Letter of Invitation

IFB No. NEC/SSER/RB/001/2019/2020

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 Optical Mark Recognition (OMR) Forms (Training and Actual), Cold Laminates (Actual) & Voter Registration Replacement Cards (Training & Actual)- IFB No. NEC/SSER/RB/001/2019/2020, for the 2020 Special Senatorial Elections, particularly described as follows:

<table>
<thead>
<tr>
<th>LOT</th>
<th>Item Description</th>
<th>Type</th>
<th>Quantity</th>
<th>Delivery Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>OPTICAL MARK RECOGNITION (OMR) TRAINING FORMS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a</td>
<td>OMR Voter Registration Form NEC VR_001 TRAINING</td>
<td>Training Forms</td>
<td>275 packs</td>
<td>As per contract</td>
</tr>
<tr>
<td>b</td>
<td>VR AMENDMENT FORM NEC VR-002 TRAINING</td>
<td>Training Forms</td>
<td>275 packs</td>
<td>As per contract</td>
</tr>
<tr>
<td>c</td>
<td>OMR Batch Control Form (BCF) NEC VR -012 TRAINING</td>
<td>Training Forms</td>
<td>275 packs</td>
<td>As per contract</td>
</tr>
<tr>
<td>d</td>
<td>OMR Voter Roll Update Transfer Form NEC VRT-1 TRAINING</td>
<td>Training Forms</td>
<td>275 packs</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>OPTICAL MARK RECOGNITION (OMR) ACTUAL FORMS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a</td>
<td>OMR Voter Registration Form NEC VR_001 Actual Form</td>
<td>Actual Form</td>
<td>457,600</td>
<td>As per contract</td>
</tr>
<tr>
<td>b</td>
<td>VR AMENDMENT FORM NEC VR-002 Actual Forms</td>
<td>Actual Forms</td>
<td>25,000</td>
<td>As per contract</td>
</tr>
<tr>
<td>c</td>
<td>OMR Batch Control Form (BCF) NEC VR -012 Actual Forms</td>
<td>Actual Forms</td>
<td>9,152</td>
<td>As per contract</td>
</tr>
<tr>
<td>d</td>
<td>OMR Voter Roll Update Transfer Form NEC VRT-1 Actual Forms</td>
<td>Actual Forms</td>
<td>114,400</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>LAMINATES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a</td>
<td>Laminate</td>
<td>Training Forms</td>
<td>275 packs</td>
<td>As per contract</td>
</tr>
<tr>
<td>b</td>
<td>Cold laminates</td>
<td>Actual Forms</td>
<td>457,600 Pieces</td>
<td>As per contract</td>
</tr>
</tbody>
</table>
The Commission now invites you and the below listed companies to submit bids for the Optical Mark Recognition Forms (Training and Actual), Hologram Laminates (Actual) and Voter Registration Replacement Cards (Training & Actual) 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).

g. The ability to provide the following samples:

- Fifteen (15) pieces of Registration Forms (OMR) VR_ 1) (Actual)
- Fifteen (15) pieces Amendment Form (OMR) VR_2 (Actual)
- Fifteen (15) pieces of Voter Registrations Batch Control Form (OMR) VR_12 (Actual)
- Ten (10) pieces of Cold Laminates
- Two (2) booklets of Replacement Booklet with Voter Registration Cards

These samples should be furnished with the bids submitted on or before the deadline for submission: **Wednesday, January 15, 2020.**

*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 Section  
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 along with the complete sample forms, laminates & replacement cards for testing to the National Elections Commission, Procurement Unit Room Number 73, Ground Floor, P. O. BOX 2044 on or before Wednesday, January 15, 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 Wednesday, January 15, 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. DRS Data Services Limited
   United Kingdom

2. Al-Ghurair Printing and Publishing LLC
   Dubai, UAE

3. A1 Security Print Limited
   United Kingdom

4. Lithotech
   Johannesburg, South Africa

5. Renform
   Johannesburg, South Africa

6. Smartmatic
   Florida, USA