



Republic of Liberia
NATIONAL ELECTIONS COMMISSION

TUBMAN BOULEVARD, 9th & 10th STREETS, SINKOR – P.O. BOX 2044
 MONROVIA, LIBERIA
 Email: info@necliberia.org



INVITATION TO BID

Printing, Supply and Delivery of Ballot Papers and Elections Forms for Liberia’s 2017 Presidential and Representative Elections and Run-Off Election.

(IFBNo.NEC/PRE/ICB/001/2017/2017)

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 Presidential and Representative Elections and Run-Off Election and intends to apply part of the sum to payment for the printing and delivery and supply of **Ballot Papers and Elections Forms** labeled as follows:

LOTS	Item Description	Type	Quantity	Delivery Date
1	Ballot Papers and Elections Forms	Actual	Assorted	As per contract
2	Mock Ballots and Elections Forms	Training	Assorted	As per contract
3	Run-Off Ballot Papers and Election Forms	Actual	Assorted	As per contract
4.	Run-Off Mock Ballots and Elections Forms	Training	Assorted	As per contract

1. The Commission now invites you to submit bids for the printing, supply and delivery of Ballot Papers and Elections’ Forms for the 2017 Elections and possible Run-off. A detailed list of the description can be found in the Technical Specifications and Schedule of Requirements Section of the Bidding Document.
2. 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,
- c. A registered Business in the country from which it operates, including the profile of the company,
- d. An evidence of tax payment clearance,
- e. Provision of audited financial reports of the firm for the past year (2016),
- f. 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: **Friday, July 7, 2017 at 2:00 pm (Local Time)**.
- g. Must have the capacity to pre -finance.

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

3. Bidding will be conducted through **International Competitive Bidding (ICB)** procedures 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, and it is open to all bidders.
4. Interested eligible bidders may obtain further information from the National Elections Commission at the address given below from 9:30 am to 4:30 pm, Monday to Fridays, except holidays:

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

5. Interested Eligible Bidders may obtain a complete set of Bidding Documents starting **May 26, 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)

6. 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, swenwert@gmail.com and procurement@necliberia.org .
7. Bids must be delivered along with complete samples as described in the bidding documents, to the National Elections Commission, Procurement Unit Room Number 73, Ground Floor, and P. O. BOX 2044 on or before **Friday, July 7, 2017 at 2:00 pm (Local Time)**.
8. 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.**
9. Bid opening shall be held in the presence of Bidders or Bidders' representatives, immediately after bids submission at **2:00 PM on Friday, July 7, 2017**, in the Conference Hall of the National Elections Commission between 9th and 10th streets, Sinkor, Monrovia, Liberia.
10. 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 /Liberia