



## INVITATION TO BID

FOR THE SUPPLY AND DELIVERY OF VOTER REGISTRATION KITS, SOFTWARE AND MATERIALS  
FOR THE 2023 GENERAL ELECTIONS VOTER REGISTRATION PROCESS

### IFB No. NEC/VRPLE/ ICB/001/2022

1. The Government of Liberia (GOL), through the National Elections Commission (NEC) anticipates funding from the 2022 National budget in Preparation for the 2023 General Elections and intends to apply part of the sum to payment for the **Supply and Delivery of Biometric Voter Registration Equipment, Software and Materials**, particularly described as follows:

### NATIONAL ELECTIONS COMMISSION VOTER REGISTRATION KITS AND MATERIALS

No.	Item	Type	Quantity	Expiration Date	Delivery Date
a.	Biometric Equipment and Software	Equipment	Assorted	2 Years after delivery	As per contract
b.	Biometric Voter Registration Card Printing and Accessories	Biometric	Assorted	2 Years after delivery	As per contract
c.	Buck Item	Biometric	Assorted	2 Years after delivery	As per contract

2. The NEC now invites bids for the supply of said Voter Registration Materials Services under this project.
3. Qualification information includes:
  - a. **The ability to deliver the required goods and services fully and completely, subject to the contract, not later than thirty (30) calendar days from its receipt of the Notice to Proceed (NTP).**
  - b. A reference list of at least one Electoral Management Body (preferably in Africa), for verification of the completion of a contract of similar nature and complexity during the past six (6) 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.
- f. The bidder should be willing to provide complete sample kit of the Biometric Voter Registration Equipment Materials and Software upon request by the NEC after 1 week of submission of bidding documents. (Only bidders that will be qualified for submission of samples will be contacted by the NEC).

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

- 4. Bidding will be conducted through open International Competitive Bidding (ICB) procedures specified in the Public Procurement and Concessions Act and Regulations of 2010 approved by the Public Procurement and Concessions Commission of the Republic of Liberia, and it is open to all bidders from Eligible Source Countries as defined in the Act.
- 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**

9<sup>th</sup> and 10<sup>th</sup> Streets, Sinkor

P.O. Box 2044

Email: [jkerkulah@necliberia.org](mailto:jkerkulah@necliberia.org), and [ektogba@necliberia.org](mailto:ektogba@necliberia.org)

Website: [www.necliberia.org](http://www.necliberia.org)

- 6. Interested Eligible Bidders may obtain a complete set of Bidding Documents starting **June 17, 2022** from the address above. It may also be downloaded free of charge from the Website of the National Elections Commission ([www.necliberia.org](http://www.necliberia.org)), and the Public Procurement and Concessions Commission ([www.ppcc.gov.lr](http://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 all interested parties who have downloaded the Bidding Documents. Bidders can use the following email addresses: [jkerkulah@necliberia.org](mailto:jkerkulah@necliberia.org), and [ektogba@necliberia.org](mailto:ektogba@necliberia.org).
- 8. Bids must be delivered to the National Elections Commission, Procurement Unit Room Number 73, Ground Floor, on or before **Friday, July 29, 2022, at 1:00 PM** GMT. All Bids must be accompanied by a bid security of **2%** of the quoted bid price 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. A complete set of Biometric Voter Registration sample kit will be requested by the NEC one week after the submission of bid from bidders who meet the qualification requirements as indicated in the bidding documents. Bidders will be required to showcase their Biometric Voter Registration Kit and the functionality of the equipment. **Late bids will not be accepted.**

9. Bid opening shall be held in the presence of the Bidders' representatives, immediately at **1:00 PM GMT on Friday, July 29, 2022**, in the Conference Hall of the National Elections Commission between 9<sup>th</sup> and 10<sup>th</sup> 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 the signing of contract award, without thereby incurring any liability to the affected bidder or bidders.

Signed: The Secretariat  
National Elections Commission (NEC)

**Note: This modified Invitation for bid and bidding documents supersedes any and all previous Invitation for Bid and bidding document on this matter that were previously uploaded.**