



IFB No. NEC/PRE/RB/006/2016/2017

September 13, 2016

Dear Sir/Madam:

The National Elections Commission anticipates funding from the Government of Liberia for the 2016/2017 fiscal period and intends to allocate a portion of said funding towards the Procurement of Voter Registration and Exhibition Materials–Prepacked (Training and Actual) -IFBNo.NEC/PRE/RB/006/16/17, for the 2017 Elections Voter Registration Process scheduled for February 1-March 7, 2017.

**LIBERIA NATIONAL ELECTIONS COMMISSION
2017 VOTER REGISTRATION MATERIALS INFORMATION**

Lot #	Item	Type	Quantity	Expiration Date	Delivery Date
1	Voter Registration Materials(Actual)	Kits and assorted materials 2017 Voter Registration (ACTUAL)	As indicated in the Bidding Documents	Six Months after delivery	As per contract
2	Voter Registration Materials (Training)	Training	As indicated in the Bidding Documents	Six Months after delivery	As per contract
3	Exhibition Materials	Training	As indicated in the Bidding Documents	Six Months after delivery	As per contract
4	Exhibition Materials	Actual	As indicated in the Bidding Documents	Six Months after delivery	As per contract

The Commission now invites you and the below listed companies to submit bids for the Voter Registration and Exhibition Materials –Prepacked (Training and Actual), which will be used for the 2017 Voter Registration and Exhibition Exercises. A detailed list of the description can be found in the Technical Specifications and Schedule of Requirements Section of the Bidding Document.

Bidding will be conducted through the Restricted Bidding Procedure as contained under Section 50 of the Amended and Restated Public Procurement and Concessions Act of 2010 of Liberia.

Qualification information:

- a. The ability to fully and completely deliver the required goods, subject to the contract, not later than ten (10) calendar days from its receipt of the Notice to Proceed (NTP).
- b. A reference list of at least three (3), for verification of the completion of a contract of similar nature and complexity during the past five (5) years.
- c. A registered Business in the country from which it operates, including the profile of the company.
- d. Must have the capacity to prefinance.
- e. An evidence of tax payment clearance.
- f. Provision of audited financial reports of the company for the past year (2015).
- g. The ability to provide samples of the materials as detailed in the Technical Specifications and Schedule of Requirements in the bidding documents. The samples should be furnished along with the bids submitted on or before the deadline for submission: **Tuesday, October 11, 2016 @2pm local time.**

Additional qualification information is available in the Bidding Documents, particularly, in Section 11 (Instructions to Bidders).

Interested invited bidders may download the Tender Documents and obtain further information from the National Elections Commission and at the address given below from 9:30 A. M to 4:30 P.M, Monday to Fridays, except holidays:

The Procurement Unit
National Elections Commission-Liberia
9th and 10th Streets, Sinkor
P.O. Box 2044
Email: rnagbe@yahoo.com/procurement@necliberia.org
Website: www.necliberia.org

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Tender must be delivered along with a complete sample to the National Elections Commission, Procurement Unit Room Number 73, Ground Floor, and P. O. BOX 2044 on or before **Tuesday, October 11, 2016 at 2:00 pm Local Time.**


All Bids must be accompanied by a bid security as indicated in the BID Data Sheet (BDS) in the form of a bank guarantee from a reputable bank in Liberia or a bank abroad that has a subsidiary branch in Liberia. Bids shall be valid for a period of 60 days after the deadline for submission. Late bids will not be accepted.

Bid opening shall be held in the presence of Bidders or Bidders' representatives who choose to attend, immediately at **2:00 PM** on **Tuesday, October 11, 2016** in the Conference Hall of the National Elections Commission between 9th and 10th Streets, Sinkor, and Monrovia, Liberia.

The National Elections Commission reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

Best Regards.

Signed: _____


Director/Procurement Services
National Elections Commission (NEC)

Invited Companies

1. Al Ghurair Printing and Publishing LLC
Dubai, UAE
2. Kalamazoo
United Kingdom
3. Smartmatic
Netherlands
4. C4ISR Global Systems DMCC
Dubai, UAE
5. CETIS
Slovenia