



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

REQUEST FOR PROPOSALS

Project Name: Communications/Publications

Assignment Name: Printing Services

Tender Reference: 258-16/94

Section 1 General Information

- 1.1 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.
- 1.2 International IDEA carries out a significant amount of printed related business each year. For 2015 the value of printing services was in the region of EUR 70'000. However, the Institute is in the process of reviewing its publication processes, and one of the outcomes of this review is expected to be a greater reliance on print-on-demand, with an emphasis on quick turnaround and more agile production processes.
- 1.3 The Institute now invites proposals from qualified and experienced companies to provide a range of printing services. The services include the printing of International IDEA's publications and communications material. A detailed description of the assignment is provided in Annex B – the Terms of Reference (Technical Specifications) - attached to this Request for Proposals. It is intended to engage a number of Contractors under Framework Contracts from whom International IDEA can invite quotations to undertake various printing assignments. It is anticipated that International IDEA may engage Contractors that can provide all, some or only one of the required areas of expertise.
- 1.4 Tentative timeframe: It is anticipated that the Framework Contract will commence in November/December 2016 for an initial period of one year with the option of renewing up to a total maximum period of three years.

Section 2 Preparation of Proposals

- 2.1 Language: The official language for the proposal, contract, reports and any other documents in relation to the assignment is English.
- 2.2 Required qualifications and experience:
 - (i) Be an experienced, qualified and reputable printing company;

- (ii) Have at least five years' experience providing relevant or equivalent services to medium/large organizations;
- (iii) Be financially stable.

2.3 The proposal should provide the following information:

- (i) A brief background description of your company. This description should include such items as: size; number of staff; number and types of clients; age of company; location of Headquarters; geographical network and scope of operations;
- (ii) A description of your relevant experience of working on similar contracts as the one required by International IDEA. This should include the names and size of up to three such clients' organizations;
- (iii) Provide an outline of the work processes used by your company and include a short statement on how quality control is ensured. This information will be evaluated to measure that the company can deliver publications and communications material of a consistently high quality and minimise the risk of mistakes and faults that occur during the production process;
- (iv) Examples of publications and communications material that the Contractor has printed (maximum one for each category of printing services and only one copy each) shall be included with the tender. The categories are outlined in section 2 of the Terms of Reference (Technical Specifications);
- (v) Include a general description of the Contractor's experience, specialties and possible unique advantages. The Contractor must specify if services will be delivered using in-house capacity or if services are provided by a third partner;
- (vi) Shall include a description how the Contractor works with environmental issues and what kind of ECO-labels or certifications can be used and what the cost for using ECO-labels is. This description should cover paper used (house paper and other paper) and printing process;
- (vii) Shall specify how original materials (digital) are archived and kept;
- (viii) Shall specify how data communication and file transfer is handled;
- (ix) Shall state the opening hours of the company and if the Contractor is closed at any point of the year;
- (x) Standard production time shall be specified in Annex A - Price Matrix for submitting the financial proposal;
- (xi) The full name and contact details (including email addresses and telephone numbers) of up to three (3) clients as references;
- (xii) Audited Financial Statements for the last two fiscal years (or a link to where these can be found on your website).

Financial Proposal

- (xiii) The financial proposal **must be prepared using Annex A – the Price Matrix for submitting prices** which forms part of the tender documents. The proposal should be costed in Euros.
- (xiv) The price for the different products detailed in the attached Price Matrix of products which are considered to be a representative selection of International IDEA's products. Prices should be quoted excluding VAT, but if VAT will be charged the percentage should be stated. Prices shall include two print proofs in accordance with

the Terms of Reference (Technical Specifications). Prices for delivery to International IDEA's warehouse should be specified in the Price Matrix.

Section 3 Submission of Proposals and Examples of Materials

- 3.1 Proposals should be submitted in electronic format by email. Technical and Financial Proposals must be submitted as separate files and clearly marked accordingly. Price should not be mentioned in the Technical Proposal.
- 3.2 **Note the email address for submission of the proposals is:**
tendersubmissions@idea.int
- 3.3 **Examples of Publications and Communications Materials (as required above in 2.3 (iv))** should 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
- 3.4 Proposals and Examples of Materials must be submitted on or before 28 October 2016, 23:59 p.m. (CET). Late proposals will not be considered for evaluation. Proposals being submitted by email should include 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.**
- 3.5 Incomplete proposals will not be considered for evaluation. Tendering parties shall ensure that they are eligible as per paragraph 2.2 and that they provide all the information requested in paragraph 2.3 when submitting their proposals.
- 3.6 Proposals must remain valid for at least 60 days following the deadline for their submission stated in paragraph 3.3.

Section 4 Evaluation of Proposals

- 4.1 The proposals will be evaluated and scored against the following technical criteria with respective corresponding weights:
- (i) The quality of the example materials submitted as per 2.3 (iv) - (maximum 10 points);
 - (ii) Scope and quality of services offered in the proposal in relation to requirements as outlined in the Terms of Reference (Technical Specifications) (maximum 30 points);
 - (iii) Quality of the work processes in response to the requirements outlined in the Terms of Reference (Technical Specifications) (maximum 20);
 - (iv) Experience of working with International Organizations/Companies (maximum 10 points);
 - (v) Standard Production Time (maximum 20 points);
 - (vi) Environmental Work (maximum 10 points).

The maximum technical score (T) is 100 points.

After completing the evaluation of the proposals International IDEA reserves the right to call for interview (in-person or via video conferencing) a short list of the highest-ranking companies. 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 companies if the proposals and/or the interviews prove unsatisfactory.

- 4.2. The financial proposals will be checked 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. If not stated in Euros, the corrected prices will then be converted to the currency of international evaluation to obtain the evaluation price (E). The exchange rate used will be IDEA's monthly exchange rate which is based on the InforEuro exchange rate.
- 4.4. The currency used for evaluation is: the Euro (EUR)
- 4.5. The financial scores (F) will be computed as follows:

The total cost per category will be calculated based on the submitted Price Matrix. Each category will then be financially evaluated with 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:

$$F = 100 \times E_m / E, \quad \text{where: } E_m \text{ is the lowest evaluation price, and} \\ E \text{ is the evaluation price of the proposal under consideration.}$$

- 4.6. The final scores (S) will be computed by applying the formula:

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

- 4.7. The weights given to the technical and financial scores are:

$$t = 40\% \\ f = 60\%$$

- 4.8. The company/companies ranked highest after consolidating the technical and financial evaluations will be invited to negotiate the contract and if negotiations are successful the selected company/companies will be awarded the contract. As stated in 1.2 more than one Framework Contract may be offered.

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 Financial Proposal
Annex B: Terms of Reference (Technical Specifications)
Annex C: General Conditions for Framework Contracts

- 5.3. Further information on the Institute can be found on our website <http://www.idea.int/>.
- 5.4. Clarifications may be requested via email **no later than 7 days prior to the submission deadline** and addressed to: **tender@idea.int**. Note a response to a request for clarifications will be issued to all tenderers on our website <http://www.idea.int/>. Therefore prospective bidders are advised to check the website regularly during the process.
- 5.5. International IDEA would appreciate your informing us by email (contact details above):

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

5.6 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 International IDEA. The address is tender.complaints@idea.int