



Letter of Invitation

IFB No. NEC/SSER/ RB/001/2020/2021

September 2, 2020

Dear Sir/Madam:

The National Elections Commission anticipates funding from the Government of Liberia for the 2020/2021 fiscal period and intends to allocate portion of said funding towards the Procurement of Ballot Papers and Elections’ Forms for the 2020 Special Senatorial Election, Representative By-Elections and National Referendum- **IFB No. NEC/SSER/ RB/001/2020/2021**, for the 2020 Special Senatorial Elections, particularly described as follows:

Lot	Item Description	Type	Quantity	Delivery Date
1 A.	Senatorial Ballot Papers & Record of the Count	Actual	Assorted	As per contract
1 B.	Representative Ballot Paper (Montserrado County-District # 9) & Record of the Count	Actual	Assorted	As per contract
1 C.	Representative Ballot Paper (Sinoe County-District # 2) & Record of the Count	Actual	Assorted	As per contract
1 D.	Mock Ballots	Training	Assorted	As per contract
2 A.	Referendum Ballot Papers& Record of the Count	Actual	Assorted	As per contract
2 B.	Referendum Mock Ballots	Training	Assorted	As per contract

The Commission now invites you and the below listed companies to submit bids for the Ballot Papers and Elections’ Forms which will be used for the 2020 Special Senatorial Election, Representative By-Elections and National Referendum. 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 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) countries within the West African region, for verification of the completion of the printing and delivery of Ballot Papers contract for the last 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 (2019),
- f. The ability to provide sample of the materials listed above and in the bidding documents. The samples should be furnished with the bids submitted on or before the deadline for submission: Friday, September 18, 2020 at 2:00 pm (Local Time).
- g. Must have the capacity to pre-finance the printing and delivery of the ballot papers and Elections Forms at one **strike**.

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

4. Bidding will be conducted through Restricted Bidding procedure (RB) 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.
5. 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
Monrovia, Liberia
jyarsiah@necliberia.org, joseph.yarsiah@gmail.com
jkerkulah2@gmail.com , jkerkulah@yahoo.com, jswen@necliberia.org
ektogba@necliberia.com
Website: www.necliberia.org

These samples should be furnished with the bids submitted on or before the deadline for submission: **Friday, September 18, 2020.**

6. Interested Eligible Bidders may obtain a complete set of Bidding Documents starting September 2, 2020 from the address above and It can 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. Tender must be delivered along with the complete sample of the Ballot Papers and Elections forms for testing to the National Elections Commission, Procurement Unit Room Number 73, Ground Floor, P. O. BOX 2044 on or before **Friday, September 18, 2020 at 2:00 P.M.** 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 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.**

9. Bid opening shall be held in the presence of Bidders or Bidders' representatives who choose to attend, immediately at **2:00 PM** on **Friday, September 18, 2020** 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.

Best Regards.

Signed: _____

Director/Procurement Services
National Elections Commission (NEC)

Invited Companies

No.	Name of Vendor and Address
1	Al Ghurair Printing and Publishing LLC P.O. Box 5613 Dubai, UAE Abdul.kayum@al-ghurair.com printing@al-ghurair.com
2	INKRIPT Museum Building Street 17 2nd Floor Mathaf Area 66 116-5090 Lebanon Beirut Email: info@inkript.com
3	CETIS Industrijska ulica 11, 10431 Sveta Nedelja, Croatia, Slovenia E-mail: cetis@cetis.hr
4	Aero Vote Security Printing Spintex Road Industrial Area, Accra, Ghana E-mail: info@aero-vote.com
5	Buck Press Ltd. P.O.BOX AN 12321, ACCRA-NASAWAM HIGHWAY. OFANKOR, Accra, Ghana info@buckpress.com
6	Smith and Ousman 45 Brampton Road East Eastbourne, BN22 9AH United Kingdom enquiries@smith-ouzman.com
7	A1 Security Print Limited Camp Lane, Handsworth Birmingham B21 8JB, London Email: nick.smith@a1sp.co.uk
8	Uniprint 22 Tottum Road, Cornubia Industrial Business Estate, Ottawa, Durban, 4339 Email: sales@uniprint.co.zam info@uniprint.co.za vik@uniprint.co.za vikvaid@gmail.com

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