



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

### **TENDER NOTICE**

**Tender Reference No: 2024-07-060**

**Assignment Name:** Catering Services to the International IDEA office in Stockholm

**Deadline for Submissions:** Proposals must be submitted on or before **23:59 (CET), 13 September 2024**. 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 prior to submission deadline** (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 the submission.
- Date and time, you sent your submission (e.g., 01 December 2021, 12:30 CET)
- **Please also send the above information before the submission deadline to [tender@idea.int](mailto:tender@idea.int)**

**Format for  
Proposal  
Submission**

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.: 2024-07-060 Technical and Financial Proposals – Do not open before 23:59 (CET), 13 September 2024.**

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

Clarifications may be requested via e-mail **no later than 02 September 2024** 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

## 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 for *Catering Services to its office in Stockholm*. The services include
- a) *provision of buffet style lunches,*
  - b) *pastries and similar for breakfast meetings,*
  - c) *canapes for cocktail functions, and*
  - d) *occasional dinners.*
- A detailed description of the assignment is provided in the Terms of Reference attached to this Request for Proposals.
- 1.3 Tentative timeframe: Framework contracts for a period of 5 years will be entered into on a non-exclusive basis with a small number of service providers (no more than three) with a start date as soon as practical after completion of the evaluation of the tenders. Individual services will be requested via quotation / service order for specific services thereafter.

### 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 The proposal should provide the following information:
- (i) A brief description of the company / organization and an outline of recent experience on assignments of a similar nature;
  - (ii) Copies of your company registration and tax registration documents, and any hygiene certifications
  - (iii) Four sample buffet style lunch menus for 20 people, representing beef, chicken, seafood and vegetarian/vegan. For each menu, we would appreciate a selection of appetizers, main courses, and desserts. Additionally different cuisine types for each menu would also be taken into account such as Swedish, Mediterranean or Asian cuisine.
  - (iv) Additional culinary options beyond the specified cuisines. If you have signature dishes or specialties that you believe would enhance our events, please feel free to include them in your proposal.
  - (v) One sample menu for canapes for a cocktail function
  - (vi) Estimates of the total staff input needed to carry out assignments.
  - (vii) Details of how you will work with us to deliver high quality catering services within our budget constraints – including details and a CV of the person assigned to be our Project Manager / Coordinator and how complaints, if any, will be resolved.

- (viii) Client references of organisations (name, title, email address, telephone number) you have provided similar services to.
- (ix) A completed and signed declaration of honour form (Annex A3) should be submitted with all proposals. 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**

2.3 Transparent pricing structure with itemized costs for menu items, service fees, equipment fees and any additional charges for catering for 20 persons for each of the following

- a) *provision of buffet style lunches,*
- b) *pastries and similar for breakfast meetings,*
- c) *canapes for cocktail functions, and*
- d) *occasional dinners.*

2.4 Please note that these prices are indicative and should be for the menus provided under 2.2 above. Actual services provided will be subject to quotation in the context of the framework agreement.

### **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. 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:
  - (i) Quality of food and menu presentation (maximum 20 points);
  - (ii) Management arrangements for the delivery of services, including handling of complaints (10 points);
  - (iii) Specific experience in relevant sectors (maximum 20 points);
  - (iv) The maximum technical score (T) is 50 points.

**Submissions that do not meet a minimum technical score of 35 points will not be further considered.**

#### **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 SEK.**

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:

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

E is the evaluation price of the proposal under consideration.

#### **Consolidated Technical and Financial Score:**

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

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

f is the weight given to the financial score

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

$$t = 60 \%$$

$$f = 40 \%$$

4.8 The bidders ranked highest will be invited to negotiate contracts and if negotiations are successful the selected bidders will be awarded the contract. Should the negotiations fail; the next ranked bidders 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 The following documents are enclosed with this Request for Proposals:

- Terms of Reference
- Declaration of Honour form
- Contract General Terms and Conditions

5.3 Further information on International IDEA 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 the Executive Director at International IDEA. The address is [tender.complaints@idea.int](mailto:tender.complaints@idea.int)