



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

TENDER NOTICE

Tender Reference No: 258-17/76

Assignment Name: *Editing and Proofreading of International IDEA publications and communications material*

Project Name: *Publications and Communications*

Deadline for Submissions: Proposals must be submitted on or before 23:59 (CET), 25 September 2017. Late submissions will not be considered for evaluation.

Address for Submissions: E-mail: 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. 258-17/76 Technical and Financial Proposals – Do not open before 23:59 (CET), 25 September 2017.

Email Address for Clarifications: E-mail: 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 worldwide 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 qualified consultants (companies, individuals) for four main categories of editing services in the English language. The services include: developmental/substantive editing; copy-editing; light copy-editing; and proofreading of International IDEA's publications and communications material (including material for International IDEA's website). It is intended to establish a pool of preferred contractors with Framework Contracts from whom International IDEA can invite quotations to undertake various assignments. It is anticipated that International IDEA may include contractors that can provide both or only one of the required areas of services. A detailed description of the assignment is provided in the Terms of Reference attached to this Request for Proposals.
- 1.3 The Editorial Standards of International IDEA publications are attached as an information guide to prospective tenderers.
- 1.4 International IDEA does not guarantee any minimum quantity of work or exclusive engagement of a successful tenderer.
- 1.5 This assignment will be governed by International IDEA's General Conditions for Framework Contracts (available to view on the Institute's website - <http://www.idea.int/about-us/procurement-and-tenders>).
- 1.6 Tentative timeframe: It is anticipated that the services will commence in December 2017 for an initial period of one (1) year, with the option of renewing the Framework Contract up to a total maximum period of five (5) years.

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 Estimated input: The frequency of service requests will depend on the publications plan and communications activities of International IDEA.
- 2.3 Required qualifications and experience:

- (a) Be an experienced and qualified developmental/substantive editor, copyeditor or proof-reader;
- (b) Have at least five years' experience providing the services required to medium/large organizations;
- (c) Be financially stable.

2.4 The proposal should provide the following information:

- (i) A brief description of the Consultant/Company and an outline of recent experience of assignments of a similar nature. This description should include such information as: size; number of staff; numbers and types of clients; age of company; location; geographical network and scope of operations;
- (ii) A description of relevant experience of working on similar contracts as the one required by International IDEA. This should include the name and size of up to three such clients.
- (iii) Name and contact details (including email addresses and telephone numbers) of up to three (3) clients as references;
- (iv) Samples of previous editing/proofreading assignments, showing tracked changes, shall be provided (maximum two for each category of the four services and **only in electronic format**);
- (v) Specification of which categories of services the Consultant/Company will be able to provide (based on the scope of services in Section 2 of the Terms of Reference) For developmental editors there should be a specification of which areas of International IDEA's work they are most familiar with (e.g. elections, political participation, constitution building, diversity, gender, conflict and security);
- (vi) Opening/available hours of the Consultant/Company and indicate any expected closure hours during the year;
- (vii) Standard delivery time shall be specified in Annex A - the matrix for submitting prices. The range of services specified in the Terms of Reference shall be used as examples;
- (viii) The proposed methodology and work plan for performing the assignment, along with any comments or suggestions on the Terms of Reference;
- (ix) CVs for individual consultants or in the case of companies the Team Leader and other proposed professional staff, including information on their previous experience of similar assignments;

Financial Proposal

- (x) The price broken down by fee (showing unit rates and input) and incidental expenses likely to incur.
- (xi) The financial proposal **must be prepared using Annex A – the Price Matrix** for submitting prices which forms part of the tender documents. The proposal must be costed in Euros.
- (xii) Note there are four categories of services to be costed in the Price Matrix.
- (xiii) The price for the different products detailed in the matrix for submitting prices should be quoted excluding VAT, but if VAT will be charged the percentage should be stated.

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.
- 3.2 The full details on how to submit proposals are available 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. During this period, the consultants are expected to keep available the professional staff proposed for the assignment.

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: *[insert evaluation criteria and maximum corresponding score. The followings may serve as an example:*
 - (i) *Scope and quality of samples of previous assignments (maximum 40 points);*
 - (ii) *Qualifications and experience of the Contractor (maximum 40 points);*
 - (iii) *Service delivery time (maximum 20 points);*

The maximum technical score (T) is 100 points.

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 currency used for evaluation is EUR.
- 4.4 The financial scores (F) will be computed as follows:

The total cost per category of service will be calculated based on the submitted Price Matrix (Annex A). Each category will then be financially evaluated with the lowest evaluation price proposal (E_m) given a financial score (F_m) of 100 points.

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:

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

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

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

$$t = 80\%$$

$$f = 20\%$$

4.7 After completing the evaluation of the proposals International IDEA may invite a shortlist of the highest-ranking consultants to perform a test (for each type of service). The tests will be marked blind. A final decision will then be made at the end of this process and the highest ranking consultants will be invited to negotiate the contract. If negotiations are successful the selected consultants will be awarded the contracts.

Note International IDEA reserves the right not to select any of the tenderers if the proposals and/or the tests prove unsatisfactory.

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:

Annex A: Price Matrix for Submitting Financial Proposal

Annex B: Terms of Reference

International IDEA Editorial Standards

5.3 Further information on the Institute 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 Director of Corporate Services of the Institute. The address is tender.complaints@idea.int.