



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

Tender Notice.

Tender Reference No: 2024-03-051

Project Name: Rule of Law and Anti-Corruption Programme (RoLAC) Phase II
Assignment Name: Provision of Catering services to International IDEA offices across Nigeria.
Deadline for Submissions: Proposals must be submitted on or before 23:59 (CET), **17TH June 2024**. Late submissions will not be considered for evaluation.

Address for Submissions: Email: 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 before the deadline of submission. In your text message, please provide the following:

- Tender reference no. and title
- Email address you used for the submission.
- Date and time, you sent your submission (e.g., 01 December 2021, 12:30 CET)

Additionally, kindly ensure that you also forward the above details to tender@idea.int prior to the submission deadline.

Format for Proposal Submission

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 Reference **No:2024-03-051** Technical and Financial Proposals – Do not open before 23:59 (CET), 17 June 2024.

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

Clarifications may be requested via e-mail no later than **10th June 2024** 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 International Institute for Democracy and Electoral Assistance (International IDEA) is an intergovernmental organization with 35 members states hailing from different continents around the world. International IDEA is currently managing the second phase of the “Rule of Law, Access to Justice and Anti-Corruption (RoLAC II) Programme” in Nigeria.
- 1.2 International IDEA now invites proposals from qualified organisations for Catering and related services for International IDEA offices in Nigeria. The current locations are Abuja, Adamawa, Anambra, Edo, Ekiti, Lagos, Kano, and Plateau. Kindly note these locations may increase as International IDEA may take on new projects in Nigeria.
- 1.3 International IDEA intends to contract one service provider per state (Abuja, Adamawa, Anambra, Edo, Ekiti, Lagos, Kano, and Plateau) under a framework agreement to meet all requirements set out in **Sections 2: (i-v) of the Terms of reference.**
- 1.4 **Tentative timeframe:** It is anticipated that the services will commence on the **15th of July 2024** for an initial period of 48 Months; and for further one-year periods thereafter subject to International IDEA’s approval based on satisfactory service; up to a maximum period of five years.

Section 2. Preparation of Proposals

Mandatory 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 shall be submitted by interested tenderers, and should provide the following information:
 - (i) Comprehensive company profile: stating how long your company has been in business and technical capabilities.
 - (ii) Submission of valid Corporate Affairs Commission-CAC documentation, latest Tax Clearance Certificate and VAT if applicable.
 - (iii) Evidence of catering services provided to international organisations in the last two years in the location of interest/application.
 - (iv) Two (2) client references of international organisations (name, title, email address, telephone number) you have provided similar services to. Kindly share reference letters from these organisations.

- (v) A completed and signed declaration of honour form (Annex A3) 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.

2.3 Only vendors that meet the legal requirements of operating in Nigeria may apply.

Financial Proposal.

- 2.4 Please indicate the unit costs in Naira per specification in the **Price Schedule** which would serve as the financial proposal. Kindly note that rates should be all inclusive of VAT where applicable or any other indirect taxes. International IDEA is not tax exempt and does not have a VAT number.

The costs of packaging and transportation should also be included in the financial proposal.

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 Nigeria.

The assessment of financial offer will be based on the total overall costs you will put in this bid.

Section 3. Submission of Proposals

- 3.1 Proposals must 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 mandatory technical requirement **listed under section 2: 2.2 -(i) to (v)** 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. 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 points:
- (i) Describe how your organisation would provide those services outlined in the Scope of Work, **under section 2 of the terms of reference**; (e.g., what standards would you use? What procedures would you follow? Outline how you will ensure timely and

effective communication with the team); (Maximum of 25 points). **In line with the above kindly explain the approach to be adopted by your organisation in the supplier's response document.**

- (ii) Kindly detail how your organization will coordinate an outdoor catering event with diverse attendees with detailed description of your management and supervisory strategy in ensuring a highly professional delivery. You may also share relevant and labelled event presentation pictures. Please provide a list of equipment owned to support catering events. (Maximum of 15 points). **Kindly provide your response in the supplier's response document. Kindly note a site verification will be done before contract award.**
- (iii) Please give detailed plan on how you intend to adhere to sustainable health and environmental practices whilst delivering this contract. International IDEA is disposed towards environmentally sustainable and healthy practices. (Maximum of 20 points). **Kindly provide your response in the supplier's response document.**
- (iv) Please list two international organizations you have provided similar services to, (Maximum of 20 points). **In line with the above, please provide letters of recommendation from these organisations stating the location where you have provided satisfactory services.**
- (v) Outline your organization and staffing that will support International IDEA. Please provide a simple document such as an organogram demonstrating the company's structure and staffing to meet our requirements. (Maximum of 20 points). **This may be included in your company profile document to us.**

The maximum technical score (T) is 100 points.

A candidate must have a minimum passing technical score of 75 points to be considered for the 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 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 Naira.
- 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:

$F = 100 \times E_m/E$, where: E_m 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:

$S = t \times T + f \times F$, where: t 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:

$$t = 60\% \quad f = 40\%$$

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:

- (i) Terms of Reference
- (ii) Annex A3 Declaration on honour on exclusion criteria and selection criteria for tenders.
- (iii) Annex A: Price Approach
- (iv) Annex B: Supplier's response.
- (v) 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.