



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

TENDER NOTICE - Ref No. 258-16/94

Printing Services

The International Institute for Democracy and Electoral Assistance (International IDEA) is an intergovernmental organization established in 1995, 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.

International IDEA now invites proposals from qualified companies for the provision of a range of printing services for the Institution to be engaged under a Framework Contract agreement. The main services include printing of International IDEA's publications and communication materials. The Request for Proposals and the Terms of Reference (Technical Specifications) are available at: <http://www.idea.int/about/vacancies/index.cfm>

A Contractor/Contractors will be selected in accordance with the procedures set out in the Request for Proposals. More than one Framework Contract may be awarded. Interested companies may obtain further information at tender@idea.int (quoting the tender reference number and name).

The closing date for receiving proposals and examples of publications and communications materials is **28 October 2016 at 23:59 (CET)**. Late submissions will not be considered. Technical and Financial Proposals must be sent in separate files by email to the address below. Proposals being submitted by email should state the following text in the subject field: **Tender No. 258-16/94 (Technical and Financial) – Do not open before 23:59 (CET) 28 October 2016**

Email: tendersubmissions@idea.int

Examples of Publications and Communications Materials (as required in 2.3 (iv) of the Request for Proposals) **must be submitted by post**. The postal address for submission is as follows:

Attention: Tender 258-16/94 – Printing Services
International IDEA
Strömsborg
SE -103 34 Stockholm, Sweden

Stockholm, 11 October 2016