - (v) *Qualifications and experience of the key staff proposed to perform the assignment (maximum 10 points);*

The maximum technical score (T) is 100 points. A minimum technical score of 75points is required to progress to the next stage of the evaluation.

### 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.
- 4.3. 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.**
- 4.4. The currency used for 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:

$$F = 100 \times E_m/E, \text{ where: } \begin{array}{l} E_m \text{ is the lowest evaluation price, and} \\ E \text{ is the evaluation price of the proposal under consideration.} \end{array}$$

### Consolidated Technical and Financial Score:

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

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

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

$$t = 70\%$$

$$f = 30\%$$

- 4.8. The tenderer ranked highest will be invited to negotiate the contract and if negotiations are successful the selected tenderer will be awarded the contract. Should the negotiations fail; the second ranked tenderer 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.
- 5.2. The following documents are enclosed with this Request for Proposals:
  - Terms of Reference
  - Declaration of Honour Form
- 5.3. Further information on International IDEA may be found on our website <http://www.idea.int/>
- 5.4. We would appreciate your informing us by e-mail (contact details above) upon your receipt of this Request for Proposals, whether or not you intend to submit a proposal, **noting that a site visit will be arranged for all interested bidders;**
- 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 at International IDEA. The address is [tender.complaints@idea.int](mailto:tender.complaints@idea.int)