



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

EOI NOTICE

EOI Reference No: 2024-12-065

Assignment Name: *EOI for the provision of Global Payroll Services*

Deadline for Submissions: Proposals must be submitted on or before 23:59 (CET), **31 January 2025**. Late submissions will not be considered for evaluation.

Address for Submissions: E-mail: eoisubmission@idea.int

This email address is set up with auto-response to acknowledge emails received. In the event that you do not receive an autoreply, **please send a text message prior to the submission deadline** (NO CALLS, CALLS WILL NOT BE ANSWERED) to this number **+46725375735**. In your text message, please provide the following:

- EOI reference no. and title
- Email address you used for submission.
- Date and Time, you sent your submission (e.g. 30 January 2025, **12:30 CET**)
- **Please also send the above information to EOI@idea.int before the submission deadline.**

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.**

Email Address for Clarifications: E-mail: EOI@idea.int

Clarifications may be requested via e-mail **no later than 20 January 2025** at the above email address. Note: A response to a request for clarifications will be issued to all tenderers/applicants on our website <http://www.idea.int/>. Therefore, tenderers/applicants 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 global payroll firms for *Global Payroll Services*. This service will entail the licensing of tax compliant software that International IDEA will utilize in a variety of locations where we have offices around the globe which will enable us to manage and maintain our payrolls. The eligibility criteria include the following:
 1. Proven experience in providing global payroll services in a variety of locations.
 2. Compliance with relevant local and international payroll regulations, specifically in relation to pay as you earn (PAYE) or similar tax calculations and any other compulsory legislated tax deductions.
 3. Ability to provide software to handle payroll processes in multiple currencies across multiple jurisdictions (including non-state jurisdictions).
 4. Strong data security and privacy protocols.
 5. Excellent client references and track record of successful project delivery.
- 1.3 Tentative timeframe: It is anticipated that International IDEA will enter a Framework contract with the successful bidder. The Framework contract will commence on or after 1 June 2025 and shall run for 5 years. During the contract period, there will be an expectation that new locations (countries) will come on board, and some will be discontinued as International IDEA opens new and closes old offices.
- 1.4 At the end of five years, a new tender/EOI process will be conducted.

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 Interested firms are required to submit a comprehensive EOI proposal that includes the following components:
 1. Company Profile: Overview of the firm's history, services, and expertise in global payroll management.
 2. Technical Proposal: Detailed description of the firm's approach to delivering the required payroll services, including technology platforms, processes, reporting, **geographical footprint** and ability to take on new locations.
 3. References: Contact information for at least three client references who can attest to the firm's capabilities and performance.

4. Data Security Plan: Description of measures in place to protect employee payroll data.

Financial Proposal

2.3 A transparent pricing structure outlining costs associated with the provision of global payroll services must be submitted. The costs must be split between installation costs and ongoing costs per employee.

The cost estimates must consider the fact that International IDEA has a minimum of 1 employee and maximum of 100 employees in an office/location. The total number of employees is 380 spread across the following 22 locations: Sweden, Ethiopia, Australia, Panama, Belgium, USA Washington DC, USA New York, Bhutan, Chile, Gabon, Fiji, The Gambia, The Netherlands, Kenya, Mozambique, Nepal, Nigeria, Peru, Sierra Leone, Tunisia, Albania and Ukraine.

It is expected that International IDEA will close some of these offices and open new ones during the contract period.

2.4 The price (in EUR) broken down between installation and ongoing costs:

	Level	Minimum number of employees at which your firm will take up the assignment	Installation Costs for 10 employees, please indicate if this is a fixed cost,	Ongoing costs per employee
1	Albania			
2	Australia			
3	Belgium			
4	Bhutan			
5	Chile			
6	Ethiopia			
7	Fiji			
8	Gabon			
9	Kenya			
10	Mozambique			
11	Nepal			
12	Nigeria			
13	Panama			

	Level	Minimum number of employees at which your firm will take up the assignment	Installation Costs for 10 employees, please indicate if this is a fixed cost,	Ongoing costs per employee
14	Peru			
15	Sierra Leone			
16	Sweden			
17	The Gambia			
18	The Netherlands			
19	Tunisia			
20	Ukraine			
21	USA New York			
22	USA Washington			

2.5 International IDEA is not exempt from taxes and does not have a VAT number. The Bidder must act in accordance with the tax legislation of its country regarding the provision of services/goods to customers. The Bidders shall be liable for their own tax obligations in accordance with the laws of their respective countries and hence the costs above must take this into account.

2.6 The evaluation of the financial tender/EOI shall be based on the EUR price (including tax).

2.7 Exchange rates to be used must be DECEMBER EXCHANGE RATES as per this link [December Exchange rates from infoeuro](#)

Declaration of Honor Form

2.8 Please tick YES/NO as applicable. Please complete the form and submit it together with Technical and Financial Proposal.

2.9 In Section 3 of the Declaration and Honour Form, in the absence of conflict of interest, please mark this section Yes.

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 EOI 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 EOI Notice and should be flexible for any unexpected delays on the tendering process.

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) *Adequacy: Detailed description of the firm's approach to delivering the required payroll services, including technology platforms, processes, reporting and capabilities of their services. International IDEA would like to have access to a system and manage the payroll using its staff, including the actual payment into the staff bank accounts. (30 points)*

(ii) *Geographical footprint: A detailed listing of the locations in which the bidder can provide this software should be provided. The bidder must show their ability to take on new locations within reasonable time frames.*

The bidder will be awarded 1 point each for demonstrating that they can already provide services in the locations listed in 2.4 above or for demonstrating that they can do so within a reasonable timeframe. An extra 8 points will be awarded to the bidder for demonstrating the ability to provide services in new locations within a reasonable timeframe (30 points)

(iii) *References: Contact information for at least three client references (non-profit International Organisations) who can attest to the firm's capabilities and performance. (30 points)*

(iv) *Data Security Plan: Description of measures in place to protect employee payroll data. (10 points)*

The maximum technical score (T) is 100 points. To proceed to the financial evaluation, the technical proposal must score 80 points.

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 which can be found on the inforeuro website.**

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:

$F = 100 \times E_m/E$, where:

E_m 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:

$S = t \times T + f \times F$, where: t 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:

$t = 70\%$

$f = 30\%$

4.8 The firm ranked highest will be invited to negotiate the contract and if negotiations are successful the selected firm will be awarded the contract/(s). Should the negotiations fail; the second ranked firm/(s) will be invited to negotiations.

Section 5 Final Considerations

5.1. International IDEA will not be bound to select any of the proposals. International IDEA may further elect to select more than one service provider if, for example, no single service provider can deliver services in every location, or any other operational requirement makes this desirable. International IDEA may also elect not to implement a payroll in any location if operational requirements dictate that this is preferable.

5.2 The following documents are enclosed with this Request for Proposals:

Terms of Reference

Declaration of Honour Form

Contract General Terms and Conditions

Financial Regulations

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/EOI 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