



## **INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE**

### **TENDER NOTICE**

Tender Reference No: **2022-12-025**

Assignment Name: **Security monitoring and protective services in International IDEA areas of operation (list of countries has been included in the terms of reference)**

Project Name: **N/A**

**Deadline for Submissions:** Proposals must be submitted on or before 23:59 (CET), **March 24, 2023**. 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. **2022-12-025** Technical and Financial Proposals – Do not open before 23:59 (CET), **March 24, 2023**.

**Email Address for Clarifications:** E-mail: [tender@idea.int](mailto: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 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 **service providers (firms, organizations, security and risk agencies)** for **security monitoring and protective services**. The services include deployment of security monitoring for international IDEA's in-country staff (combination of regular reporting, and ad-hoc alerts following significant security incidents at various levels of detail depending on requirements) and employment of protective services (security coordination and journey management for the IDEA's staff in-country). 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 services will commence in **May 2023**, and they will be completed before **April 2025**. **Extension of the timeframe is subject to the approval of International IDEA management.**

## Section 2 Preparation of Proposals

**The proposal presented should contain the following elements:**

### Essential Requirements

- 2.1 Language: The official language for the proposal, contract, reports and any other documents in relation to the assignment is English.

**The technical proposal should provide the following information:**

- 2.2 Company overview
  - (i) A brief description of the company/organization and an outline of recent experience on assignments of a similar nature. Details of any office locations and staff numbers in each location. Details of countries where services are currently offered and any exclusions.
  - (ii) Company registration documentation, as well as legal documentation that shows the ownership structure and any shareholders of the organisation.
  - (iii) The proposed methodology and work plan for performing an assignment, along with any comments or suggestions on the Terms of Reference.
  - (iv) An overview of the management structure **for the services as a whole** and a list of the proposed staff by title (and name if already identified), the tasks that would be assigned to each staff team member. CVs for the Team Leader and other proposed professional staff responsible for managing the assignment, including information on their previous experience in similar assignments.
  - (v) At least three previous references for similar assignments that will attest to the client's satisfaction with the services provided.
  - (vi) Any relevant insurance arrangements, for example, professional indemnity assurance, as may be held by the bidder.
  - (vii) Details of any relevant professional memberships and professional affiliations held by the service provider.
- 2.3 An example of a daily routing monitoring report.

- 2.4 Details of any online platform that will provide real time security and risk information and examples of the routine reporting that is available from this platform.
- 2.5 An example of an in-depth security assessment with recommendations for Mali and an example plan for a proposed 5-day trip to Bamako, Mali for 3 International IDEA staff members, including service provider staff inputs and their timing and (in the financial proposal as per below) a costing of this proposal.
- 2.6 A completed and signed Declaration of Honour Form:
- a) Please note that the attached Declaration of Honour Form should be submitted as a separate document. Sections must be ticked YES or NO.
  - b) For all Bidders:  
Please note that in Section 3 of the Form (please see below excerpt for ease of reference), in the absence of conflict of interest, should be marked Yes.

<b>(3) declares that the above-mentioned person has no unresolved conflict of interest that may cause the impartiality of the process of awarding the contract to be questioned, except as disclosed</b>		
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"/>

### **Financial Proposal**

- 2.7 A fixed annual fee for the routine daily monitoring reports / alerts and licences to access the online platform, together with an indication of the method of indexation that will be applied to this fee for 5 years.
- 2.8 The fee for the in-depth assessment of Mali as per 2.5 above.
- 2.9 The price broken down in fees for the example plan for the five-day trip to Mali as per 2.5 above (showing unit rates and input) and incidental expenses likely to be incurred.
- 2.10 The bidder shall be responsible for his or her own tax obligations as per the laws of the respective country.
- 2.11 The assessment of the financial proposal will be based on the total value of the prices or fees mentioned above.
- 2.12 **VAT:** Prices should be stated including VAT and any other relevant 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 price that will be included in the 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 Proposals must remain valid for at least 90 days following the deadline for their submission stated under the Tender Notice. 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. During this period, the company/organization is expected to keep available the professional staff proposed for the assignment.
- 3.3 Please note the below:
  - a) Submit the technical proposal **2.2 (i – vii) to 2.5** in one document with label **2.2 to 2.5** under your technical submission.
  - b) Submit the **2.6** Declaration of Honour Form in a separate document under your technical submission.
  - c) Incomplete submission of **2.2 (i – vii) to 2.5** will not be considered for evaluation.

### **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, especially countries in conflict and transition (maximum 30 points);*
    - *2 points for each year of experience (maximum 20 points).*
    - *Experience working with diplomatic missions/ international organizations. (maximum 10 points).*
  - (ii) *Adequacy of the proposed methodology and work plan in responding to the ToR and compliance with documentation requirements (maximum 30 points);*
    - *Proposed work plan (maximum 15 points).*
    - *Technical tools, guidelines, and systems (maximum 15 points).*
  - (iii) *Qualifications and experience of the key staff proposed to perform the assignment (maximum 20 points);*
    - *Experienced staff with appropriate training / qualifications (maximum 10 points).*
    - *List of the assets and equipment available for each operation. (maximum 10 points).*
  - (iv) *Those who pass 60 points on i, ii and iii, will be interviewed with their proposed teams (maximum 20 points).*
    - *Work plan presentation (maximum 10 points).*
    - *Questions and answers (maximum 10 points).*

#### **Please note:**

- The maximum technical score (T) is 100 points.

- The minimum passing score is 70 points.
- The bidder who passes the minimum scoring will move forward to 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 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:

$$t = 60\%$$

$$f = 40\%$$

- 4.8 The service provider ranked highest will be invited to negotiate the contract and if negotiations are successful the selected service provider will be awarded the contract. Should the negotiations fail; the second ranked service provider 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 This request for proposals is to establish a Framework Contract for an initial period of two (2) years subject to extension upon satisfactory execution of the initial contract and approval by International IDEA management. The Engagement of the selected service provider for a specific assignment will be by means of Service Order during the coverage of the Framework Contract.
- 5.3 The following documents are enclosed with this Request for Proposals:
  - Terms of Reference
  - Declaration of Honour form

#### General Terms and Conditions

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