



INVITATION TO BID

SUPPLY AND DELIVERY OF ELECTIONS MATERIALS – PREPACKED KITS (TRAINING AND ACTUAL) FOR THE 2017 PRESIDENTIAL AND REPRESENTATIVES ELECTIONS-POLLING DAY EXERCISE AND RUN-OFF ELECTION

IFB No. NEC/PRE/ICB/002/2017/2018

1. The Government of Liberia (GOL), through the National Elections Commission (NEC) anticipates funding from the Fiscal Year 2017/2018 National budget in Preparation for the 2017 General and Presidential Elections and intends to apply part of the sum to payment for the Supply and Delivery of Stationery & Supplies of Elections and Run-Off Materials-Prepacked Kits (Training and Actual), particularly described as follows:

Lot	Item	Type	Quantity	Expiration Date	Delivery Date
1	Elections Materials (Actual)	Kits and assorted materials 2017 Elections –Polling Day (ACTUAL)	As indicated in the Bidding Documents	Six Months after delivery	As per contract
2	Elections Materials (Training)	Training	As indicated in the Bidding Documents	Six Months after delivery	As per contract
3	Run-Off Elections Materials (Actual)	Actual	As indicated in the Bidding Documents	Six Months after delivery	As per contract

2. The NEC now invites bids for the supply of said materials under the project.
3. Qualification information includes:
 - a. The ability to fully and completely deliver the required goods, subject to the contract, not later than the time indicated in the bid document after the 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. Please also indicate experience of implementing project of similar nature in Africa, if any.
- c. A registered Business in the country from which it operates, including the profile of the company.
- d. Must have the capacity to pre finance.
- e. An evidence of tax payment clearance.
- f. Provision of audited financial reports of the firm for the past two years.
- g. The ability to provide sample of the materials as detail listed above and in the bidding documents. This should be furnished with the bids submitted on or before the deadline for submission: Monday, July 3, 2017.

Additional qualification information is available in the Bidding Documents, particularly, in Section 11 (Bid Data Sheet).

- 4. Bidding will be conducted through International Competitive Bidding (ICB) procedures as specified in the Public Procurement and Concessions Act and Regulations of 2010 and approved by the Public Procurement and Concessions Commission of the Republic of Liberia.
- 5. Interested eligible bidders may obtain further information from the National Elections Commission and inspect the Bidding Documents 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: rkowo@necliberia.com, rnagbe@yahoo.com, jswen@necliberia.org

Website: www.necliberia.org

- 6. Interested Eligible Bidders may obtain a complete set of Bidding Documents starting Monday, May 22, 2017 from the address above. It may also be downloaded free of charge from the Website of the National Elections Commission (www.necliberia.org), the Public Procurement and Concessions Commission (www.ppcc.gov.lr)

7. The National Elections Commission Procurement Unit can be contacted for any clarification or additional information relating to the bidding process and this shall be open only to bidders who have downloaded the Bidding Documents. Bidders can use the following email addresses: rkowo@necliberia.com, rnagbe@yahoo.com, monibanec@yahoo.com, jkerkulah@yahoo.com, swenwerti@gmail.com, procurement@necliberia.org, jwswen@necliberia.com, ektogba@necliberia.com
8. Bids must be delivered along with one (1) complete set of sample kit to the National Elections Commission, Procurement Unit Room Number 73, Ground Floor, on or before Monday, July 3, 2017 at 2:00 P.M.(Local Time)
9. 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 from the bidder's country. Bids shall be valid for a period of 60 days after the deadline for submission. Late bids shall not be accepted.
10. Bid opening shall be held in the presence of the Bidders' representatives, immediately at 2:00 PM on Monday, July 3, 2017 in the Conference Hall of the National Elections Commission between 9th and 10th streets, Sinkor, Monrovia, Liberia.
11. 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.

Signed: National Elections Commission