

**INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE**

**TENDER NOTICE**

Tender Reference No: 2021-06-005

Assignment Name: *Website Redesign Services*

Project Name: *Communications*

**Deadline for Submissions:**Proposals must be submitted on or before 23:59 (CET), 20 August 2021*.* Late submissions will not be considered for evaluation.

**Address for Submissions:**Email: [tendersubmissions@idea.int](mailto: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. 2021-06-005 Technical and Financial Proposals – Do not open before 23:59 (CET), 20 August 2021.

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

Clarifications may be requested via email no later than 7 days prior to the submission deadline. i.e. 13 August 2021 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**. **Please make sure to submit your Proposal to the correct email address (tendersubmissions@idea.int).**

**REQUEST FOR PROPOSALS**

**Section 1 General Information**

* 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.
  2. International IDEA now invites proposals from a qualified consultant (company) for the assignment entitled: *Website Redesign Services.* The services include *website design,* *graphic design, UX, illustrations and wireframing, and information architecture*. The deliverables may be animated, interactive or static. A detailed description of the services is provided in Annex B—the Terms of Reference—attached to this Request for Proposals. Interested qualified companies are invited to submit proposals to participate in the selection.
  3. Tentative timeframe: It is anticipated that the services will commence in September 2021, and they will have to be completed before end December 2021 at the latest.
  4. This assignment will be governed by International IDEA’s General Terms (attached to this Tender Notice).

**Section 2 Preparation of Proposals**

**Essential Requirements**

* 1. Language: The official language for the proposal, contract, reports and any other documents in relation to the assignment is English.
  2. Required experience:
     1. Be an experienced and qualified website design company
     2. Have at least five years’ experience providing the website design services to medium/large organizations
     3. Be financially stable
  3. The proposal should provide the following information:

1. A brief description of the company / organization and an outline of recent experience on assignments of a similar nature;
2. The proposed methodology and work plan for performing the assignment, along with any comments or suggestions on the Terms of Reference (one document for methodology, one document for work plan);
3. The list of the proposed staff by title (and name if already identified), the tasks that would be assigned to each staff team member, and their timing, estimates of the total staff input needed to carry out the assignment;
4. CVs for the Team Leader and lead designer as well as other proposed professional staff, including information on their previous experience in similar assignments;
5. Samples of previous website design assignments shall be provided (minimum of three);
6. Full name and contact details (including email addresses of up to three (3) clients that can be contacted as references;

2.4 Declaration of Honour Form

A completed and signed Declaration of Honour Form (Annex D 2.1)

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.

**Financial Proposal**

2.5 The overall total fee and the price broken down in fees (showing unit rates and input) and incidental expenses likely to incur.

2.6 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.

2.7 The financial proposal **must be prepared using Annex 1 – Financial Price Matrix** which forms part of these tender documents. The proposal must be costed in Euros. If VAT applies the rate should be indicated on the matrix.

**Section 3 Submission of Proposals**

* 1. Proposals should be submitted in electronic format by email. Technical and Financial Proposals should 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 (vi) 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). The Financial Proposal shall be sent as a PDF-file or Word file using the template provided in the Tender documents. **Please note incomplete submission of proposals (i.e. not including Technical requirement files (i) to (vi) and the Financial Proposal) will not be considered for evaluation.**

3.3 **Please note that a Declaration of Honour Form should be submitted as a separate document along with your Technical and Financial Proposal.**

* 1. 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. 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:

1. Evidence based on submitted proposal of ability to respond to scope of work and other requirements outlined in the Terms of Reference (maximum 20 points);

Work methodology: maximum 10 pts

Work plan: maximum 10 pts

1. Scope and quality of portfolio samples of at least 3 website redesign assignments and visual presentation of proposal (maximum 30 points);

Design: maximum 10 pts

Creativity: maximum 10 pts

Conceptualization: maximum 10 pts

4.2 Interviews:

As part of the evaluation of the proposals, and following evaluation of criteria (i) and (ii), International IDEA will call for interviews of the top three highest-ranking candidate firms. These short-listed candidates should be prepared to present (via video-conferencing) a proposal over concept and design that they envisage for the project to the International IDEA Selection Panel (maximum 30 points).

The evaluation of the interviews will be made on the basis of:

Concept & presentation: maximum 15 pts

Q&A session: maximum 15 pts

4.3 References (maximum 20 points)

After the interviews, International IDEA will send a questionnaire to the referees of the top three highest ranking bidders. A deadline for submission of responses will be set and any responses received after the deadline will not be considered for scoring.

The maximum technical score (T) is 100 points.

**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 EURO.
  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:**

* 1. 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

* + 1. The weights given to the technical and financial scores are:

t = *70%*

f = *30%*

4.7 The consultant ranked highest will be invited to negotiate the contract and if negotiations are successful the selected consultant will be awarded the contract. Should the negotiations fail; the second ranked consultant will be invited to negotiations.

4.8 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.

4.9 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.

4.10 A final decision will then be made at the end of this process. However, International IDEA reserves the right not to select any of the tendering firms if the proposals and/or the interviews prove unsatisfactory.

**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:

Annex 1: Financial Price Matrix

Annex B: Terms of Reference

Annex D2.1: Declaration of Honour Form

Other relevant documents:

International IDEA’s General Terms November 2020

* 1. Further information on International IDEA may be found on our website [http://www.idea.int](http://www.idea.int/)
  2. We would appreciate your informing us by email (contact details above):

1. Upon your receipt of this Request for Proposals, whether or not you intend to submit a proposal;
   1. 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)