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**INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE**

**Tender Notice.**

**Tender Reference No: 2024-02-048**

**Project Name:** Rule of Law and Anti-Corruption Programme (RoLAC) Phase II

**Assignment Name:** The provision of graphic design, Printing of manuals, books, and

promotional materials for the International IDEA offices across Nigeria.

**Deadline for Submissions:** Proposals must be submitted on or before 23:59 (CET), **29TH March.**

**2024.** Late submissions will not be considered for evaluation.

**Address for Submissions:** Email: [tendersubmissions@idea.int](mailto:tendersubmissions@idea.int)

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| **Format for Proposal Submission** | 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 the submission. * Date and time, you sent your submission (e.g., 01 December 2021, 12:30 CET)   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:2024-02-048 Technical and Financial Proposals – Do not open before 23:59 (CET), 29th March **2024.** |

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

Clarifications may be requested via e-mail no later than **15th March 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 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 the international, regional and national level, cooperating with a range of organizations.

1.2 International IDEA now invites proposals from qualified organisations for printing and related services including supply of promotional materials for our Six (6) offices in Nigeria (Abuja, Lagos, Edo, Adamawa, Anambra, and Kano).

1.3 International IDEA seeks proposals from printing companies in Nigeria for production of materials that include: handbooks, Impact reports and Case studies, policy briefs, discussions papers, conference reports, posters, different leaflets, and brochures.

1.4 International IDEA intends to contract three providers independently under a framework agreement to meet all requirements mainly under the category of Supply and delivery of graphic design, printing, and printed materials to the IDEA Nigeria Office.

1.5 The Contractor will provide high quality printing services to International IDEA for one or more of the following categories as stated in **section 2: 2.1 to 2.2 and Section 3** of the terms of reference.

**1.6 Tentative timeframe:** It is anticipated that the services will commence on the **15th of April 2024** for an initial period of 12 Months; and for further one-year periods thereafter subject to International IDEA’s approval based on satisfactory service.

**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 **Mandatory requirements:**

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

The following documents are required.

A proposal shall be submitted by interested tenderers, and should provide the following information:

1. Evidence of experience on other similar assignments provided to international organisations in **at least three locations at the same time.**
2. Two (2) client references for contacts of similar projects you have performed for international organisations (name, title, email address, telephone number).
3. Comprehensive company profile ,Company registration and equivalent documents.
4. Current VAT and tax clearance certificates
5. 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 **Financial Proposal:** Please indicate the rates per specification in the **Price Approach Sheet** which would service as the financial proposal. Kindly note that fees 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 the respective country.

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

**Section 3. Submission of CVs/Proposal**

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: (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).

* 1. 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**

4.1 The Proposals will be evaluated and scored against the following technical criteria with respective corresponding points:

1. Outline how you will effectively manage the relationship with the International IDEA and how you will ensure timely and effectively communication with the team; (Maximum of 25 points). **In line with the above kindly explain the workflow and approach to be adopted by your organisation in the supplier’s response document.**
2. Kindly include graphic samples in your answers on relevant materials listed in the price approach documents; (Maximum of 15 points). **Kindly provide in the supplier’s response document.**
3. As a printing company, explain your organizational structures, systems and machines that are in place that will ensure timely printing, safe keeping, and deliveries to the points of requirements (please provide supporting document such as personnel, press machines, vehicles etc.); (Maximum of 30 points) **Kindly provide third party evidence of delivery done to at least three locations in Nigeria.** Please provide Purchase orders or contracts as evidence. **This may be included in your company profile document to us.**
4. The organisation must have at least 10 years’ experience. Please list at least two international organizations you have provided similar services ;(Maximum of 30 points). **In line with the above, please provide letters of recommendation from these organisations stating the location where you have provided satisfactory services.**

The maximum technical score (T) is 100 points.

**A candidate must have a minimum passing technical score of 75points to be considered for the financial evaluation.**

**Financial Evaluation:**

* 1. 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.
  2. 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.**
  3. The currency used for evaluation is Naira.
  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 x Em/E, where: Em is the lowest evaluation price, and E is the evaluation price of the proposal under consideration.

**Consolidated Technical and Financial Score:**

4.6 The final consolidated scores (S) will be computed by applying the formula: S = t x T + f x 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 = *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.

* 1. The following documents are enclosed with this Request for Proposals:

1. Terms of Reference
2. Annex A3 Declaration on honour on exclusion criteria and selection criteria for tenders.
3. Annex A: Price Approach
4. Annex B: Supplier’s response.
5. 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](mailto:tender.complaints@idea.int).