



Letter of Invitation

IFB No. NEC/SSER/RB/003/2019/2020

December 23, 2019

Dear Sir/Madam:

The National Elections Commission anticipates funding from the Government of Liberia for the 2019/2020 fiscal period and intends to allocate a portion of said funding towards the Procurement of Solar Panel Kit and Materials- **IFB No. NEC/SSER/RB/003/2019/2020**, for the 2020 Special Senatorial Elections, particularly described as follows:

LOT	Item Description	Quantity	Delivery Date
1.	Camera Kit and Materials	1,500	As per contract
2.	Solar Panel Kit and Materials	1500	As per contract

The Commission now invites you and the below listed companies to submit bids for the Solar Panel Kit and Materials which will be used for the 2020 Special Senatorial Election Voter Roll Update Process. A detailed list of the description can be found in the Technical Specification 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 Twenty Four (24) calendar days from its receipt of the Notice to Proceed (NTP).
- b. A reference list, of at least five (5), 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. Must have the capacity to pre-finance
- f. Provision of audited financial reports of the firm for the past year (2018).

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

Interested eligible 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: procurement@necliberia.org
jyarsiah@necliberia.org/joseph.yarsiah@gmail.com
jkerkulah@necliberia.org/jkerkulah@yahoo.com
Website: www.necliberia.org

Tender must be delivered National Elections Commission, Procurement Unit Room Number 73, Ground Floor, P. O. BOX 2044 on or before **Thursday, January 16, 2020 at 2:00 P.M.** 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 Thursday, January 16, 2020** in the Conference Hall of the National Elections Commission between 9th and 10th Streets, Sinkor, 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. **Lithotech**
Johannesburg, South Africa
2. **Omega A Company Ltd**
Accra, Ghana
3. **Tako Construction Works Ltd**
Accra Chana
4. **Unique Enterprise**
Ground Flood Devine Building
Airfield Shortcut, Sinkor
Monrovia, Liberia
5. **Professional Services Inc. (PSI)**
100 Randall Street
Monrovia, Liberia
6. **Matrix Business Solutions Inc.**
Randall Street
Monrovia, Liberia
7. **Smartmatic**
Florida, USA
8. **Union Strong Group, Inc.**
Benson Street
Monrovia, Liberia