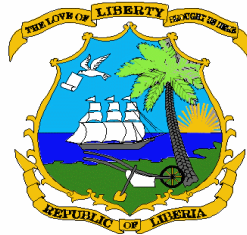


**REPUBLIC OF LIBERIA**  
***NATIONAL ELECTIONS COMMISSION***



**Bidding Document**  
**International Competitive Bidding Document**  
**For the**  
**SUPPLY AND DELIVERY OF ELECTIONS AND RUN OFF MATERIALS –**  
**PREPACKED KITS (TRAINING AND ACTUAL) FOR THE 2023 GENERAL**  
**ELECTIONS**

**IFBNo. NEC/PLE/ICB/001/2023**

**National Elections Commission**  
**9<sup>TH</sup> & 10<sup>TH</sup> Sinkor, Tubman Boulevard**  
**P.O. Box 2044**  
**REPUBLIC OF LIBERIA**

**April 5, 2023**



**INVITATION TO BID**

**FOR THE SUPPLY AND DELIVERY OF ELECTIONS MATERIALS –  
PREPACKED KITS (TRAINING AND ACTUAL) FOR THE 2023 GENERAL  
ELECTIONS-POLLING DAY EXERCISE AND RUN-OFF ELECTION**

**IFBNo. NEC/PLE/ICB/001/2023**

1. The Government of Liberia (GOL), through the National Elections Commission (NEC) anticipates funding from the 2023 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 Stationery & Supplies of Elections and Run Off Materials-Prepacked Kits (Training and Actual), particularly described as follows:

Lot	Item	Type	Quantity	Expiration Date	Delivery Date
1	Elections Materials (Training)	Training	As indicated in the Bidding Documents	Six Months after delivery	As per contract
2	Elections and Run-Off Materials (Actual)	Kits and assorted materials 2023 Elections –Polling Day (ACTUAL)	As indicated in the Bidding Documents	Six Months after delivery	As per contract

2. The NEC now invites bids for the supply of said materials under the project.
3. Qualification information includes:
  - a. The ability to deliver the required goods fully and completely, 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. Must have the capacity to pre finance.
- e. An evidence of tax payment clearance.
- f. Provision of audited financial reports of the firm for the past two years.
- g. 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: Wednesday, May 17, 2023.

Additional qualification information is available in the Bidding Documents, particularly, in Section 11 (Bid Data Sheet).

4. Bidding will be conducted through International Competitive Bidding (ICB) procedures as 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.
5. Interested eligible bidders may obtain further information from the National Elections Commission and inspect to 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.com](mailto:jkerkulah@necliberia.com), [jkerkulah@yahoo.com](mailto:jkerkulah@yahoo.com)  
Website: [www.necliberia.org](http://www.necliberia.org)

6. Interested Eligible Bidders may obtain a complete set of Bidding Documents starting Wednesday, April 5, 2023 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)), 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 bidders who have downloaded the Bidding Documents. Bidders can use the following email addresses: [jkerkulah@necliberia.com](mailto:jkerkulah@necliberia.com), [swenwert@gmail.com](mailto:swenwert@gmail.com), [ektogba@necliberia.org](mailto:ektogba@necliberia.org) , [jkerkulah@yahoo.com](mailto:jkerkulah@yahoo.com) .

- 8. Bids must be delivered along with one (1) complete set of sample kit to the National Elections Commission, Procurement Unit Room Number 73, Ground Floor, on or before Wednesday, May 17, 2023 at 2:00 P.M.(Local Time)**
- 9. 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. Bids shall be valid for a period of 60 days after the deadline for submission. Late bids shall not be accepted.**
- 10. Bid opening shall be held in the presence of the Bidders' representatives, immediately at 2:00 PM on Wednesday, May 17, 2023, in the Conference Hall of the National Elections Commission between 9<sup>th</sup> and 10<sup>th</sup> streets, Sinkor, Monrovia, Liberia.**
- 11. 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: The National Elections Commission**

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## Section I. Instructions to Bidders

### A. General

- 1. Scope of Bid**
  - 1.1 The Purchaser **indicated in the Bidding Data Sheet (BDS)**, issues these Bidding Documents for the supply of Goods and Related Services incidental thereto as specified in Section VI, Schedule of Requirements. The name and identification number of this International Competitive Bidding (ICB) procurement are **specified in the BDS**. The name, identification, and number of lots of are **provided in the BDS**.
  - 1.2 Throughout these Bidding Documents:
    - (a) the term “in writing” means communicated in written form (e.g., by mail, e-mail, fax, telex) with proof of receipt;
    - (b) if the context so requires, “singular” means “plural” and vice versa; and
    - (c) “day” means calendar day.
- 2. Source of Funds**
  2. The Government of the Republic of Liberia intends to apply a portion of the public funds to fund eligible payments under the contract for which these Bidding Documents are issued.
- 3. Fraud and Corruption**
  - 3.1 The GOL requires that bidders, suppliers, contractors, and consultants observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the GOL:
    - (a) defines, for the purposes of this provision, the terms set forth below as follows:
      - (i) “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution;
      - (ii) “fraudulent practice” means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
      - (iii) “collusive practice” means a scheme or arrangement between two or more bidders, with or without the knowledge

of the GOL, designed to establish bid prices at artificial, noncompetitive levels; and

- (iv) “coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract;

(b) will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.

3.2 Furthermore, Bidders shall be aware of the provision stated in Sub-Clause 34.1 (a) (iii) of the General Conditions of Contract.

#### **4. Eligible Bidders**

4.1 A Bidder, and all parties constituting the Bidder, may have the nationality of any country, subject to the restrictions specified in Section V, Eligible Countries. A Bidder shall be deemed to have the nationality of a country if the Bidder is a citizen or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country. This criterion shall also apply to the determination of the nationality of proposed subcontractors or suppliers for any part of the Contract including Related Services.

4.2 A Bidder shall not have a conflict of interest. All bidders found to have conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest with one or more parties in this bidding process, if they:

- (a) are or have been associated in the past, with a firm or any of its affiliates which have been engaged by the Purchaser to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under these Bidding Documents ; or
- (b) submit more than one bid in this bidding process, except for alternative offers permitted under ITB Clause 13. However, this does not limit the participation of subcontractors in more than one bid;

4.3 A Bidder that is under a declaration of ineligibility by the GOL in accordance with ITB Clause 3, at the date of contract award, shall be disqualified.

4.4 Government-owned enterprises in the Borrower’s Country shall be eligible only if they can establish that they (i) are legally and



financially autonomous, (ii) operate under commercial law, and (iii) are not a dependent agency of the Purchaser.

4.5 Bidders shall provide such evidence of their continued eligibility satisfactory to the Purchaser, as the Purchaser shall reasonably request.

**5. Eligible Goods and Related Services**

5.1 All the Goods and Related Services to be supplied under the Contract may have their origin in any country in accordance with Section V, Eligible Countries.

5.2 For purposes of this Clause, the term “goods” includes commodities, raw material, machinery, equipment, and industrial plants; and “related services” includes services such as insurance, installation, training, and initial maintenance.

5.3 The term “origin” means the country where the goods have been mined, grown, cultivated, produced, manufactured or processed; or, through manufacture, processing, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its components.

**B. Contents of Bidding Documents**

**6. Sections of Bidding Documents**

6.1 The Bidding Documents consist of Parts 1, 2, and 3, which include all the Sections indicated below, and should be read in conjunction with any Addendum issued in accordance with ITB Clause 8.

**PART 1 Bidding Procedures**

- Section I. Instructions to Bidders (ITB)
- Section II. Bidding Data Sheet (BDS)
- Section III. Evaluation and Qualification Criteria
- Section IV. Bidding Forms
- Section V. Eligible Countries

**PART 2 Supply Requirements**

- Section VI. Schedule of Requirements

**PART 3 Contract**

- Section VII. General Conditions of Contract (GCC)
- Section VIII. Special Conditions of Contract (SCC)
- Section IX. Contract Forms

- 6.2 The Invitation for Bids issued by the Purchaser is not part of the Bidding Documents.
- 6.3 The Purchaser is not responsible for the completeness of the Bidding Documents and their addendum, if they were not obtained directly from the Purchaser.
- 6.4 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish all information or documentation required by the Bidding Documents may result in the rejection of the bid.
- 7. Clarification of Bidding Documents**
- 7.1 A prospective Bidder requiring any clarification of the Bidding Documents shall contact the Purchaser in writing at the Purchaser's address **specified in the BDS**. The Purchaser will respond in writing to any request for clarification, provided that such request is received no later than twenty-one (21) days prior to the deadline for submission of bids. The Purchaser shall forward copies of its response to all those who have acquired the Bidding Documents directly from it, including a description of the inquiry but without identifying its source. Should the Purchaser deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under ITB Clause 8 and ITB Sub-Clause 24.2.
- 8. Amendment of Bidding Documents**
- 8.1 At any time prior to the deadline for submission of bids, the Purchaser may amend the Bidding Documents by issuing addendum.
- 8.2 Any addendum issued shall be part of the Bidding Documents and shall be communicated in writing to all who have obtained the Bidding Documents directly from the Purchaser.
- 8.3 To give prospective Bidders reasonable time in which to take an addendum into account in preparing their bids, the Purchaser may, at its discretion, extend the deadline for the submission of bids, pursuant to ITB Sub-Clause 24.2

### **C. Preparation of Bids**

- 9. Cost of Bidding**
- 9.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Purchaser shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 10. Language of Bid**
- 10.1 The Bid, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser, shall be written in the English language. Supporting documents and printed literature that are part of the Bid may be in another

language provided they are accompanied by an accurate translation of the relevant passages into English and for purposes of interpretation of the Bid, the English such translation shall govern.

**11. Documents  
Comprising the  
Bid**

- 11.1 The Bid shall comprise the following:
- a) Bid Submission Form and the applicable Price Schedules, in accordance with ITB Clauses 12, 14, and 15;
  - b) Bid Security or Bid-Securing Declaration, in accordance with ITB Clause 21, if required;
  - c) written confirmation authorizing the signatory of the Bid to commit the Bidder, in accordance with ITB Clause 22;
  - d) documentary evidence in accordance with ITB Clause 16 establishing the Bidder's eligibility to bid;
  - e) documentary evidence in accordance with ITB Clause 17, that the Goods and Related Services to be supplied by the Bidder are of eligible origin;
  - f) documentary evidence in accordance with ITB Clauses 18 and 30, that the Goods and Related Services conform to the Bidding Documents;
  - g) documentary evidence in accordance with ITB Clause 19 establishing the Bidder's qualifications to perform the contract if its bid is accepted; and
  - h) any other document **required in the BDS.**

**12. Bid Submission  
Form and Price  
Schedules**

- 12.1 The Bidder shall submit the Bid Submission Form using the form furnished in Section IV, Bidding Forms. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.
- 12.2 The Bidder shall submit the Price Schedules for Goods and Related Services, according to their origin as appropriate, using the forms furnished in Section IV, Bidding Forms

**13. Alternative Bids**

- 13.1 Unless otherwise **specified in the BDS**, alternative bids shall not be considered.

**14. Bid Prices and  
Discounts**

- 14.1 The prices and discounts quoted by the Bidder in the Bid Submission Form and in the Price Schedules shall conform to the requirements specified below.

- 14.2 All lots and items must be listed and priced separately in the Price Schedules.
- 14.3 The price to be quoted in the Bid Submission Form shall be the total price of the bid, excluding any discounts offered.
- 14.4 The Bidder shall quote any unconditional discounts and indicate the method for their application in the Bid Submission Form.
- 14.5 The terms DDP,DAP CIP, and other similar terms shall be governed by the rules prescribed in the current edition of Incoterms, published by The International Chamber of Commerce, as specified in the **BDS**.
- 14.6 Prices shall be quoted as specified in each Price Schedule included in Section IV, Bidding Forms. The dis-aggregation of price components is required solely for the purpose of facilitating the comparison of bids by the Purchaser. This shall not in any way limit the Purchaser's right to contract on any of the terms offered. In quoting prices, the Bidder shall be free to use transportation through carriers registered in any eligible country, in accordance with Section V Eligible Countries. Similarly, the Bidder may obtain insurance services from any eligible country in accordance with Section V Eligible Countries. Prices shall be entered in the following manner:
- (a) For Goods manufactured in the Republic of Liberia:
    - (i) the price of the Goods quoted DAP (ex works, ex factory, ex warehouse, ex showroom, or off-the-shelf, as applicable), including all customs duties and sales and other taxes already paid or payable on the components and raw material used in the manufacture or assembly of the Goods;
    - (ii) any Liberian sales tax and other taxes which will be payable on the Goods if the contract is awarded to the Bidder; and
    - (iii) the price for inland transportation, insurance, and other local services required to convey the Goods to their final destination (Project Site) specified in the **BDS**.
  - (b) For Goods manufactured outside the Republic of Liberia, to be imported:
    - (i) the price of the Goods, quoted DDP named place of destination, in the Republic of Liberia, or CIF named port of destination, as specified in the **BDS**;

- (ii) the price for inland transportation, insurance, and other local services required to convey the Goods from the named place of destination to their final destination (Project Site) specified in the **BDS**;
  - (iii) in addition to the DDP prices specified in (b)(i) above, the price of the Goods to be imported may be quoted FCA (named place of destination) or CPT (named place of destination), if so specified in the **BDS**;
- (c) For Goods manufactured outside the Republic of Liberia already imported:

*[For previously imported Goods, the quoted price shall be distinguishable from the original import value of these Goods declared to customs and shall include any rebate or mark-up of the local agent or representative and all local costs except import duties and taxes, which have been and/or have to be paid by the Purchaser. For clarity the bidders are asked to quote the price including import duties, and additionally to provide the import duties and the price net of import duties which is the difference of those values.]*

- (i) the price of the Goods, including the original import value of the Goods; plus any mark-up (or rebate); plus any other related local cost, and custom duties and other import taxes already paid or to be paid on the Goods already imported.
  - (ii) the custom duties and other import taxes already paid (need to be supported with documentary evidence) or to be paid on the Goods already imported;
  - (iii) the price of the Goods, obtained as the difference between (i) and (ii) above;
  - (iv) any Liberian sales tax and other taxes which will be payable on the Goods if the contract is awarded to the Bidder; and
  - (v) the price for inland transportation, insurance, and other local services required to convey the Goods from the named place of destination to their final destination (Project Site) specified in the **BDS**.
- (d) for Related Services, other than inland transportation and other services required to convey the Goods to their final

destination, whenever such Related Services are specified in the Schedule of Requirements:

- (i) the price of each item comprising the Related Services (inclusive of any applicable taxes).

14.7 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account, unless otherwise specified in the **BDS**. A Bid submitted with an adjustable price quotation shall be treated as non-responsive and shall be rejected, pursuant to ITB Clause 30. However, if in accordance with the **BDS**, prices quoted by the Bidder shall be subject to adjustment during the performance of the Contract, a bid submitted with a fixed price quotation shall not be rejected, but the price adjustment shall be treated as zero.

14.8 If so indicated in ITB Sub-Clause 1.1, bids are being invited for individual contracts (lots) or for any combination of contracts (packages). Unless otherwise indicated in the **BDS**, prices quoted shall correspond to 100 % of the items specified for each lot and to 100% of the quantities specified for each item of a lot. Bidders wishing to offer any price reduction (discount) for the award of more than one Contract shall specify the applicable price reduction in accordance with ITB Sub-Clause 14.4 provided the bids for all lots are submitted and opened at the same time.

**15. Currencies of Bid**

15.1 The Bidder shall quote in the currency of the Republic of Liberia the portion of the bid price that corresponds to expenditures incurred in the currency of the Purchaser's country, unless otherwise specified in the **BDS**.

15.2 The Bidder may express the bid price in the currency of any country in accordance with Section V, Eligible countries. If the Bidder wishes to be paid in a combination of amounts in different currencies, it may quote its price accordingly but shall use no more than three currencies in addition to the currency of the Republic of Liberia.

**16. Documents Establishing the Eligibility of the Bidder**

16.1 To establish their eligibility in accordance with ITB Clause 4, Bidders shall complete the Bid Submission Form, included in Section IV, Bidding Forms.

- 17. Documents**  
**Establishing the Eligibility of the Goods and Related Services**
- 17.1 To establish the eligibility of the Goods and Related Services in accordance with ITB Clause 5, Bidders shall complete the country of origin declarations in the Price Schedule Forms, included in Section IV, Bidding Forms.
- 18. Documents**  
**Establishing the Conformity of the Goods and Related Services**
- 18.1 To establish the conformity of the Goods and Related Services to the Bidding Documents, the Bidder shall furnish as part of its Bid the documentary evidence that the Goods conform to the technical specifications and standards specified in Section VI, Schedule of Requirements.
- 18.2 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods and Related Services, demonstrating substantial responsiveness of the Goods and Related Services to the technical specification, and if applicable, a statement of deviations and exceptions to the provisions of the Schedule of Requirements.
- 18.3 The Bidder shall also furnish a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods during the period **specified in the BDS** following commencement of the use of the goods by the Purchaser.
- 18.4 Standards for workmanship, process, material, and equipment, as well as references to brand names or catalogue numbers specified by the Purchaser in the Schedule of Requirements, are intended to be descriptive only and not restrictive. The Bidder may offer other standards of quality, brand names, and/or catalogue numbers, provided that it demonstrates, to the Purchaser's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in the Schedule of Requirements.
- 19. Documents**  
**Establishing the Qualifications of the Bidder**
- 19.1 The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to the Purchaser's satisfaction:
- (a) that, if **required in the BDS**, a Bidder that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer's Authorization using the form included in Section IV, Bidding Forms to demonstrate that it



has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in the Republic of Liberia;

- (b) that, if **required in the BDS**, in case of a Bidder not doing business within Liberia, the Bidder is or will be (if awarded the contract) represented by an Agent in the country equipped and able to carry out the Supplier's maintenance, repair and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications; and
- (c) that the Bidder meets each of the qualification criterion specified in Section III, Evaluation and Qualification Criteria.

## 20. Period of Validity of Bids

20.1 Bids shall remain valid for the period **specified in the BDS** after the bid submission deadline date prescribed by the Purchaser. **A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.**

20.2 In exceptional circumstances, prior to the expiration of the bid validity period, the Purchaser may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. If a Bid Security is requested in accordance with ITB Clause 21, it shall also be extended for a corresponding period. A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request shall not be required or permitted to modify its bid, except as provided in ITB Sub-Clause 20.3.

20.3 In the case of fixed price contracts, if the award is delayed by a period exceeding fifty-six (56) days beyond the expiry of the initial bid validity, the Contract price shall be adjusted as specified in the request for extension. Bid evaluation shall be based on the Bid Price without taking into consideration the above correction.

## 21. Bid Security

21.1 The Bidder shall furnish as part of its bid, a Bid Security or a Bid-Securing Declaration, if required, as **specified in the BDS**.

21.2 The Bid Security shall be in the amount specified in the BDS and denominated in the currency of the Republic of Liberia or a freely convertible currency, and shall:

- (a) at the bidder's option, be in the form of either a letter of credit, or a bank guarantee from a banking institution, or a bond issued by a surety;
- (b) be issued by a reputable institution selected by the bidder and located in any eligible country. If the institution issuing the bond is located outside the Republic of Liberia, it shall

have a correspondent financial institution located in Liberia to make it enforceable.

- (c) be substantially in accordance with one of the forms of Bid Security included in Section IV, Bidding Forms, or other form approved by the Purchaser prior to bid submission;
- (d) be payable promptly upon written demand by the Purchaser in case the conditions listed in ITB Clause 21.5 are invoked;
- (e) be submitted in its original form; copies will not be accepted;
- (f) remain valid for a period of 28 days beyond the validity period of the bids, as extended, if applicable, in accordance with ITB Clause 20.2;

21.3 If a Bid Security or a Bid- Securing Declaration is required in accordance with ITB Sub-Clause 21.1, any bid not accompanied by a substantially responsive Bid Security or Bid Securing Declaration in accordance with ITB Sub-Clause 21.1, shall be rejected by the Purchaser as non-responsive.

21.4 The Bid Security of unsuccessful Bidders shall be returned as promptly as possible upon the successful Bidder's furnishing of the Performance Security pursuant to ITB Clause 44.

21.5 The Bid Security may be forfeited or the Bid Securing Declaration executed:

- (a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Submission Form, except as provided in ITB Sub-Clause 20.2; or
- (b) if the successful Bidder fails to:
  - (i) sign the Contract in accordance with ITB Clause 43;
  - (ii) furnish a Performance Security in accordance with ITB Clause 44.

21.6 The Bid Security or Bid- Securing Declaration of a JV must be in the name of the JV that submits the bid. If the JV has not been legally constituted at the time of bidding, the Bid Security or Bid-Securing Declaration shall be in the names of all future partners as named in the letter of intent mentioned in Section IV "Bidding Forms," Bidder Information Form Item 7.

## **22. Format and Signing of Bid**

22.1 The Bidder shall prepare one original of the documents comprising the bid as described in ITB Clause 11 and clearly mark it "ORIGINAL." In addition, the Bidder shall submit copies of

the bid, in the number specified in the **BDS** and clearly mark them “COPY.” In the event of any discrepancy between the original and the copies, the original shall prevail.

- 22.2 The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder.
- 22.3 Any interlineation, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Bid.

#### **D. Submission and Opening of Bids**

#### **23. Submission, Sealing and Marking of Bids**

- 23.1 Bidders may always submit their bids by mail or by hand. When so specified in the **BDS**, bidders shall have the option of submitting their bids electronically.
- (a) Bidders submitting bids by mail or by hand, shall enclose the original and each copy of the Bid, including alternative bids, if permitted in accordance with ITB Clause 13, in separate sealed envelopes, duly marking the envelopes as “ORIGINAL” and “COPY.” These envelopes containing the original and the copies shall then be enclosed in one single envelope. The rest of the procedure shall be in accordance with ITB sub-Clauses 23.2 and 23.3.
- (b) Bidders submitting bids electronically shall follow the electronic bid submission procedures specified in the **BDS**.
- 23.2 The inner and outer envelopes shall:
- (a) Bear the name and address of the Bidder;
- (b) be addressed to the Purchaser in accordance with ITB Sub-Clause 24.1;
- (c) bear the specific identification of this bidding process indicated in ITB 1.1 and any additional identification marks as **specified in the BDS**; and
- (d) bear a warning not to open before the time and date for bid opening, in accordance with ITB Sub-Clause 27.1.

**If all envelopes are not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the bid.**

- 24. Deadline for Submission of Bids**
- 24.1 Bids must be received by the Purchaser at the address and no later than the date and time **specified in the BDS**.
- 24.2 The Purchaser may, at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents in accordance with ITB Clause 8, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.
- 25. Late Bids**
- 25.1 The Purchaser shall not consider any bid that arrives after the deadline for submission of bids, in accordance with ITB Clause 24. Any bid received by the Purchaser after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Bidder.
- 26. Withdrawal, Substitution, and Modification of Bids**
- 26.1 A Bidder may withdraw, substitute, or modify its Bid after it has been submitted by sending a written notice in accordance with ITB Clause 23, duly signed by an authorized representative, and shall include a copy of the authorization (the power of attorney) in accordance with ITB Sub-Clause 22.2, (except that no copies of the withdrawal notice are required). The corresponding substitution or modification of the bid must accompany the respective written notice. All notices must be:
- (a) submitted in accordance with ITB Clauses 22 and 23 (except that withdrawal notices do not require copies), and in addition, the respective envelopes shall be clearly marked “WITHDRAWAL,” “SUBSTITUTION,” or “MODIFICATION;” and
  - (b) received by the Purchaser prior to the deadline prescribed for submission of bids, in accordance with ITB Clause 24.
- 26.2 Bids requested to be withdrawn in accordance with ITB Sub-Clause 26.1 shall be returned unopened to the Bidders.
- 26.3 No bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Submission Form or any extension thereof.
- 27. Bid Opening**
- 27.1 The Purchaser shall conduct the bid opening in public at the address, date and time **specified in the BDS**. Any specific electronic bid opening procedures required if electronic bidding is permitted in accordance with ITB Sub-clause 23.1, shall be as **specified in the BDS**.
- 27.2 First, envelopes marked “WITHDRAWAL” shall be opened and read out and the envelope with the corresponding bid shall not be opened, but returned to the Bidder. If the withdrawal envelope

does not contain a copy of the “power of attorney” confirming the signature as a person duly authorized to sign on behalf of the Bidder, the corresponding bid will be opened. No bid withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at bid opening. Next, envelopes marked “SUBSTITUTION” shall be opened and read out and exchanged with the corresponding Bid being substituted, and the substituted Bid shall not be opened, but returned to the Bidder. No Bid substitution shall be permitted unless the corresponding substitution notice contains a valid authorization to request the substitution and is read out at bid opening. Envelopes marked “MODIFICATION” shall be opened and read out with the corresponding Bid. No Bid modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Bid opening. Only envelopes that are opened and read out at Bid opening shall be considered further.

- 27.3 All other envelopes shall be opened one at a time, reading out: the name of the Bidder and whether there is a modification; the Bid Prices, including any discounts and alternative offers; the presence of a Bid Security or Bid-Securing Declaration, if required; and any other details as the Purchaser may consider appropriate. Only discounts and alternative offers read out at Bid opening shall be considered for evaluation. No Bid shall be rejected at Bid opening except for late bids, in accordance with ITB Sub-Clause 25.1.
- 27.4 The Purchaser shall prepare a record of the Bid opening that shall include, as a minimum: the name of the Bidder and whether there is a withdrawal, substitution, or modification; the Bid Price, per lot if applicable, including any discounts, and alternative offers if they were permitted; and the presence or absence of a Bid Security or Bid-Securing Declaration, if one was required. The Bidders’ representatives who are present shall be requested to sign the attendance sheet. A copy of the record shall be distributed to all Bidders who submitted bids in time, and posted online when electronic bidding is permitted.

## E. Evaluation and Comparison of Bids

- 28. Confidentiality**
- 28.1 Information relating to the examination, evaluation, comparison, and post qualification of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until publication of the Contract Award.
- 28.2 Any effort by a Bidder to influence the Purchaser in the examination, evaluation, comparison, and post qualification of the bids or contract award decisions may result in the rejection of its Bid.
- 28.3 Notwithstanding ITB Sub-Clause 28.2, from the time of bid opening to the time of Contract Award, if any Bidder wishes to contact the Purchaser on any matter related to the bidding process, it should do so in writing.
- 29. Clarification of Bids**
- 29.1 To assist in the examination, evaluation, comparison and post-qualification of the bids, the Purchaser may, at its discretion, ask any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder in respect to its Bid and that is not in response to a request by the Purchaser shall not be considered. The Purchaser's request for clarification and the response shall be in writing. No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Purchaser in the Evaluation of the bids, in accordance with ITB Clause 31.
- 30. Responsiveness of Bids**
- 30.1 The Purchaser's determination of a bid's responsiveness is to be based on the contents of the bid itself.
- 30.2 A substantially responsive Bid is one that conforms to all the terms, conditions, and specifications of the Bidding Documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:
- (a) affects in any substantial way the scope, quality, or performance of the Goods and Related Services specified in the Contract; or
  - (b) limits in any substantial way, inconsistent with the Bidding Documents, the Purchaser's rights or the Bidder's obligations under the Contract; or
  - (c) if rectified would unfairly affect the competitive position of other bidders presenting substantially responsive bids.
- 30.3 If a bid is not substantially responsive to the Bidding Documents, it shall be rejected by the Purchaser and may not subsequently be

made responsive by the Bidder by correction of the material deviation, reservation, or omission.

**31. Nonconformities, Errors, and Omissions**

31.1 Provided that a Bid is substantially responsive, the Purchaser may waive any non-conformities or omissions in the Bid that do not constitute a material deviation.

31.2 Provided that a bid is substantially responsive, the Purchaser may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.

31.3 Provided that the Bid is substantially responsive, the Purchaser shall correct arithmetical errors on the following basis:

- (a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
- (b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- (c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

31.4 If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be rejected.

**32. Preliminary Examination of Bids**

32.1 The Purchaser shall examine the bids to confirm that all documents and technical documentation requested in ITB Clause 11 have been provided, and to determine the completeness of each document submitted.

32.2 The Purchaser shall confirm that the following documents and information have been provided in the Bid. If any of these documents or information is missing, the offer shall be rejected.

- (a) Bid Submission Form, in accordance with ITB Sub-Clause 12.1;

- (b) Price Schedules, in accordance with ITB Sub-Clause 12.2;
  - (c) Bid Security or Bid Securing Declaration, in accordance with ITB Clause 21, if applicable.
- 33. Examination of Terms and Conditions; Technical Evaluation**
- 33.1 The Purchaser shall examine the Bid to confirm that all terms and conditions specified in the GCC and the SCC have been accepted by the Bidder without any material deviation or reservation.
  - 33.2 The Purchaser shall evaluate the technical aspects of the Bid submitted in accordance with ITB Clause 18, to confirm that all requirements specified in Section VI, Schedule of Requirements of the Bidding Documents have been met without any material deviation or reservation.
  - 33.3 If, after the examination of the terms and conditions and the technical evaluation, the Purchaser determines that the Bid is not substantially responsive in accordance with ITB Clause 30, it shall reject the Bid.
- 34. Conversion to Single Currency**
- 34.1 For evaluation and comparison purposes, the Purchaser shall convert all bid prices expressed in amounts in various currencies into an amount in a single currency **specified in the BDS**, using the selling exchange rates established by the source and on the date **specified in the BDS**.
- 35. Domestic Preference**
- 35.1 Domestic preference shall not be a factor in bid evaluation, unless otherwise **specified in the BDS**.
- 36. Evaluation of Bids**
- 36.1 The Purchaser shall evaluate each bid that has been determined, up to this stage of the evaluation, to be substantially responsive.
  - 36.2 To evaluate a Bid, the Purchaser shall only use all the factors, methodologies and criteria defined in ITB Clause 36. No other criteria or methodology shall be permitted.
  - 36.3 To evaluate a Bid, the Purchaser shall consider the following:
    - (a) evaluation will be done for Items or Lots, as **specified in the BDS**; and the Bid Price as quoted in accordance with clause 14;
    - (b) price adjustment for correction of arithmetic errors in accordance with ITB Sub-Clause 31.3;
    - (c) price adjustment due to discounts offered in accordance with ITB Sub-Clause 14.4;



- (d) adjustments due to the application of the evaluation criteria **specified in the BDS** from amongst those set out in Section III, Evaluation and Qualification Criteria;
  - (e) adjustments due to the application of a margin of preference, in accordance with ITB Clause 35 if applicable.
- 36.4 The Purchaser's evaluation of a bid will exclude and not take into account:
- (a) In the case of Goods manufactured in the Republic of Liberia, sales and other similar taxes, which will be payable on the goods if a contract is awarded to the Bidder;
  - (b) in the case of Goods manufactured outside the Republic of Liberia, already imported or to be imported, customs duties and other import taxes levied on the imported Good, sales and other similar taxes, which will be payable on the Goods if the contract is awarded to the Bidder;
  - (c) any allowance for price adjustment during the period of execution of the contract, if provided in the bid.
- 36.5 The Purchaser's evaluation of a bid may require the consideration of other factors, in addition to the Bid Price quoted in accordance with ITB Clause 14. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods and Related Services. The effect of the factors selected, if any, shall be expressed in monetary terms to facilitate comparison of bids, unless otherwise specified in Section III, Evaluation and Qualification Criteria. The factors, methodologies and criteria to be used shall be as specified in ITB 36.3 (d).
- 36.6 If so **specified in the BDS**, these Bidding Documents shall allow Bidders to quote separate prices for one or more lots, and shall allow the Purchaser to award one or multiple lots to more than one Bidder. The methodology of evaluation to determine the lowest-evaluated lot combinations, is specified in Section III, Evaluation and Qualification Criteria.
- 37. Comparison of Bids**
- 37.1 The Purchaser shall compare all substantially responsive bids to determine the lowest-evaluated bid, in accordance with ITB Clause 36.
- 38. Postqualification of the Bidder**
- 38.1 The Purchaser shall determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated and substantially responsive bid is qualified to perform the Contract satisfactorily.

- 38.2 The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 19.
- 38.3 An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in disqualification of the bid, in which event the Purchaser shall proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.
- 39. Purchaser's Right to Accept Any Bid, and to Reject Any or All Bids**
- 39.1 The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders.

#### **F. Award of Contract**

- 40. Award Criteria**
- 40.1 The Purchaser shall award the Contract to the Bidder whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the Bidding Documents, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.
- 41. Purchaser's Right to Vary Quantities at Time of Award**
- 41.1 At the time the Contract is awarded, the Purchaser reserves the right to increase or decrease the quantity of Goods and Related Services originally specified in Section VI, Schedule of Requirements, provided this does not exceed the percentages **specified in the BDS**, and without any change in the unit prices or other terms and conditions of the bid and the Bidding Documents.

- 42. Notification of Award**
- 42.1 Prior to the expiration of the period of bid validity, the Purchaser shall notify the successful Bidder, in writing, that its Bid has been accepted.
- 42.2 Until a formal Contract is prepared and executed, the notification of award shall constitute a binding Contract.
- 42.3 The Purchaser shall publish in publications approved by the Public Procurement and Concessions Commission (PPCC) the results identifying the bid and lot numbers and the following information: (i) name of each Bidder who submitted a Bid; (ii) bid prices as read out at bid opening; (iii) name and evaluated prices of each Bid that was evaluated; (iv) name of bidders whose bids were rejected and the reasons for their rejection; and (v) name of the winning Bidder, and the price it offered, as well as the duration and summary scope of the contract awarded. After publication of the award, unsuccessful bidders may request in writing to the Purchaser for a debriefing seeking explanations on the grounds on which their bids were not selected. The Purchaser shall promptly respond in writing to any unsuccessful Bidder who, after Publication of contract award, requests a debriefing.
- 42.4 Upon the successful Bidder's furnishing of the signed Contract Form and performance security pursuant to ITB Clause 44, the Purchaser will promptly notify each unsuccessful Bidder and will discharge its bid security, pursuant to ITB Clause 21.4.
- 43. Signing of Contract**
- 43.1 Promptly after notification, the Purchaser shall send the successful Bidder the Agreement and the Special Conditions of Contract.
- 43.2 Within twenty-eight (28) days of receipt of the Agreement, the successful Bidder shall sign, date, and return it to the Purchaser.
- 44. Performance Security**
- 44.1 Within twenty eight (28) days of the receipt of notification of award from the Purchaser, the successful Bidder, if required, shall furnish the Performance Security in accordance with the GCC, using for that purpose the Performance Security Form included in Section IX Contract forms, or another Form acceptable to the Purchaser. The Employer shall promptly notify the name of the winning Bidder to each unsuccessful Bidder and discharge the Bid Securities of the unsuccessful bidders pursuant to ITB Sub-Clause 21.4.
- 44.2 Failure of the successful Bidder to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security or execution of the Bid-Securing Declaration. In that event the Purchaser may award the Contract to the next lowest evaluated Bidder, whose offer is substantially responsive

and is determined by the Purchaser to be qualified to perform the Contract satisfactorily.

## Section II. Bidding Data Sheet (BDS)

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

ITB Clause Reference	A. General
ITB 1.1	The Purchaser is: <b><i>NATIONAL ELECTIONS COMMISSION-LIBERIA</i></b>
ITB 1.1	<p>The name and identification number of the ICB are: <b>Prepacked Elections and Run Off Materials Kits (Training &amp; Actual)</b> <b><i>IFBNO.NEC/PLE/ICB/001/2023</i></b></p> <p>The number, identification and names of the lots comprising this RB are: <b><i>Lot 1. Elections Materials Prepacked Kits –(Training)</i></b> <b><i>Lot 2. Elections and Run Off Materials Prepacked Kits-(Actual)</i></b></p> <p><b><i>*Bidders Should quote for all the lots</i></b></p> <p><b><i>* All Lots should be Titled appropriately, as indicated. Bidders shall be allowed to quote separate prices for each lot but note that contract will be awarded for all lots as a package.</i></b></p>
ITB 2.1	The Purchaser is: the <b>National Elections Commission-Liberia</b>
ITB 2.1	The name of the Project is: <b>Prepacked Elections and Run Off Materials Kits (Training and Actual)</b>
ITB 4.3	A list of firms debarred from participating in dealing with GOL is available at <a href="http://www.ppcc.gov.lr">www.ppcc.gov.lr</a>
	<b>B. Contents of Bidding Documents</b>

<b>ITB 7.1</b>	<p>For <b><u>Clarification of bid purposes</u></b> only, the Purchaser's address is:</p> <p>Attention:</p> <p><b>The Procurement Unit</b>  <b>National Elections Commission 9<sup>TH</sup> &amp; 10<sup>TH</sup> Streets Sinkor</b>  <b>Ground Floor Room Number 73</b>  <b>P.O. Box 2044</b>  1000 Monrovia, 10 Liberia  Telephone: +231-0777540212  E- mail addresses: <a href="mailto:jkerkulah@necliberia.org">jkerkulah@necliberia.org</a> <a href="mailto:swenwert@gmail.com">swenwert@gmail.com</a> ,  <a href="mailto:ektogba@necliberia.org">ektogba@necliberia.org</a> , <a href="mailto:jkerkulah@yahoo.com">jkerkulah@yahoo.com</a></p>
	<b>C. Preparation of Bids</b>
<b>ITB 10.1</b>	The language of the bid is <i>English</i> .
<b>ITB 11.1 (h)</b>	<p>The Bidder shall submit the following additional documents in its bid:</p> <ul style="list-style-type: none"> <li><b>h. 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></li> <li><b>i. 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.</b></li> <li><b>j. A registered Business in the country from which it operates, including the profile of the company.</b></li> <li><b>k. Must have the capacity to pre finance.</b></li> <li><b>l. Evidence of tax payment clearance.</b></li> <li><b>m. Provision of audited financial reports of the firm for the past two years.</b></li> <li><b>n. To provide sample of the materials as detail listed in the technical specification in the bidding documents. This should be furnished with the bids submitted on or before the deadline for submission: <u>Wednesday, May 17, 2023.</u></b></li> </ul>
<b>ITB 13.1</b>	Alternative Bids <i>shall not be</i> considered.
<b>ITB 14.5</b>	The Incoterms edition is: <i>"Incoterms 2010"</i>

ITB 14.6 (b) (i) and (c) (iii)	Place of Destination: <u><i>National Elections Commission Head Office 9<sup>th</sup> and 10<sup>th</sup> Streets Sinkor, Monrovia, Liberia</i></u>
ITB 14.6 (a) (iii);(b)(ii) and (c)(v)	“Final destination (Project Site)”: <i>National Elections Commission, Head Office, 9<sup>TH</sup> &amp; 10<sup>TH</sup> Streets Sinkor, Monrovia, Liberia</i>
ITB 14.6 (b) (iii)	<p>In addition to the CIP price specified in ITB 14.6 (b)(i), the price of the Goods manufactured outside the Republic of Liberia shall be quoted: <u><b>DDP</b></u></p> <ul style="list-style-type: none"> <li>• <b>Goods to be delivered at final destination within the specified Delivery Timeframes.</b></li> </ul> <p><b>Bidders should quote separately the following:</b></p> <ul style="list-style-type: none"> <li>• <b>Air Transport Commercial (Robert International Airport- 9<sup>th</sup> &amp; 10<sup>th</sup> Streets Sinkor, Monrovia, Liberia)</b></li> <li>• <b>Air Transport Charter (Robert International Airport -9<sup>th</sup> &amp; 10<sup>th</sup> Streets Sinkor, Monrovia, Liberia)</b></li> <li>• <b>Sea Freight (Monrovia Freeport, 9<sup>th</sup> and 10<sup>th</sup> Streets Sinkor, Monrovia, Liberia)</b></li> </ul> <p>(*Please see List of Goods and Delivery Schedule, indicated in Bid Documents)</p>
ITB 14.7	The prices quoted by the Bidder <i>shall not</i> be adjustable.
ITB 14.8	Prices quoted shall be 100% the price for all the items listed in the requirements of the Bidding document.
ITB 15.1	The Bidder <i>is</i> required to quote in the currency of the Republic of Liberia the portion of the bid price that corresponds to expenditures incurred in that currency.
ITB 18.3	Period of time the Goods are expected to be functioning (for the purpose of spare parts): <i>Not Applicable</i> .
ITB 19.1 (a)	Manufacturer’s authorization is not <b>required</b> .
ITB 19.1 (b)	After sales service is: <i>not required</i> .
ITB 20.1	The bid validity period shall be <u><b>60</b></u> days.

ITB 21.1	Bid shall include a Bid Security issued by a reputable bank included in Section IV Bidding Forms.
ITB 21.2	The amount of the Bid Security for each lot shall be <u>2%</u> of the quoted bid price in United States Dollars issued from a <u>reputable bank in Liberia</u> .
ITB 22.1	In addition to the original of the bid, the number of copies is: <i>three (3) duplicate copies</i> .
<b>D. Submission and Opening of Bids</b>	
ITB 23.1	Bidders <u>shall not</u> have the option of submitting their bids electronically.
ITB 23.1 (b)	If bidders shall have the option of submitting their bids electronically, the electronic bidding submission procedures shall be: <i>Not Applicable</i>
ITB 23.2 I	The inner and outer envelopes shall bear the following additional identification marks: <p style="text-align: center;"><b>Bid for the Supply and Delivery of Prepacked Elections and Run Off Materials Kit (Training and Actual) for the 2023 General Election</b>  <b>IFBNo.NEC/PLE/ICB/OO1/2023</b>  <b>National Elections Commission-Liberia</b>  <b>9<sup>th</sup> and 10<sup>th</sup> Streets, Sinkor</b>  <b>P.O. Box 2044</b>  <b>Monrovia, Liberia</b></p>
ITB 24.1	For bid submission purposes, the Purchaser's address is: Attention: <b>The Procurement Unit</b> <b>National Elections Commission</b> <b>9<sup>TH</sup> &amp; 10<sup>TH</sup> Streets Sinkor, Monrovia, Liberia</b> <b>Ground Floor Room Number 73</b> <b>Monrovia</b> ZIP Code: <b>P. O. Box 2044</b> Country: <u><i>Republic of Liberia</i></u> The deadline for the submission of bids is: <u><b>Wednesday, May 17, 2023</b></u> <b>Time: 2:00 p.m. (Local Time)</b>
ITB 27.1	The bid opening shall take place in: <b>The Conference Room</b> <i>National Elections Commission</i>

	<p><i>9<sup>TH</sup> &amp; 10<sup>TH</sup> Streets, Sinkor</i></p> <p><b>Ground Floor Room Number 50</b></p> <p><b>Monrovia, Liberia</b></p> <p>Date: <b><u>Wednesday, May 17, 2023</u></b></p> <p>Time: <b><u>2:00 p.m.</u></b> (<i>Local Time</i>)</p>
<b>ITB 27.1</b>	If electronic bid submission is permitted in accordance with ITB sub-clause 23.1, the specific bid opening procedures shall be: <b><u>Not Applicable</u></b>
	<b>E. Evaluation and Comparison of Bids</b>
<b>ITB 34.1</b>	<p>Bid prices expressed in different currencies shall be converted in: <b><i>United States Dollars</i></b></p> <p>The source of exchange rate shall be: <b><i>The Central Bank of Liberia Exchange Rate</i></b></p> <p>The date for the exchange rate shall be: <b>The Date of Bid Opening</b></p>
<b>ITB 35.1</b>	Domestic preference <i>shall not</i> be a bid evaluation factor.
<b>ITB 36.3(a)</b>	Evaluation will be done for <i>all the Lots and the Contract will comprise the Lot(s) requested and awarded to the successful Bidder.</i>
<b>ITB 36.3(d)</b>	<p>The adjustments shall be determined using the following criteria, from amongst those set out in Section III, Evaluation and Qualification Criteria: <i>[refer to Schedule III, Evaluation and Qualification Criteria; insert complementary details if necessary]</i></p> <p>Deviation in Delivery schedule</p> <p>Deviation in payment schedule</p> <p>Sub-standard quality and non-durability of the materials supplied</p>
<b>ITB 36.6</b>	Bidders <u>shall</u> be allowed to quote separate prices for each lot but note that contract will be awarded for all lots as a package.
	<b>F. Award of Contract</b>
<b>ITB 41.1</b>	<p>The maximum percentage by which quantities may be increased is: <b><i>Ten (10) percent</i></b></p> <p>The maximum percentage by which quantities may be decreased is: <b><i>Ten (10) percent</i></b></p>



## **Section III. Evaluation and Qualification Criteria**

*This Section complements the Instructions to Bidders. It contains the criteria that the Purchaser may use to evaluate a bid and determine whether a Bidder has the required qualifications. No other criteria shall be used.*

### **Contents**

1. Domestic Preference (ITB 35.1)
2. Evaluation Criteria (ITB 36.3 (d))
3. Multiple Contracts (ITB 36.6)
4. Post qualification Requirements (ITB 38.2)

## 1. Domestic Preference (ITB 35.1)

If the Bidding Data Sheet so specifies, the Purchaser will grant a margin of preference to goods manufactured in the Republic of Liberia for the purpose of bid comparison, in accordance with the procedures outlined in subsequent paragraphs.

Bids will be classified in one of three groups, as follows:

(a) **Group A:** Bids offering goods manufactured in the Republic of Liberia, for which (i) labor, raw materials, and components from within Liberia account for more than thirty (30) percent of the EXW price; and (ii) the production facility in which they will be manufactured or assembled has been engaged in manufacturing or assembling such goods at least since the date of bid submission.

(b) **Group B:** All other bids offering Goods manufactured in the Republic of Liberia

I **Group C:** Bids offering Goods manufactured outside the Republic of Liberia that have been already imported or that will be imported.

To facilitate this classification by the Purchaser, the Bidder shall complete whichever version of the Price Schedule furnished in the Bidding Documents is appropriate provided, however, that the completion of an incorrect version of the Price Schedule by the Bidder shall not result in rejection of its bid, but merely in the Purchaser's reclassification of the bid into its appropriate bid group.

The Purchaser will first review the bids to confirm the appropriateness of, and to modify as necessary, the bid group classification to which bidders assigned their bids in preparing their Bid Forms and Price Schedules.

All evaluated bids in each group will then be compared to determine the lowest evaluated bid of each group. Such lowest evaluated bids shall be compared with each other and if as a result of this comparison a bid from Group A or Group B is the lowest, it shall be selected for the award.

If, as a result of the preceding comparison, the lowest evaluated bid is from Group C, the lowest evaluated bid from Group C bids will then be further compared with the lowest evaluated bid from Group A, after adding to the evaluated bid price of goods offered in the bid for Group C, for the purpose of further comparison only an amount equal to fifteen (15) percent of the CIP (named place of destination) bid price. The lowest-evaluated bid determined from this last comparison shall be selected for the award.”

## 2. Evaluation Criteria (ITB 36.3 (d))

The Purchaser's evaluation of a bid may take into account, in addition to the Bid Price quoted in accordance with ITB Clause 14.6, one or more of the following factors as specified in ITB Sub-Clause 36.3(d) and in BDS referring to ITB 36.3(d), using the following criteria and methodologies.

- (a) Delivery schedule. (as per Incoterms specified in the BDS)
- (b) Deviation in payment schedule. *[insert one of the following ]*
  - (i) *Bidders shall state their bid price for the payment schedule outlined in the SCC. Bids shall be evaluated on the basis of this base price. Bidders are, however, permitted to state an alternative payment schedule and indicate the reduction in bid price they wish to offer for such alternative payment schedule. The Purchaser may consider the alternative payment schedule and the reduced bid price offered by the Bidder selected on the basis of the base price for the payment schedule outlined in the SCC.*
- (g) Specific additional criteria

*Other specific additional criteria to be considered in the evaluation and the evaluation method shall be detailed in BDS sub-clause 36.3 (d)*

### **3. Multiple Contracts (ITB 36.6)**

The Purchaser shall award multiple contracts to the Bidder that offers the lowest evaluated combination of bids (one contract per bid) and meets the post-qualification criteria (this Section III, Sub-Section ITB 38.2 Post-Qualification Requirements)

The Purchaser shall:

- (a) evaluate only lots or contracts that include at least the percentages of items per lot and quantity per item as specified in ITB Sub Clause 14.8

- (b) take into account:

the lowest-evaluated bid for each lot and

the price reduction per lot and the methodology for its application as offered by the Bidder in its bid"

**NOT APPLICABLE**

### **4. Post qualification Requirements (ITB 38.2)**

After determining the lowest-evaluated bid in accordance with ITB Sub-Clause 37.1, the Purchaser shall carry out the post qualification of the Bidder in accordance with ITB Clause 38, using only the requirements specified. Requirements not included in the text below shall not be used in the evaluation of the Bidder's qualifications.

(2000) Financial Capability

The Bidder shall furnish documentary evidence that it meets the following financial requirement(s): *ability to pre-finance the contract (i.e, financial statements)*

- (b) Experience and Technical Capacity

The Bidder shall furnish documentary evidence to demonstrate that it meets the following experience requirement(s): *pictorial of Technical workshop, pictorial of equipment to carry out the work.*

## Section IV. Bidding Forms

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## Bidder Information Form

*[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]*

Date: *[insert date (as day, month and year) of Bid Submission]*

ICB No.: *[insert number of bidding process]*

Page \_\_\_\_\_ of \_\_\_\_\_ pages

1. Bidder's Legal Name <i>[insert Bidder's legal name]</i>
2. In case of JV, legal name of each party: <i>[insert legal name of each party in JV]</i>
3. Bidder's actual or intended Country of Registration: <i>[insert actual or intended Country of Registration]</i>
4. Bidder's Year of Registration: <i>[insert Bidder's year of registration]</i>
5. Bidder's Legal Address in Country of Registration: <i>[insert Bidder's legal address in country of registration]</i>
6. Bidder's Authorized Representative Information  Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>
7. Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i>  <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 1, above, in accordance with ITB Sub-Clauses 4.1 and 4.2.  In case of JV, letter of intent to form JV or JV agreement, in accordance with ITB Sub-Clause 4.1.  In case of entity owned by the Government of Liberia (GOL), documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB Sub-Clause 4.5.

## Joint Venture Partner Information Form

*[The Bidder shall fill in this Form in accordance with the instructions indicated below].*

Date: *[insert date (as day, month and year) of Bid Submission]*

ICB No.: *[insert number of bidding process]*

Page \_\_\_\_\_ of \_\_\_\_\_ pages

1.	Bidder's Legal Name: <i>[insert Bidder's legal name]</i>
2.	JV's Party legal name: <i>[insert JV's Party legal name]</i>
3.	JV's Party Country of Registration: <i>[insert JV's Party country of registration]</i>
4.	JV's Party Year of Registration: <i>[insert JV's Party year of registration]</i>
5.	JV's Party Legal Address in Country of Registration: <i>[insert JV's Party legal address in country of registration]</i>
6.	<p>JV's Party Authorized Representative Information</p> <p>Name: <i>[insert name of JV's Party authorized representative]</i></p> <p>Address: <i>[insert address of JV's Party authorized representative]</i></p> <p>Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Party authorized representative]</i></p> <p>Email Address: <i>[insert email address of JV's Party authorized representative]</i></p>
7.	<p>Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i></p> <p><input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2, above, in accordance with ITB Sub-Clauses 4.1 and 4.2.</p> <p>In case of entity owned by the Government of Liberia (GOL), documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB Sub-Clause 4.5.</p>

## Bid Submission Form

*[The Bidder shall fill in this Form in accordance with the instructions indicated No alterations to its format shall be permitted and no substitutions shall be accepted.]*

Date: *[insert date (as day, month and year) of Bid Submission]*  
 ICB No.: *[insert number of bidding process]*  
 Invitation for Bid No.: *[insert No of IFB]*  
 Alternative No.: *[insert identification No if this is a Bid for an alternative]*

To: *[insert complete name of Purchaser]*

We, the undersigned, declare that:

We have examined and have no reservations to the Bidding Documents, including Addenda No.: \_\_\_\_\_ *[insert the number and issuing date of each Addenda];*

We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services \_\_\_\_\_ *[insert a brief description of the Goods and Related Services];*

The total price of our Bid, excluding any discounts offered in item (d) below, is: \_\_\_\_\_ *[insert the total bid price in words and figures, indicating the various amounts and the respective currencies];*

The discounts offered and the methodology for their application are:

**Discounts.** If our bid is accepted, the following discounts shall apply. \_\_\_\_\_ *[Specify in detail each discount offered and the specific item of the Schedule of Requirements to which it applies.]*

**Methodology of Application of the Discounts.** The discounts shall be applied using the following method: \_\_\_\_\_ *[Specify in detail the method that shall be used to apply the discounts];*

Our bid shall be valid for the period of time specified in ITB Sub-Clause 20.1, from the date fixed for the bid submission deadline in accordance with ITB Sub-Clause 24.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

If our bid is accepted, we commit to obtain a performance security in accordance with ITB Clause 44 and GCC Clause 17 for the due performance of the Contract;

We, including any subcontractors or suppliers for any part of the contract, have nationality from eligible countries \_\_\_\_\_ *[insert the nationality of the Bidder, including that of all parties that comprise the Bidder, if the Bidder is a JV, and the nationality each subcontractor and supplier]*



We have no conflict of interest in accordance with ITB Sub-Clause 4.2;

Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible under the laws or regulations of the Republic of Liberia.

The following commissions, gratuities, or fees have been paid or are to be paid with respect to the bidding process or execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity]*

Name of Recipient	Address	Reason	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(If none has been paid or is to be paid, indicate “none.”)

(k) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.

(l) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Signed: \_\_\_\_\_ *[insert signature of person whose name and capacity are shown]*  
In the capacity of \_\_\_\_\_ *[insert legal capacity of person signing the Bid Submission Form]*

Name: \_\_\_\_\_ *[insert complete name of person signing the Bid Submission Form]*

Duly authorized to sign the bid for and on behalf of: \_\_\_\_\_ *[insert complete name of Bidder]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

## Price Schedule Forms

*[The Bidder shall fill in these Price Schedule Forms in accordance with the instructions indicated. The list of line items in column 1 of the Price Schedules shall coincide with the List of Goods and Related Services specified by the Purchaser in the Schedule of Regulations].*

## Price Schedule: Goods Manufactured Outside the Republic of Liberia, to be Imported

(Group C bids, goods to be imported)							Date: _____		
							ICB No: _____		
Currencies in accordance with ITB Sub-Clause 15							Alternative No: _____		
							Page N° _____ of _____		
1	2	3	4	5	6	7	8	9	
Line Item N°	Description of Goods	Country of Origin	Delivery Date as defined by Incoterms	Quantity and physical unit	Unit price CIP <i>[insert place of destination]</i> in accordance with ITB 14.6(b)(i)	CIP Price per line item (Col. 5x6)	Price per line item for inland transportation and other services required in the Purchaser's country to convey the Goods to their final destination specified in BDS	Total Price per Line item (Col. 7+8)	
<i>[insert number of the item]</i>	<i>[insert name of good]</i>	<i>[insert country of origin of the Good]</i>	<i>[insert quoted Delivery Date]</i>	<i>[insert number of units to be supplied and name of the physical unit]</i>	<i>[insert unit price CIP per unit]</i>	<i>[insert total CIP price per line item]</i>	<i>[insert the corresponding price per line item]</i>	<i>[insert total price of the line item]</i>	
Total Price									

Name of Bidder *[insert complete name of Bidder]* Signature of Bidder *[signature of person signing the Bid]* Date *[Insert Date]*

## Price Schedule: Goods Manufactured Outside the Republic of Liberia, already imported

(Group C bids, Goods already imported)

Currencies in accordance with ITB Sub-Clause 15

Date: \_\_\_\_\_

ICB No: \_\_\_\_\_

Alternative No: \_\_\_\_\_

Page N° \_\_\_\_\_ of \_\_\_\_\_

1	2	3	4	5	6	7	8	9	10	11	12
Line Item N°	Description of Goods	Country of Origin	Delivery Date as defined by Incoterms	Quantity and physical unit	Unit price including Custom Duties and Import Taxes paid, in accordance with ITB 14.6I(i)	Custom Duties and Import Taxes paid per unit in accordance with ITB 14.6I(ii) , [to be supported by documents]	Unit Price net of custom duties and import taxes, in accordance with ITB 14.6 I (iii) (Col. 6 minus Col.7)	Price per line item net of Custom Duties and Import Taxes paid, in accordance with ITB 14.6I(i) (Col. 5x8)	Price per line item for inland transportation and other services required in the Republic of Liberia to convey the goods to their final destination, as specified in BDS in accordance with ITB 14.6 I(v)	Sales and other taxes paid or payable per item if Contract is awarded (in accordance with ITB 14.6I(iv)	Total Price per line item (Col. 9+10)
<i>[insert number of the item]</i>	<i>[insert name of Goods]</i>	<i>[insert country of origin of the Good]</i>	<i>[insert quoted Delivery Date]</i>	<i>[insert number of units to be supplied and name of the physical unit]</i>	<i>[insert unit price per unit]</i>	<i>[insert custom duties and taxes paid per unit]</i>	<i>[insert unit price net of custom duties and import taxes]</i>	<i>[insert price per line item net of custom duties and import taxes]</i>	<i>[insert price per line item for inland transportation and other services required in the Purchaser's country]</i>	<i>[insert sales and other taxes payable per item if Contract is awarded]</i>	<i>[insert total price per line item]</i>
<b>Total Bid Price</b>											

Name of Bidder *[insert complete name of Bidder]* Signature of Bidder *[signature of person signing the Bid]* Date *[insert date]*

## Price Schedule: Goods Manufactured in the Republic of Liberia

Purchaser's Country _____		(Group A and B bids)				Date: _____ ICB No: _____ Alternative No: _____ Page N° _____ of _____			
Currencies in accordance with ITB Sub-Clause 15									
1	2	3	4	5	6	7	8	9	10
Line Item N°	Description of Goods	Delivery Date as defined by Incoterms	Quantity and physical unit	Unit price EXW	Total EXW price per line item (Col. 4x5)	Price per line item for inland transportation and other services required in the Republic of Liberia to convey the Goods to their final destination	Cost of local labor, raw materials and components from with origin in the Republic of Liberia % of Col. 5	Sales and other taxes payable per line item if Contract is awarded (in accordance with ITB 14.6(a)(ii))	Total Price per line item (Col. 6+7)
<i>[insert number of the item]</i>	<i>[insert name of Good]</i>	<i>[insert quoted Delivery Date]</i>	<i>[insert number of units to be supplied and name of the physical unit]</i>	<i>[insert EXW unit price]</i>	<i>[insert total EXW price per line item]</i>	<i>[insert the corresponding price per line item]</i>	<i>[Insert cost of local labor, raw material and components from within the Republic of Liberia as a % of the EXW price per line item]</i>	<i>[insert sales and other taxes payable per line item if Contract is awarded]</i>	<i>[insert total price per item]</i>
<b>Total Price</b>									

Name of Bidder *[insert complete name of Bidder]* Signature of Bidder *[signature of person signing the Bid]* Date *[insert date]*

## Price and Completion Schedule – Related Services

Currencies in accordance with ITB Sub-Clause 15						Date: _____ ICB No: _____ Alternative No: _____ Page N° _____ of _____
1	2	3	4	5	6	7
Service N°	Description of Services (excludes inland transportation and other services required in the Republic of Liberia to convey the goods to their final destination)	Country of Origin	Delivery Date at place of Final destination	Quantity and physical unit	Unit price	Total Price per Service (Col. 5*6 or estimate)
<i>[insert number of the Service ]</i>	<i>[insert name of Services]</i>	<i>[insert country of origin of the Services]</i>	<i>[insert delivery date at place of final destination per Service]</i>	<i>[insert number of units to be supplied and name of the physical unit]</i>	<i>[insert unit price per item]</i>	<i>[insert total price per item]</i>
<b>Total Bid Price</b>						

Name of Bidder *[insert complete name of Bidder]* Signature of Bidder *[signature of person signing the Bid]* Date *[insert date]*

## Bid Security (Bank Guarantee)

*[The Bank shall fill in this Bank Guarantee Form in accordance with the instructions indicated.]*

*[Bank's Name, and Address of Issuing Branch or Office]*

**Beneficiary:** \_\_\_\_\_ *[Name and Address of Purchaser]*

**Date:** \_\_\_\_\_

**BID GUARANTEE No.:** \_\_\_\_\_

We have been informed that *[name of the Bidder]* (hereinafter called "the Bidder") has submitted to you its bid dated (hereinafter called "the Bid") for the execution of *[name of contract]* under Invitation for Bids No. *[IFB number]* ("the IFB").

Furthermore, we understand that, according to your conditions, bids must be supported by a bid guarantee.

At the request of the Bidder, we *[name of Bank]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[amount in figures]* (*[amount in words]*) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) has withdrawn its Bid during the period of bid validity specified by the Bidder in the Form of Bid; or
- (b) having been notified of the acceptance of its Bid by the Purchaser during the period of bid validity, (i) fails or refuses to execute the Contract Form; or (ii) fails or refuses to furnish the performance security, if required, in accordance with the Instructions to Bidders.

This guarantee will expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the contract signed by the Bidder and the performance security issued to you upon the instruction of the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder of the name of the successful bidder; or (ii) twenty-eight days after the expiration of the Bidder's Bid.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

---

*[signature(s)]*





## **Section V. Eligible Countries**

**All Countries are Eligible except those on the United Nations (UN)  
Sanction Ban**



## **PART 2 – Supply Requirements**

## Section VI. Schedule of Requirements

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## List of Goods and Delivery Schedule

*[The Purchaser shall fill in this table, with the exception of the column “Bidder’s offered Delivery date” to be filled by the Bidder]*

**LIBERIA NATIONAL ELECTIONS COMMISSION  
ELECTIONS MATERIALS SPECIFICATIONS  
2023 GENERAL ELECTIONS**

### Lot # 1: Elections Materials –Prepacked Kits (Training)

General instruction

Number of kits

Notes: Provide sample of complete kit assembled

Contingency kits

Total number of kits

605

Notes: Provide sample of complete kit assembled.  
Single units packing unless otherwise specified.

**Expiration dates at least 6 months after delivery**

No	Item	Technical specifications	Purpose	Quantity per kit	Total Quantity of item and Physical Units	Final Destination As Specified In BDS	Earliest Delivery Date	Latest Delivery Date	Bidder’s Offered Delivery Date [To Be Provided By The Bidder]
<b>POLLING MATERIALS CARDBOARD BOX</b>									

1	<b>Cardboard box for packing of TRAINING materials</b>	Heavy Duty Corrugated Fiberboard; Double wall cardboard to pack polling place materials Inner dimensions: To be determined by supplier based on quantity of materials to be packed therein; Standard self assembly Must be printed on 2 sides; "Election Polling kit (TRAINING)" Plain color Holds training Materials Will carry items in Lot 1, 2 and 3 Artwork to be provided in PDF Single unit packing	Packing of Polling Place materials	1	1,200	Units	9 <sup>th</sup> and 10 <sup>th</sup> Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	
<b>POLLING MATERIALS (INSIDE CARDBOARD BOX)</b>										
1	<b>Plastic bag</b>	Clear, thin plastic bag; Placed as lining inside cardboard box and used to hold below listed materials inside cardboard box. Waterproof. Single unit packing		1	1,200	Unit	9 <sup>th</sup> and 10 <sup>th</sup> Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	

2	<b>Permanent Ink Marker</b>	Ink marker Black color Chisel tip Waterproof on most surfaces Staedler or equivalent Packed in bundles of 2 units	Write information on the envelopes and ballot box sticker	2	2,400	Units	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023
3	<b>Pen</b>	Round static Ballpoint; Good quality Medium point Black ink; Line size: 0.7 mm Feather light, polypropylene barrel Must work satisfactorily in extreme hot/humid/damp conditions. (to mark the ballot and for other administrative use during training (Box of 15 pens per kit). Packed in bundles of 12 units	Complete forms and other documents	15	18,000	Units	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023
4	<b>Calculator</b>	Solar powered /micro battery 10 digits; basic non-detachable dual-power solar and cell batteries Large display Backlight screen and digits or similar Basic functions only calculator Approximate size 10 cm x 15 cm Single unit packing	To assist in calculations for the completions of forms and for counting.	1	1,200	Units	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023

5	<b>Barrier Tape</b>	Bicolor striped soft plastic banner tape; Red and white striped barrier tape Rolls of 75 mm x100 m; To cordon off the limits of the Voting Precinct and Polling places; Crowd control tape; Preferred color red & white Single unit packing	Cordon off the limits of the Elections Precinct and Polling places and act as crowd control rope	1	1,200	Units	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023
6	<b>Garbage Bags</b>	Heavy duty 60 Liters size; Use for collection of rubbish and / or covering election materials from getting wet Color Black; must be strong and not tear easily; Bundle of 6 units	Use for collection of rubbish and for covering materials from getting wet	6	7,200	Units	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023
7	<b>Packing Tape</b>	Heavy Duty Box sealing tape; 48 mm x 55 meters; 2 inches wide roll with adhesive back; Color Brown; 100% poly propylene fiber ; 3M or equivalent; Roll of 1 pc.; Packing: single unit packing	Packing and secure materials	1	1,200	Units	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023



8	<b>Scissors</b>	High quality 18 cm stainless steel blades Sturdy Plastic handles with rounded ends; Uniform single color Single unit packing	Cut or help separate items in case they can not be easily detached	1	1,200	Units	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023
9	<b>Seals for ballot box</b>	Polypropylene pull tight seals Length 30 cms Color: Yellow; Not brittle; Sequentially numbered Sequential formatting 9 digits Sequential formmating starts with TRG and 6 digits (TRG000001) Original initial sequencial starts in 000001 Packed in bundles of 30 units; To be used to seal the ballot box during training; 1 pack of 30 seals per kit	Make the Election Team accountable for the contents and answerable to observers, Monitors and the Commission in case of tampering. Provides transparency.	30	36,000	Units	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023
10	<b>Rulers</b>	length 30 cm long; Width cm Transparent plastic With cm on one side and inches on other side. Single packing unit	Draw lines in lineless sheets or cut the ballot papers in case they do not easily detach.	1	1,200	Units	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023

11	<b>Lamp</b>	<p>Omnidirectional Lamp          Standing position          Camping lantern type;          Water resistance and solid design          Diameter 18 cm;          Height 30 cm          Heavy duty          Water proof          Dust proof          LED light;          At least 75 watts; Must give enough light to illuminate large counting area;          For counting ballots after dark          Battery powered: AA alkaline with cell voltage of 1.5V; Size D.          Uniform color for all .          1 lamp per kit</p>	Provides light to ensure the full counting process is completed. .For counting ballots after dark.	1	1,200	Units	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	
12	<b>Scotch Tape</b>	<p>Single Sided tape          Transparent color          Heavy duty adhesive          Roll tape: 12 mm x 30 mts          No dispenser          Single unit packing</p>	Attach forms or posters to walls	1	1,200	Units	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	
13	<b>Thumbprint Pad</b>	<p>Inkless          Black color ink          circular round case shape          Should contain special polymer that gives a non-smudging impression; No refill requirement;</p>	Used by voters wishing to mark the ballot papers using thumbprint.	1	1,200	Units	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	

		Ink must be easily wiped off the finger without leaving a stain Must not contain a pigment based dye To take minimum of 500 fingerprints; Single unit packing.								
14	<b>Absorbent Cloth</b>	Absorbent paper cloths Color White Detachable from roll Size 50 cm x 40 cm Roll of 250 ply sheets Packed in bags of 2 units	Used to clean finger of voters before applying ink.	1	1,200	Units	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	
15	<b>Validating Stamp</b>	Diameter: 3 cm Round shape Durable rubber surface One piece Wooden handle; Handle and stamp to be one single piece; The word "TRAINING" engraved for stamping training documents Artwork provided in PDF format Single unit packing	Used to stamp mock ballot papers and mock official documents during training.	1	1,200	Units	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	
16	<b>Stamp Pad</b>	Inkpad/stamp standard pad 7mm x 100mm x 70mm Color Blue prefilled; must be thick enough sponge so as to not over-wet the stamp Single unit packing	Provides ink for stamp used to officiate documents	1	1,200	Units	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	

17	<b>Tunics</b>	Two panes sleeveless Vest; With string tie on sides Thin Synthetic cloth tunics; Sleeveless: Color Light blue pantone ; one-size-fits-all NEC logo in Black and White Front and back serigraphic printing White color printing Front/ back joined from shoulders Lettering and NEC logo in white color; Used to identify polling staff ; The word "TRAINING" written across Packed in bundles of 3 units Artwork to be provided in pdf format	used to identify polling place staff.	3	3,600	Units	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	
18	<b>Indelible Ink</b>	EMPTY 80 ml labeled plastic bottle Seal tight lid to prevent spillage Cross cut sponge inside (no applicator, no ink) FOR TRAINING PURPOSES ONLY Packed in ziplock sealable type bags with EMPTY bottle in each bag; Single unit packing	EMPTY BOTTLE ONLY	1	1,200	Units	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	

19	<b>Single end Cotton swab</b>	Handheld. Consist of one small wad of cotton wrapped around one end of a short rod made of wood. Commonly used for ear cleaning. 30 pieces in a pack; Single unit packing	Used as applicator to put ink stain on voters fingers.	1	1,200	Packs	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	
20	<b>Thin cord rope</b>	Diameter 2 mm Roll of 20 mts Light guage for multipurpose use Dark color Nylon type Single unit packing	Used to attach pen to voting screen and tie banners, voting screens, etc.	1	1,200	Units	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	
21	<b>Polling Staff ID Badge Holder</b>	Transparent Conference badge type holder Transparent plastic; eyelets for ribbon Size: To hold staff ID badge Thread strap for hanging on the neck Rigid plastic Packs of 2 units	Identify Polling Staff	3	3,600	Units	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	

22	<b>Polling Staff ID badges</b>	Pre-printed color badges for ID Name holders Size: 2 1/8" x 3 3/8" (85.6mm x 54mm) Paper grammage 120 grs Portrait; Pre printed Paper color White Printing color Black; the word "TRAINING" printed across the ID card Artwork to be provided in PDF format Packs of 3 units	Identify Polling Staff	3	3,600	Units	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	
23	<b>Polling Place Journal (Pad)</b>	A5 Size Portrait printing Standard lined sheets; non-detachable and glued Bond Paper 90 grs Color pages: White Double sided print Covers 150 grs; sturdy paper cover Color covers: White One color printed Covers Three staples left side binding Average total of pages/booklet: 50 Artwork for cover to be provided in pdf format Single unit packing inside the envelope	To be used as polling journal. White color cover with white sheets	1	1,200	Units	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	

24	<b>Hand Sanitizer</b>	Hand sanitizer gel. Ethyl Alcohol 75%; Antiseptic Plus. 300 ml plastic bottle; Alcohol based gel. Hygienic use by polling staff before, during and after interaction with voters. Bottle to be labeled. 1 bottle per kit. Artwork to be provided in PDF format	Used by polling staff. Hygienic use.	1	1,200	Units	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	
<b>POLLING PRINTED MATERIALS (INSIDE POLLING PLACE CARDBOARD BOX)</b>										
1	<b>Sticker for Polling Place Journal</b>	Size A6; Landscape; Pre-printed white paper stickers Full Color; adhesive paper. Glossy Coated paper on one side Non removal stickers. Paper grammage: 80 grs Loose sheets: The word "TRAINING" printed across. Artwork to be provided in pdf format. Single unit packing	Label the Polling Place Journal	1	1,200	Units	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	

2	<b>TEE 1</b>	A2 size (594mm x 420 mm), with 50 mm adhesive flap on top, white color, pre-printed with black letters. Waterproof; unstrippable; Security envelope for return of ballots; . Serially numbered, starting with TRG300001. Watermark "TRAINING" printed across; Artwork for print will be provided in PDF.	packing of used (marked) ballots	1	1,200	Units	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	
3	<b>TEE 2</b>	Size 500 mm x 320 mm, with 50 mm adhesive flap on top, white color, pre-printed with black letters.. Waterproof; Unstrippable; Security envelope for return of election documents and materials; Serially numbered, starting with TRG300001. Watermark "TRAINING" printed across; Artwork for print to be provided in PDF format.	Security enveloped for seals, stamps	1	1,200	units	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	



4	<b>TEE 3 - House of Representatives</b>	A4 size (297mm x 210 mm), with 50 mm adhesive flap on top, white color, pre-printed with black letters. Security envelope for return of counting final Representatives Election results form during training . Serially numbered starting with - TRG1000001. Watermark "TRAINING" printed across; Artwork to be provided in PDF format.	Security enveloped for return of counting final results forms.	1	1,200	units	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	
5	<b>TEE 3 - Senate</b>	A4 size (297mm x 210 mm), with 50 mm adhesive flap on top, white color, pre-printed with black letters. Security envelope for return of counting final Senatorial Election results forms. Serially numbered starting with - TRG2000001. Watermark "TRAINING" printed across; Artwork to be provided in PDF format.	Security enveloped for return of counting final results forms.	1	1,200	units	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	

6	<b>TEE 3- Presidential</b>	A4 size (297mm x 210 mm), with 50 mm adhesive flap on top, white color, pre-printed with black letters. Security envelope for return of counting final Presidential Election results forms. Serially numbered starting with - TRG3000001; Watermark "TRAINING" printed across; Artwork to be provided in PDF format.	Security enveloped for return of counting final results forms.	1	1,200	units	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	
7	<b>Brown A4 Spoiled Ballot paper envelope</b>	Preprinted document wallet. Half depth flap provides added protection and security. It should be a little bigger than A4 size to allow inserting standard A4 size sheet of paper. The flap must be adhesive. Flap vertically. Watermark "TRAINING" printed across; Artwork to be provided.	Used to store Spoiled ballot paper	1	1,200	units	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	

8	<b>Brown A4 Discarded Ballot paper envelope</b>	Preprinted document wallet. Half depth flap provides added protection and security. It should be a little bigger than A4 size to allow inserting standard A4 size sheet of paper. The flap must be adhesive. Flap vertically. Watermark "TRAINING" printed across Artwork to be provided.	Used to store Discarded ballot paper	1	1,200	units	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	
9	<b>Ballot box sticker Presidential</b>	Heavy duty Adhesive paper A4 Size, plasticized marron pantone colour sticker; Landscape printing One side printing Color: Marron pantone XXX Preprinted Preprinted on front side - Precinct code, precinct name, polling place number, .electoral district. Printed in black ink; Watermark "TRAINING" printed across Artwork provided in PDF format;	Identify Presidential Election ballot box	2	2,400	Sets	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	

		Set of Two (2) TRAINING Presidential ballot box stickers packed inside training kit								
10	<b>Ballot box sticker Senate</b>	Heavy duty Adhesive paper A4 Size Landscape printing One side printing Color: Blue XXX Preprinted Preprinted on front side Printed in black ink Artwork provided in PDF format Set of Two (2) TRAINING Senate ballot box stickers packed inside training kit	Identify Senate Election ballot box	2	2,400	Units	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	

11	Ballot box sticker House of Representatives	Heavy duty Adhesive paper A4 Size Landscape, plastified green pantone color sticker One side printing Color: Green pantone XXX Preprinted with precinct code, name of center,with NEC logo black and white; 80 grs; Preprinted on front side Printed in black ink Artwork provided in PDF format Set of Two (2 ) TRAINING House of Representatives ballot box stickers packed inside training kit	Identify House of Representatives Election ballot box	2	2,400	Units	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	
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12	No Cell Phone Zone Sign	A3 size; Sign. 90grs paper; 2 signs per TRAINING kit; Artwork provided in PDF format	a notice informing voters not to take electronic devices inside the polling place.	2	2,400	Units	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	
13	<b>Voting precinct banner</b>	Polyester materials Size 3 mts x 0.7 mts Color: White Preprinted Full Color One side printing Metal eyelets (rings) in top left and right corners; Metal eyelets ( rings) on bottom left and right corners with colored NEC logo on top. Watermark "TRAINING" printed across; Artwork to be provided in pdf format Single unit packing	Inform the public of the polling station	1	1,200	Units	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	

14	<b>Checklist</b>	A4 sheet with NEC logo at top; states each item contained in cardboard box and its quantity. 80grs paper containing list of items included in the cardboard box (Lots 1,2, and 3). Packing List for polling place materials. Packed inside the polling place kit 1 packing list per TRAINING kit	A4 sheet 80grs paper with list of items included in the station/counting kit.n	1	1,200	Units	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	
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**COUNTING MATERIALS BAG**

1	<b>Counting Kit Bag</b>	Heavy Duty A4 size bag Preprinted on 1 side Zip bag on top Transparent color Holds Lot #3 Counting Materials Artwork to be provided in PDF Allocated inside the Polling Materials Cardboard box Single packing unit	Packing of TRAINING KIT materials FOR COUNTING	1	1,200	Units	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	
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**COUNTING MATERIALS (INSIDE COUNTING MATERIALS BAG / INSIDE POLLING PLACE CARDBOARD BOX)**

1	<b>Notepad</b>	A5 Size Portrait printing Standard white papers; Plain sheets Bond Paper 80 grs ; Detachable Color pages: White; Normal simple cover; Covers 150 grs Color covers: White One color printed Covers Glue binding at left side Average total of pages/booklet: 25 Artwork for cover to be provided in pdf format Single unit packing inside the counting material bag	To be used for counting and writing of names for display during the count	1	1,200	Units	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	
2	<b>Fingertip moistener (wet sponge)</b>	Standard size sponge, approx 8x8x5cm For wetting finger to easily count ballots. 1 wet sponge per kit.	wet the fingers in the sponge to separate ballots that are sticking together during counting	1	1,200	Units	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	9th and 10th Streets Sinkor, Monrovia, Liberia
3	<b>Bulldog Clips (Small)</b>	Small size 25 mm; Metal clip; Bulldog type; Use to hold ballots when counting; Packed in box of 6 pieces; 1 box per kit	Hold together bundles of ballot papers when counting	1	1,200	Unit	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	



4	<b>Rubber Bands</b>	Good quality rubber band, (approx 0.5 cm x 15 cm), must not spoil in moist and extreme hot conditions. ( 25 rubber band per bag) . 1 Bag per Kit.	Hold together bundles of ballot papers when counting	1	1,200	Bag of 20	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	
5	<b>Pen (Red)</b>	Good quality; Round static Ballpoint Medium tip; Work in extreme hot/humid /damp conditions Red ink Line size: 0.7 mm Feather light, polypropylene barrel 2 pens per counting kit bag	For administrative use in the polling place.	2	2,400	Units	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	

## LIBERIA NATIONAL ELECTIONS COMMISSION ELECTIONS MATERIALS SPECIFICATIONS 2023 GENERAL ELECTIONS

General instruction

Notes: **Provide sample of complete kit assembled.**  
Single units packing unless otherwise specified.

**Total number of Prepacked kits (Elections) 6050**

Total number of Prepacked kits (Run Off) 6050

### Expiration dates at least 6 months after delivery

No	Item	Technical specifications	Purpose	Quantity per kit	Physical Unit	Total Quantity of item Elections	Total Quantity of item Run Off	Grand Total	Final Destination As Specified In BDS	Earliest Delivery Date	Latest Delivery Date	Bidders Offered Delivery Date [To Be Provided By The Bidder]
1	Cardboard box for packing of Polling Place materials	Heavy Duty Corrugated Fiberboard; Double wall cardboard to pack polling place materials	Packing of Polling Place materials	1	Unit	6050	6050	12,100	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	

		<p><b>Inner dimensions: To be determined by supplier based on quantity of materials to be packed therein; Standard self assembly Preprinted on 2 sides; "Election Polling kit" Plain color Holds Polling Materials Will carry items in Lot 1, 2 and 3 Artwork to be provided in PDF Single unit packing per election (Elections &amp; Run-off)</b></p>										
<b>POLLING MATERIALS LOT 1 (INSIDE CARDBOARD BOX)</b>												
1	Plastic bag	<p><b>Clear, thin plastic bag; Placed as lining inside cardboard box and used to hold below listed materials inside cardboard box. Waterproof. Single unit packing per election (Elections &amp; Run-off)</b></p>		1	Unit	6050	6050	12,100	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	

2	<b>Permanent Ink Marker</b>	Ink marker Black color Chisel tip Waterproof on most surfaces Staedler or equivalent ; Must work satisfactorily in hot/humid /damp conditions; For administrative use in polling place (to write on ballot box stickers, TEEs and envelopes) Packed in bundles of 2 units per election (Elections & Run-off)	Permanment ink marker, black medium round tip, for any purpose	2	Units	6050	6050	24,200	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	
3	Pen	Good quality round static Ballpoint Medium point Black ink Line size: 0.7 mm Feather light, polypropylene barrel Must work satisfactorily in extreme hot/humid/damp conditions Packed in bundles of 3	To mark the ballot and for other administrative use in polling place	3	Units	6050	6050	36,300	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	

		<b>units per election (Elections &amp; Run-off)</b>										
<b>4</b>	<b>Calculator</b>	<b>Solar powered /micro battery 10 digists Large display; Basic non-Detachable dual-power calculator; Dual power,solar and cell batteries Backlight screen and digits or similar Basic functions only calculator Approximate size 10 cm x 15 cm Single unit packing per election (Elections &amp; Run-off)</b>	<b>To assist in calculations for the completion of forms and for counting.</b>	<b>1</b>	<b>Unit</b>	<b>6050</b>	<b>6050</b>	<b>12,100</b>	<b>9th and 10th Streets Sinkor, Monrovia, Liberia</b>	<b>August 25, 2023</b>	<b>August 31, 2023</b>	
<b>5</b>	<b>Barrier Tape</b>	<b>Bicolor striped soft plastic banner tape; Red and white striped barrier tape Rolls of 75 mm x100 m; To cordon off the limits of the Voting Precinct and Polling places; Crowd control tape;</b>	<b>Cordon off the limits of the Elections Precinct and Polling places and act as crowd control tape</b>	<b>1</b>	<b>unit</b>	<b>6050</b>	<b>6050</b>	<b>12,100</b>	<b>9th and 10th Streets Sinkor, Monrovia, Liberia</b>	<b>August 25, 2023</b>	<b>August 31, 2023</b>	

		Preferred color red & white Single unit packing per election (Elections & Run-off)										
6	Garbage Bags	Heavy duty; must not tear easily; 60 Liters size; Use for collection of rubbish and / or covering election materials from getting wet Color Black Bundle of 5 units	Use for collection of rubbish and for covering materials from getting wet	5	unit	6050	6050	60,500	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	
7	Brown Packing Tape	Heavy Duty Box sealing tape; 48 mm x 55 meters; 2 inches wide roll with adhesive back; Color Brown; 100% poly propylene fiber ; 3M or equivalent; Roll of 1 pc.; Packing: 1 Roll per kit per election (Elections & Run-off)	Packing and secure materials. Also use to put up posters and hold up signs.	1	Unit	6050	6050	12,100	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	
8	Scissors	High quality 18 cm stainless steell blades	Cut or help separate the Ballots from	1	Unit	6050	6050	12,100	9th and 10th Streets Sinkor,	August 25, 2023	August 31, 2023	

		<p><b>Sturdy Plastic handles with rounded ends</b>  <b>Uniform single color</b>  <b>Single unit packing per election</b>  <b>(Elections &amp; Run-off)</b></p>	<p><b>their counterfoil in case they can not be easily detached</b></p>						<p>Monrovia, Liberia</p>			
9	<p><b>Seals for ballot box</b></p>	<p><b>Polypropylene pull tight seals</b>  <b>Length 30 cms</b>  <b>Color Red</b>  <b>Sequentially numbered</b>  <b>Sequential formatting 9 digits</b>  <b>Sequential formmating starts with NEC and 6 digits (NECXXXXXX)</b>  <b>Original initial sequencial starts in 100000</b>  <b>Packed in bundles of 30 units;</b>  <b>To be used to seal the ballot box;</b>  <b>1 pack of 30 seals per kit per election</b>  <b>(Elections &amp; Run-off)</b></p>	<p><b>Make the Election Team accountable for the contents and answerable to observers, Monitors and the Commission in case of tampering. Provides transparency.</b></p>	30	Units	6050	6050	363,000	<p>9th and 10th Streets Sinkor, Monrovia, Liberia</p>	<p>August 25, 2023</p>	<p>August 31, 2023</p>	
10	<p><b>Rulers</b></p>	<p><b>Heavy duty; must not tear easily;</b></p>	<p><b>Use for collection of</b></p>	1	Units	6050	6050	12,100	<p>9th and 10th Streets Sinkor,</p>	<p>August 25, 2023</p>	<p>August 31, 2023</p>	

		60 Liters size; Use for collection of rubbish and / or covering election materials from getting wet Color Black Bundle of 5 units	rubbish and for covering materials from getting wet						Monrovia, Liberia			
11	Lamp	Omnidirectional Lamp Standing position Camping lantern type; Water resistance Diameter 18 cm; Height 30 cm Heavy duty Water proof Dust proof LED light; At least 75 watts; Must give enough light to illuminate large counting area; For counting ballots after dark; Battery powered: AA alkaline with cell voltage of 1.5V; Size D. Uniform color for all items 2 lamps per kit	Provides light to ensure the full counting process is completed. .For counting ballots after dark.	2	Units	6050	6050	24,200	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	
12	Batteries for Lamp	Heavy duty 1.5 Volt Battery	Used to Power lamp	2	Sets	6050	6050	24,200	9th and 10th Streets Sinkor,	August 25, 2023	August 31, 2023	



		<p>Long lasting Alkaline formula - to fit lamp above 2 sets of batteries required per lamp Must fit lamp in item # 11 Grouped in sets (1 set = 3 batteries) per election (Elections &amp; Run-off)</p>							Monrovia, Liberia			
13	Scotch Tape	<p>Good quality adhesive tape; Single Sided tape; Transparent color Heavy duty adhesive Roll tape: 12 mm x 30 mts No dispenser Single unit packing per election (Elections &amp; Run-off)</p>	Attach forms or posters to walls	Units	1	6050	6050	12,100	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	
14	Thumbprint Pad	<p>Inkless Black color ink Circular round case pre-filled inkless pad with black ink.; Round shape; non-refill</p>	Used by voters wishing to mark the ballot papers using thumbprint.	1	Unit	6050	6050	12,100	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	

		<p>Should contain special polymer that gives a non-smudging impression Ink must be easily wiped off the finger without leaving a stain Must not contain a pigment based dye To take minimum of 500 fingerprints; Single unit packing per election (Elections &amp; Run-off)</p>										
15	Absorbent Cloth	<p>Absorbent paper cloths Color White Detachable from roll Size 25 cm x 20 cm Roll of 250 ply sheets Packed in bags of 2 units</p>	Used to clean finger of voters before applying ink.	2	rolls	6050	6050	24,200	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	
16	Validating Stamp	<p>Durable wood or plastic stamp: Diameter: 3 cm Round shape Durable rubber surface One piece Wooden /plastic</p>	Used to stamp ballot papers before issuance and also used to stamp official documents in	1	Units	6050	6050	12,100	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	

		<p>handle; Handle and stamp to be one single piece; Artwork provided in PDF format Single unit packing</p>	<p>the polling place.</p>									
17	Stamp Pad	<p>Inkpad/stamp standard pad 7mm x 100mm x 70mm Color Blue prefilled Single unit packing</p>	<p>Provides ink for stamp used to officiate documents</p>	1	Units	6050	6050	12,100	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	
18	Tunice	<p>Two panes sleeveless Vest; With string tie on both sides Thin Synthetic cloth tunics Color Light blue pantone Front and back serigraphic printing White color printing; NEC logo in Black &amp; White color Front/ back joined from shoulders Lettering and NEC logo in white color; Used to identify polling</p>	<p>Used to identify polling place staff.</p>	5	Units	6050	6050	60,500	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	

		<p>staff Packed in bundles of 5 units Artwork to be provided in pdf format</p>										
19	Indelible Ink	<p>80 ml labeled plastic bottle Seal tight lid to prevent spillage; non-leakable seal Cross cut sponge inside (no applicator); Usable for 600 applicants Non washable 25% Silver Nitrate content 30 days minimum period of sticking to finger Purple colour Not harmful to human beings Production date within 3 months to date of delivery in Monrovia NEC HQ Packed in ziplock sealable type bags with 2 bottles in each bag</p>	<p>Used to stain voter's finger. Ensures that a voter cannot vote more than once during voting period.</p>	2	Units	6050	6050	24,200	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	
20	Single end Cotton swab	<p>Handheld. Consist of one</p>	<p>Used as applicator to</p>	5	packs	6050	6050	60,500	9th and 10th Streets Sinkor,	August 25, 2023	August 31, 2023	

		small wad of cotton wrapped around one end of a short rod made of wood. Commonly used for ear cleaning. 100 pieces in a pack x 5 packs per kit. 3" long. 5 packs per kit	put ink stain on voters fingers. Used with item #						Monrovia, Liberia			
21	Thin cord rope	Diameter 2 mm Roll of 20 mts Light guage for multipurpose use Dark color Nylon type Single unit packing	Used to attach pen to voting screen and tie banners, voting screens, etc.	1	Units	6050	6050	12,100	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	
22	Polling Staff ID Badge Holder	Conference badge type holder Transparent plastic; eyelets for ribbon Size: To hold staff ID badge Thread strap ribbon for hanging on the neck Rigid plastic Packs of 5 units	Hold Polling Staff identification card	5	Units	6050	6050	60,500	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	
23	Polling Staff ID badges	Badges for ID Name holders Size: 2 1/8" x 3 3/8" (85.6mm x 54mm) Paper grammage 120 grs	Identify Polling Staff	5	Units	6050	6050	60,500	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	

		<b>Portrait;</b> <b>Pre printed</b> <b>Paper color</b> <b>White</b> <b>Printing color</b> <b>Black</b> <b>Artwork to be</b> <b>provided in PDF</b> <b>format</b> <b>Packs of 5 units</b>										
24	<b>Polling Place</b> <b>Journal (Pad)</b>	<b>A5 Size</b> <b>Portrait printing</b> <b>Standard lined</b> <b>sheets</b> <b>Bond Paper 90</b> <b>grs</b> <b>Color pages:</b> <b>White</b> <b>Double sided</b> <b>print; Non-</b> <b>detachable;</b> <b>Glued,not spiral</b> <b>Covers 150 grs</b> <b>Color covers:</b> <b>White</b> <b>One color printed</b> <b>Covers</b> <b>Three staples left</b> <b>side binding</b> <b>Average total of</b> <b>pages/booklet:</b> <b>50</b> <b>Artwork for</b> <b>cover to be</b> <b>provided in pdf</b> <b>format</b> <b>Single unit</b> <b>packing inside</b> <b>the envelope</b>	<b>To be used as</b> <b>polling</b> <b>journal. White</b> <b>color cover</b> <b>with white</b> <b>sheets</b>	1	Units	6050	6050	12,100	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	

25	Hand Sanitizer	<p>Hand sanitizer gel. Ethyl Alcohol 75%; Antiseptic Plus. 300ml bottle; Alcohol based gel. Hygienic use by polling staff before, during and after interaction with voters. Bottle to be labeled. 1 bottle per kit per election (Elections &amp; Run-off) Artwork to be provided in PDF format</p>	Used by polling staff. Hygienic use.	1	Units	6050	6050	12,100	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	
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**POLLING PRINTED MATERIALS (INSIDE POLLING PLACE CARDBOARD BOX)**

1	Sticker for Polling Place Journal	<p>Size A6; Landscape; Pre-printed white paper sticker Full Color; adhesive paper; Glossy Coated paper on one side Non removal stickers Paper grammage: 80 grs Loose sheets</p>	Identify the Polling Place Journa	1	Units	6050	6050	12,100	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	
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		Artwork to be provided in pdf format Single unit packing per election (Elections & Run-off)										
2	TEE 1	A2 size (594mm x 420 mm), with 50 mm adhesive flap on top, white color, pre-printed with black letters. Waterproof; unstrippable; Security envelope for return of ballots;  Serially numbered, starting with PRE300001. Artwork for print will be provided in PDF. Single unit packing per election (Elections & Run-off)	Packing of used (marked) ballots	1	Units	6050	6050	12,100	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	
3	TEE 2	Size 500 mm x 320 mm, with 50 mm adhesive flap on top, white color, pre-printed with black letters.	Security enveloped for seals, stamps	1	Units	6050	6050	12,100	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	



		<p><b>Waterproof; Unstrippable; Security envelope for return of election documents and materials; Serially numbered, starting with PRE300001. Artwork for print to be provided in PDF format. Single unit packing per election (Elections &amp; Run-off)</b></p>										
4	TEE 3 - House of Representatives	<p>A4 size (297mm x 210 mm), with 50 mm adhesive flap on top, white color, pre-printed with black letters. Waterproof; Unstrippable; Security envelope for return of counting final House of Representatives Election results forms. Serially numbered starting with - HOR3000001.</p>	<p>Security enveloped for return of counting final results forms.</p>	1	Units	6050	6050	12,100	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	

		<b>Artwork to be provided in PDF format. Single unit packing per election (Elections &amp; Run-off)</b>										
5	TEE 3 - Senate	<b>A4 size (297mm x 210 mm), with 50 mm adhesive flap on top, white color, pre-printed with black letters. Waterproof; Unstrippable; Security envelope for return of counting final Senatorial Election results forms. Serially numbered starting with - SEN3000001. Artwork to be provided in PDF format. Single unit packing per election (Elections &amp; Run-off)</b>	Security enveloped for return of counting final results forms.	1	Units	6050	6050	12,100	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	
6	TEE 3- President	<b>A4 size (297mm x 210 mm), with 50 mm adhesive flap on top, white</b>	Security enveloped for return of	1	Units	6050	6050	12,100	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	

		<p><b>color, pre-printed with black letters. Waterproof; Unstrippable; Security envelope for return of counting final Presidential Election results forms. Serially numbered starting with - PRE3000001. Artwork to be provided in PDF format. Single unit packing per election (Elections &amp; Run-off)</b></p>	counting final results forms.									
7	<p><b>Brown A4 Spoiled Ballot paper envelope</b></p>	<p><b>Pre printed document wallet. Half depth flap provides added protection and security. It should be a little bigger than A4 size to allow inserting standard A4 size sheet of paper. The flap must be adhesive. Flap vertically. Single unit</b></p>	Used to store Spoiled ballot paper	1	Units	6050	6050	12,100	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	

		<b>packing. Artwork to be provided.</b>										
8	<b>Brown A4 Discarded Ballot paper envelope</b>	<b>Preprinted document wallet. Half depth flap provides added protection and security. It should be a little bigger than A4 size to allow inserting standard A4 size sheet of paper. The flap must be adhesive. Flap vertically. Single unit packing Artwork to be provided.</b>	Used to store Discarded ballot paper	1	Units	6050	6050	12,100	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	
9	<b>Ballot box sticker Presidential</b>	<b>Heavy duty Adhesive paper; Plastified Marron pantone colour sticker A4 Size Landscape printing One side printing Color: Marron pantone XXX Preprinted with Precinct code,precinct name, Electoral district, polling place number; Pre-printed in</b>	Identify Presidential Election ballot box	2	Units	6050	6050	24,200	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	

		<p><b>Black and White :</b>  <b>NEC logo</b>  <b>Preprinted on front side</b>  <b>Printed in black ink;</b>  <b>Artwork provided in PDF format</b>  <b>2 Presidential ballot box stickers per kit per election</b>  <b>(Elections &amp; Run-off)</b></p>										
10	Ballot box sticker Senate	<p><b>Heavy duty Adhesive paper;</b>  <b>Plastified blue colour sticker</b>  <b>A4 Size Landscape printing</b>  <b>One side printing</b>  <b>Color: Blue XXX</b>  <b>Preprinted with Precinct code,precinct name, Electoral district, polling place number;</b>  <b>Pre-printed in Black and White :</b>  <b>NEC logo</b>  <b>Preprinted on front side</b>  <b>Printed in black ink ;</b></p>	Identify Senate Election ballot box	2	Unit	6050	-0-	12,100	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	

		<b>Artwork provided in PDF format 2 senate ballot box stickers packed per Elections kit</b>										
<b>11</b>	<b>Ballot box sticker House of Representatives</b>	<b>Heavy duty Adhesive paper; Plastified green pantone colour sticker A4 Size Landscape printing One side printing Color: Green pantone XXX Preprinted with Precinct code,precinct name, Electoral district, polling place number; Pre-printed in Black and White : NEC logo Preprinted on front side Printed in black ink Artwork provided in PDF format 2 House ballot box stickers packed per Elections kit</b>	Identify House of Representatives Election ballot box	2	Units	6050	-0-	12,100	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	
<b>12</b>	<b>'No Cell Phone' Sign</b>	<b>A3 size; Sign. 90grs paper; 1</b>	a notice informing	1	Units	6050	6050	12,100	9th and 10th Streets Sinkor,	August 25, 2023	August 31, 2023	

		<b>sign per kit ; Artwork provided in PDF format; Single unit packing per election (Elections &amp; Run- off)</b>	voters not to take electronic devices inside the polling place.						Monrovia, Liberia			
13	Checklist	<b>A4 sheet with NEC logo at top; states each item contained in cardboard box and its quantity. 80grs paper containing list of items included in the cardboard box (Lots 1,2, and 3). Packing List for polling place materials. Packed inside the polling place kit 1 packing list per kit per election (Elections &amp; Run- off)</b>	Review materials inside the box and envelopes	1	Units	6050	6050	12,100	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	
<b>COUNTING MATERIALS BAG</b>												
1.	Counting Kit Bag	<b>Heavy Duty A4 size bag Preprinted on 1 side Zip bag on top</b>	Packing of Polling Place Printed materials	1	Unit	6050	6050	12,100	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	

		<p>Transparent color</p> <p>Holds Counting Materials Lot 3 Artwork to be provided in PDF</p> <p>Allocated inside the Polling Materials</p> <p>Cardboard box; Single packing unit per election (Elections &amp; Run-off)</p>										
<b>COUNTING MATERIALS (INSIDE COUNTING MATERIALS BAG / INSIDE POLLING PLACE CARDBOARD BOX)</b>												
1.	Notepad	<p>A5 Size</p> <p>Portrait printing</p> <p>Standard white papers</p> <p>Bond Paper 80 grs</p> <p>Color pages: White</p> <p>Covers 150 grs</p> <p>Color covers: White</p> <p>One color printed Covers</p> <p>Glue binding at left side</p> <p>Average total of pages/booklet: 25</p> <p>Artwork for cover to be provided in pdf format</p> <p>Single unit packing inside</p>	To be used for counting	1	Units	6050	6050	12,100	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	



		the counting material bag per election (Elections & Run-off)										
2	Fingertip moistener (wet sponge)	Standard size sponge, approx 8x8x5cm For wetting finger to easily count ballots. 1 wet sponge per kit per election (Elections & Run-off)	wet the fingers in the sponge to separate ballots that are sticking together during counting	1	Unit	6050	6050	12,100	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	
3	Bulldog Clips (Small)	Small size 25 mm; Metal clip; Bulldog type; Use to hold ballots when counting; Packed in box of 10 pieces; 1 box per kit per election (Elections & Run-off)	Hold together bundles of ballot papers when counting	10	Units	6050	6050	121,000	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	
4	Rubber Bands	Good quality rubber band, (approx 0.5 cm x 15 cm), must not spoil in moist and extreme hot conditions. ( 25 rubber band per bag) · 1 Bag per Kit per election	Hold together bundles of ballot papers when counting	25	Bag of 20	6050	6050	302,500	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	

		(Elections & Run-off)										
5	Pen (Red)	Round static Ballpoint Medium point Red ink Line size: 0.7 mm Feather light, polypropylene barrel 2 pens per counting kit bag per election (Elections & Run-off)	For administrative use in the polling place.	2	Units	6050	6050	24,200	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	
<b>Bulk Items</b>												
1	Metal seals	Adjustable steel; pull tight; Grip teeth: inner metal clip for high locking strength; sequentially numbered security seals starting with PLE-00001, used for sealing and transportation of sensitive materials to voting precincts. Packed in bulk	For sealing sensitive materials			20,000		20,000	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	
2	Precinct kit sticker	Heavy duty Adhesive paper A5 Size	Used to label precinct kits		Units	30,000		30,000	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	

		Landscape printing One side printing Color: White pantone XXX Preprinted Preprinted on front side Printed in black ink Artwork provided in PDF format Packed in Bulk										
3	Metal seal cutters	Metal hand-held grip, Cutting with single motion, to cut the metal seals; Packed in bulk	To cut security metal seals off precinct kits			6,000		6,000	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	
4	Voting precinct banner	Polyester materials Size 3 mts x 0.7 mts Color: White Preprinted Full Color One side printing; With metal eye ring hole in top right and left hand corners, and two rings on bottom right and left hand corners with colored NEC logo on top.	Inform the public of the voting precinct		Units	2288	2288	4576	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	

		Artwork to be provided in pdf format Supply in bulk										
5	PQC ID Badge Holder	Conference badge type holder Transparent plastic Size: 2 ¼" x 3 ½" Ribbon for hanging on the neck Rigid plastic; Must hold PQC ID badges as specified below; single unit packing	Use to hold Precinct Queue Controllers ID cards			2288	2288	4576	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	
6	PQC ID badges	Pre-printed color vertical Badges for ID Name holders (portrait) Size: 2 ¼" x 3 ½" Paper grammage 120 grs Pre printed Paper color White Printing color Black Artwork to be provided in PDF format; Single unit packing	Identify Precinct Queue Controllers		Units	4576		4576	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	
7	PQC Tunics	Two panes sleeveless Vest Thin Synthetic cloth	used to identify Precinct		Units	4576		4676	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	

		<p>Color Light blue pantone XXXXXXXX;                  NEC logo in black and white                  Front and backs serigraphic printing                  White color printing                  Front/ back size from shoulder XX x XXXXX x XXXXXX                  Artwork to be provided in pdf format; single unit packing</p>	<p>Queue Controllers.</p>									
8	<p>Electoral Supervisor Casing / lanyards for ID badge</p>	<p>Conference badge type holder                  Transparent plastic; vertical                  Size: to fit Electoral Supervisor ID card specified below                  Ribbon for hanging on the neck                  Rigid plastic single unit packing</p>	<p>Use to hold ES identification badges</p>		<p>Units</p>	<p>3,000</p>		<p>3,000</p>	<p>9th and 10th Streets Sinkor, Monrovia, Liberia</p>	<p>August 25, 2023</p>	<p>August 31, 2023</p>	
9	<p>Electoral Supervisor (ES) ID badges</p>	<p>Large, pre-printed color Badges for ID Name holders (Vertical display) Portrait</p>	<p>Identify Electoral Supervisors</p>		<p>Units</p>	<p>3,000</p>		<p>3,000</p>	<p>9th and 10th Streets Sinkor, Monrovia, Liberia</p>	<p>August 25, 2023</p>	<p>August 31, 2023</p>	

		Size: 3.46" x 5.51" Paper grammage 120 grs Pre printed Paper color White; Printing color Black Artwork to be provided in PDF format single unit packing										
10	Supervisors Reflector Jackets	Thin synthetic cloth tunics; Sleeveless Vest knitted fabric reflector jacket Color LIME GREEN Front and backs serigraphic printing BLACK color printing & NEC Logo in Black and white color; Artwork to be provided in pdf format Single unit packing	Used to Identify Supervisors		Units	5,000		5,000	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	
11	ES soft fabric backpack	Lightweight polyester backpack; resistance to water; Simple shoulder straps,wide at	Used by ES to collect and safely carry all official documents after count at assigned		Units	1,000		1,000	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	

		the top and narrow under arms; possess front pocket to distribute weight; Zipper to open and close backpack; measurement: 22 x14 x9 inches ; easy to clean; Tearproof lining. Single unit packing.	voting precincts									
12	Basic Staple Machine with 500 Staple Pins	30 sheets capacity staple machine; no jam; easy reload; one color; reduced force mechanism; compact design; internal metal stapling mechanism; durable plastic housing	To staple voting precinct documents		Sets	1,000		1,000	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	
13	Tarpaulin	Length 15 feet; Width 40 feet; Use to build temporary voting precincts; Bull eyes in each corner to tie rope;	Used in targeted areas		Units	1,000		1,000	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	
14	Rope	To tie tarpaulin up. Only targeted areas.			Units	1,000		1,000	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	

15	A5 Paper - Printable Precinct kit Stickers	A5 Paper; Adhesive paper White; Printable stickers, Used to label the precinct kits ;	To label precinct kits		Units	25,000		25,000	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	
16	A3-Plastic Bags	Plastic bag, not sealable, large enough to hold A3 size 40 pages of printed paper ( FRR)	To store polling place FRR			20,000		20,000	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	
17	Plastic Bags	Plastic bag, 594mm x 420 mm with zip, large enough to hold 600 sheets of printed A3 size paper (FRR for precinct)	To store all FRR for a particular voting precinct			10,000		10,000	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	
18	String tie plastic transparent envelopes	Hard clear plastic; A3 folder (document inside must be legible from outside) with string to close Not for security but for protection of FRR; Must comfortably hold 300 A4 sheets of 80 grs printed paper	To provide security from the rain for voting precinct FRR. Second layer of security from rain or mud.			5,000		5,000	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	



19	Disposable Face Mask	<p>Lightweight, comfortable, disposable;</p> <p>Made from 3 layers of soft and breathable non-woven fabric</p> <p>Closure type: Ear loops closures feature two elastic loops on either end of the face mask;</p> <p>Adult size ;</p> <p>Pleated, expandable design</p>	To prevent the spread of disease		40,000		40,000	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	
20	Bucket with faucet	<p>5 gallons plastic bucket with corresponding faucet; allows voters to wash hands before entering polling place; has handle for lifting and carrying; can hold 5 gallons water; has removable covering/top to allow washing, filling and to avoid contamination. Sticker with NEC logo. Artwork to be provided</p>	To help prevent the spread of diseases		2,288		2,288	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	

21	Powdered soap	powdered detergent soap; Safe for handwashing; in sachets; Small sachet packing: 30 Grams;				10,000		10,000	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	
22	Brown Packing Tape	Heavy Duty Box sealing tape; 48 mm x 55 meters; 2 inches wide roll with adhesive back; Color Brown; 100% poly propylene fiber ; 3M or equivalent;	Packing and secure materials. Also use to put up posters and hold up signs.		Units	200		200	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	
23	Rotating Turntable Carton Stretch Film Wrapper Machine	Fully wrapped winding machine; Automatic wrapping machine for cartons	Used to shrinkwrap cartons and voting precinct kits.		Units	1		1	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	
24	Handheld shrinkwrap dispenser	Manual handheld shrinkwrap machine to wrap cartons boxes and other kits. To be used for securing boxes from rain.	Used to manually shrinkwrap cartons and voting precinct kits.			3		3	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	
25	Clear Shrinkwrap plastic	Shrinkwrap plastic to fit machine # 27 and # 28 above	rolls			500		500	9th and 10th Streets Sinkor, Monrovia, Liberia	August 25, 2023	August 31, 2023	



## 2. List of Related Services and Completion Schedule

*[This table shall be filled in by the Purchaser. The Required Completion Dates should be realistic, and consistent with the required Goods Delivery Dates (as per Incoterms)]*

<b>Service</b>	<b>Description of Service</b>	<b>Quantity<sup>1</sup></b>	<b>Physical Unit</b>	<b>Place where Services shall be performed</b>	<b>Final Completion Date(s) of Services</b>
<i>[insert Service No]</i>	<i>[insert description of Related Services]</i>	<i>[insert quantity of items to be supplied]</i>	<i>[insert physical unit for the items]</i>	<i>[insert name of the Place]</i>	<i>[insert required Completion Date(s)]</i>

1. If applicable

### **3. Technical Specifications**

**LIBERIA NATIONAL ELECTIONS COMMISSION  
2023 GENERAL ELECTIONS MATERIALS SPECIFICATION**



**LIBERIA NATIONAL ELECTIONS COMMISSION**  
**2023 GENERAL ELECTIONS MATERIALS SPECIFICATION**  
**Technical specifications**  
**Prepacked Elections Material Training**







**NEC 2023 - TRAINING - POLLING AND COUNTING MATERIALS SPECIFICATIONS**

General instruction

605 Training kits




**1,200**




No	Item	Technical specifications	Units	Purpose	Sample Pictures (ONLY For Indicational Purpose)	Quantity per kit	Total Quantity of item	Notes for Specs
<b>POLLING MATERIALS CARDBOARD BOX</b>								
1	Cardboard box for packing of TRAINING materials	Heavy Duty Corrugated Fiberboard; Double wall cardboard to pack polling place materials Inner dimensions: To be determined by supplier based on quantity of materials to be packed therein; Standard self assembly Must be printed on 2 sides; "Election Polling kit (TRAINING)" Plain color Holds training Materials Will carry items in Lot 1, 2 and 3 Artwork to be provided in PDF Single unit packing	unit	Packing of TRAINING materials		1	1,200	Artwork to be provided in PDF
<b>POLLING MATERIALS LOT 1 (INSIDE CARDBOARD BOX)</b>								
1	Plastic bag	Clear, thin plastic bag; Placed as lining inside cardboard box and used to hold below listed materials inside cardboard box. Waterproof. Single unit packing	unit			1	1,200	

2	Permanent Ink Marker	<p>Ink marker                      Black color                      Chisel tip                      Waterproof on most surfaces                      Staedler or equivalent ; Must work satisfactorily in hot/humid /damp conditions;                      For administrative use in polling place (to write on ballot box stickers, TEEs and envelopes)                      Packed in bundles of 2 units</p>	unit	Permanent ink marker, black medium round tip, for any purpose		2	2,400	
3	Pen	<p>Round static Ballpoint; Good quality                      Medium point                      Black ink;                      Line size: 0.7 mm                      Feather light, polypropylene barrel                      Must work satisfactorily in extreme hot/humid/damp conditions. (to mark the ballot and for other administrative use during training (Box of 15 pens per kit).                      Packed in bundles of 12 units</p>	units	Complete forms and other documents		15	18,000	
4	Calculator	<p>Solar powered /micro battery                      10 digits; basic non-detachable dual-power solar and cell batteries                      Large display                      Backlight screen and digits or similar                      Basic functions only calculator                      Approximate size 10 cm x 15 cm                      Single unit packing</p>	units	To assist in calculations for the completion of forms and for counting.		1	1,200	

5	Barrier Tape	Bicolor striped soft plastic banner tape; Red and white striped barrier tape Rolls of 75 mm x100 m; To cordon off the limits of the Voting Precinct and Polling places; Crowd control tape; <i>Preferred color red &amp; white</i> Single unit packing	units	Cordon off the limits of the Elections Precinct and Polling places and act as crowd control rope		1	1,200	
6	Garbage Bags	Heavy duty 60 Liters size; Use for collection of rubbish and / or covering election materials from getting wet Color Black; must be strong and not tear easily; Bundle of 6 units	units	Use for collection of rubbish and for covering materials from getting wet		6	7,200	
7	Packing Tape	Heavy Duty Box sealing tape; 48 mm x 55 meters; 2 inches wide roll with adhesive back; Color Brown; 100% poly propylene fiber ; 3M or equivalent; Roll of 1 pc.; Packing: single unit packing	units	Packing and secure materials. Also use to put up posters and hold up signs.		1	1,200	
8	Scissors	High quality 18 cm stainless steel blades Sturdy Plastic handles with rounded ends; Uniform single color Single unit packing	units	Cut or help separate the Ballots from their counterfoil in case they can not be easily detached		1	1,200	





9	Seals for ballot box	<p>Polypropylene pull tight seals                  Length 30 cms                  Color: Yellow; Not brittle;                  Sequentially numbered                  Sequential formatting 9 digits                  Sequential formmating starts with TRG and 6 digits (TRG000001)                  Original initial sequential starts in 000001                  Packed in bundles of 30 units;                  To be used to seal the ballot box during training;                  1 pack of 30 seals per kit</p>	units	<p>Make the Election Team accountable for the contents and answerable to observers, Monitors and the Commission in case of tampering. Provides transparency.</p>		30	36,000	
10	Rulers	<p>length 30 cm long;                  Width cm                  Transparent plastic                  With cm on one side and inches on other side.                  Single packing unit</p>	units	<p>Draw lines in lineless sheets or cut the ballot papers in case they do not easily detach.</p>		1	1,200	
11	Lamp	<p>Omnidirectional Lamp                  Standing position                  Camping lantern type; Water resistance and solid design                  Diameter 18 cm; Height 30 cm                  Heavy duty                  Water proof                  Dust proof                  LED light;                  At least 75 watts; Must give enough light to illuminate large counting area;                  For counting ballots after dark                  Battery powered: AA alkaline with cell voltage of 1.5V; Size D.                  Uniform color for all .                  1 lamp per kit</p>	units	<p>Provides light to ensure the full counting process is completed.                  .For counting ballots after dark.</p>		1	1,200	

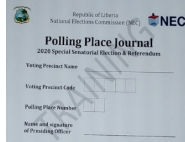

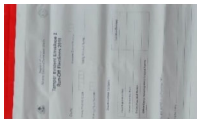
12	Scotch Tape	<p>Good quality adhesive tape; Single Sided tape                      Transparent color                      Heavy duty adhesive                      Roll tape: 12 mm x 30 mts                      No dispenser                      Single unit packing</p>	units	Attach forms or posters to walls		1	1,200	
13	Thumbprint Pad	<p>Inkless                      Black color ink                      circular round case shape                      Should contain special polymer that gives a non-smudging impression; No refill requirement;                      Ink must be easily wiped off the finger without leaving a stain                      Must not contain a pigment based dye                      To take minimum of 500 fingerprints;                      Single unit packing.</p>	units	Used by voters wishing to mark the ballot papers using thumbprint.		1	1,200	
14	Absorbent Cloth	<p>Absorbent paper cloths                      Color White                      Detachable from roll                      Size 50 cm x 40 cm                      Roll of 250 ply sheets                      Packed in bags of 2 units</p>	roll	Used to clean finger of voters before applying ink.		1	1,200	
15	Validating Stamp	<p>Diameter: 3 cm                      Round shape                      Durable rubber surface                      One piece Wooden handle; Handle and stamp to be one single piece;                      The word "TRAINING" engraved for stamping training documents                      Artwork provided in PDF format                      Single unit packing</p>	units	Used to stamp mock ballot papers and mock official documents during training.		1	1,200	Artwork to be provided in PDF

16	Stamp Pad	<p>Inkpad/stamp standard pad 7mm x 100mm x 70mm Color Blue prefilled; must be thick enough sponge so as to not over-wet the stamp Single unit packing</p>	units	Provides ink for stamp used to officiate documents		1	1,200	
17	Tunics	<p>Two panes sleeveless Vest; With string tie on sides Thin Synthetic cloth tunics; Sleeveless: Color Light blue pantone ; one-size-fits-all NEC logo in Black and White Front and back serigraphic printing White color printing Front/ back joined from shoulders Lettering and NEC logo in white color; Used to identify polling staff ; The word "TRAINING" written across Packed in bundles of 3 units Artwork to be provided in pdf format</p>	units	used to identify polling place staff.		3	3,600	Artwork to be provided in PDF
18	Indelible Ink	<p>EMPTY 80 ml labeled plastic bottle Seal tight lid to prevent spillage Cross cut sponge inside (no applicator, no ink) FOR TRAINING PURPOSES ONLY Packed in ziplock sealable type bags with EMPTY bottle in each bag; Single unit packing</p>	units	EMPTY BOTTLE ONLY		1	1,200	



19	Single end Cotton swab	Handheld. Consist of one small wad of cotton wrapped around one end of a short rod made of wood. Commonly used for ear cleaning. 30 pieces in a pack; Single unit packing	packs	Used as applicator to put ink stain on voters fingers.		1	1,200	
20	Thin cord rope	Diameter 2 mm Roll of 20 mts Light guage for multipurpose use Dark color Nylon type Single unit packing	units	Used to attach pen to voting screen and tie banners, voting screens, etc.		1	1,200	
21	Polling Staff ID Badge Holder	Transparent Conference badge type holder Transparent plastic; eyelets for ribbon Size: To hold staff ID badge Thread strap for hanging on the neck Rigid plastic Packs of 2 units	units	Identify Polling Staff		3	3,600	
22	Polling Staff ID badges	Pre-printed color badges for ID Name holders Size: 2 1/8" x 3 3/8" (85.6mm x 54mm) Paper grammage 120 grs Portrait; Pre printed Paper color White Printing color Black; the word "TRAINING" printed across the ID card Artwork to be provided in PDF format Packs of 3 units	units	Identify Polling Staff		3	3,600	Artwork to be provided in PDF

23	Polling Place Journal (Pad)	<p>A5 Size Portrait printing Standard lined sheets;non-detachable and glued Bond Paper 90 grs Color pages: White Double sided print Covers 150 grs; sturdy paper cover Color covers: White One color printed Covers Three staples left side binding Average total of pages/booklet: 50 Artwork for cover to be provided in pdf format Single unit packing inside the envelope</p>	Units	To be used as polling journal. White color cover with white sheets		1	1,200	
24	Hand Sanitizer	<p>Hand sanitizer gel. Ethyl Alcohol 75%; Antiseptic Plus. 300 ml plastic bottle; Alcohol based gel. Hygienic use by polling staff before, during and after interaction with voters. Bottle to be labeled. 1 bottle per kit. Artwork to be provided in PDF format</p>	Units	Used by polling staff. Hygienic use.		1	1,200	Artwork to be provided in PDF

POLLING PRINTED MATERIALS LOT 2 ( INSIDE POLLING PLACE CARDBOARD BOX)

1	Sticker for Polling Place Journal	Size A6; Landscape; Pre-printed white paper stickers Full Color; adhesive paper; Glossy Coated paper on one side Non removal stickers; Paper grammage: 80 grs Loose sheets; The word "TRAINING" printed across; Artwork to be provided in pdf format Single unit packing	Units	Label the Polling Place Journal		1	1,200	Artwork to be provided in PDF
2	TEE 1	A2 size (594mm x 420 mm), with 50 mm adhesive flap on top, white color, pre-printed with black letters. Waterproof; unstrippable; Security envelope for return of ballots; . Serially numbered, starting with TRG300001. Watermark "TRAINING" printed across; Artwork for print will be provided in PDF.	Units	packing of used (marked) ballots		1	1,200	Artwork to be provided in PDF
3	TEE 2	Size 500 mm x 320 mm, with 50 mm adhesive flap on top, white color, pre-printed with black letters.. Waterproof; Unstrippable; Security envelope for return of election documents and materials; Serially numbered, starting with TRG300001. Watermark "TRAINING" printed across; Artwork for print to be provided in PDF format.	Units	Security enveloped for seals, stamps		1	1,200	Artwork to be provided in PDF



4	TEE 3 - House of Representatives	A4 size (297mm x 210 mm), with 50 mm adhesive flap on top, white color, pre-printed with black letters. Security envelope for return of counting final Representatives Election results form during training . Serially numbered starting with - TRG1000001. Watermark "TRAINING" printed across; Artwork to be provided in PDF format.	Units	Security enveloped for return of counting final results forms.		1	1,200	Artwork to be provided in PDF
5	TEE 3 - Senate	A4 size (297mm x 210 mm), with 50 mm adhesive flap on top, white color, pre-printed with black letters. Security envelope for return of counting final Senatorial Election results forms. Serially numbered starting with -TRG2000001. Watermark "TRAINING" printed across ; Artwork to be provided in PDF format.	Units	Security enveloped for return of counting final results forms.		1	1,200	Artwork to be provided in PDF
6	TEE 3- Presidential	A4 size (297mm x 210 mm), with 50 mm adhesive flap on top, white color, pre-printed with black letters. Security envelope for return of counting final Presidential Election results forms. Serially numbered starting with - TRG3000001; Watermark "TRAINING" printed across; Artwork to be provided in PDF format.	Units	Security enveloped for return of counting final results forms.		1	1,200	Artwork to be provided in PDF





7	Brown A4 Spoiled Ballot paper envelope	<p>Pre printed document wallet. Half depth flap provides added protection and security. It should be a little bigger than A4 size to allow inserting standard A4 size sheet of paper. The flap must be adhesive. Flap vertically. Watermark "TRAINING" printed across; Artwork to be provided.</p>	Units	Used to store Spoiled ballot paper		1	1,200	Artwork to be provided in PDF
8	Brown A4 Discarded Ballot paper envelope	<p>Pre printed document wallet. Half depth flap provides added protection and security. It should be a little bigger than A4 size to allow inserting standard A4 size sheet of paper. The flap must be adhesive. Flap vertically. Watermark "TRAINING" printed across Artwork to be provided.</p>	Units	Used to store Discarded ballot paper		1	1,200	Artwork to be provided in PDF




9	Ballot box sticker Presidential	<p>Heavy duty Adhesive paper A4 Size, plastified marron pantone colour sticker; Landscape printing One side printing Color: Marron pantone XXX Preprinted Preprinted on front side - Precinct code, precinct name, polling place number, .electoral district. Printed in black ink; Watermark "TRAINING" printed across Artwork provided in PDF format; Set of Two (2) TRAINING Presidential ballot box stickers packed inside training kit</p>	sets	Identify Presidential Election ballot box		2	2,400	Artwork to be provided in PDF
10	Ballot box sticker Senate	<p>Heavy duty Adhesive paper A4 Size Landscape printing One side printing Color: Blue XXX Preprinted Preprinted on front side Printed in black ink Artwork provided in PDF format Set of Two (2) TRAINING Senate ballot box stickers packed inside training kit</p>	sets	Identify Senate Election ballot box		2	2,400	Artwork to be provided in PDF

11	Ballot box sticker House of Representatives	<p>Heavy duty Adhesive paper A4 Size Landscape ,plastified green pantone color sticker One side printing Color: Green pantone XXX Preprinted with precinct code, name of center,with NEC logo black and white; 80 grs; Preprinted on front side Printed in black ink Artwork provided in PDF format Set of Two (2 ) TRAINING House of Representatives ballot box stickers packed inside training kit</p>	sets	Identify House of Representatives Election ballot box		2	2,400	Artwork to be provided in PDF
12	No Cell Phone Zone Sign	<p>A3 size; Sign. 90grs paper; 2 signs per TRAINING kit ; Artwork provided in PDF format</p>	units	a notice informing voters not to take electronic devices inside the polling place.		2	2,400	Artwork to be provided in PDF
13	Voting precinct banner	<p>Polyester materials Size 3 mts x 0.7 mts Color: White Preprinted Full Color One side printing Metal eyelets (rings) in top left and right corners; Metal eyelets ( rings) on bottom left and right corners with colored NEC logo on top. Watermark "TRAINING" printed across; Artwork to be provided in pdf format Single unit packing</p>	units	Inform the public of the polling station		1	1,200	Artwork to be provided in PDF

14	Checklist	<p>A4 sheet with NEC logo at top; states each item contained in cardboard box and its quantity.</p> <p>80grs paper containing list of items included in the cardboard box (<i>Lots 1, 2, and 3</i>).</p> <p>Packing List for polling place materials.</p> <p>Packed inside the polling place kit</p> <p>1 packing list per TRAINING kit</p>	Units	<p>A4 sheet 80grs paper with list of items included in the station/counting kit.</p>		1	1,200	Artwork to be provided in PDF
LOT 3 - COUNTING MATERIALS BAG								
1	Counting Kit Bag	<p>Heavy Duty</p> <p>A4 size bag</p> <p>Preprinted on 1 side</p> <p>Zip bag on top</p> <p>Transparent color</p> <p>Holds Lot #3 Counting Materials</p> <p>Artwork to be provided in PDF</p> <p>Allocated inside the Polling Materials</p> <p>Cardboard box</p> <p>Single packing unit</p>	Units	<p>Packing of TRAINING KIT materials FOR COUNTING</p>		1	1,200	Artwork to be provided in PDF
COUNTING MATERIALS (INSIDE COUNTING MATERIALS BAG / INSIDE POLLING PLACE CARDBOARD BOX)								


1	Notepad	A5 Size Portrait printing Standard white papers; Plain sheets Bond Paper 80 grs ; Detachable Color pages: White; Normal simple cover; Covers 150 grs Color covers: White One color printed Covers Glue binding at left side Average total of pages/booklet: 25 Artwork for cover to be provided in pdf format Single unit packing inside the counting material bag	Units	To be used for counting and writing of names for display during the count		1	1,200	
2	Fingertip moistener (wet sponge)	Standard size sponge, approx 8x8x5cm For wetting finger to easily count ballots. 1 wet sponge per kit.	Units	wet the fingers in the sponge to separate ballots that are sticking together during counting		1	1,200	
3	Bulldog Clips (Small)	Small size 25 mm; Metal clip; Bulldog type; Use to hold ballots when counting; Packed in box of 6 pieces; 1 box per kit	Box of 6 units	Hold together bundles of ballot papers when counting		1	1,200	
4	Rubber Bands	Good quality rubber band, (approx 0.5 cm x 15 cm), must not spoil in moist and extreme hot conditions. ( 25 rubber band per bag) . 1 Bag per Kit.	bag of 20	Hold together bundles of ballot papers when counting		1	1,200	

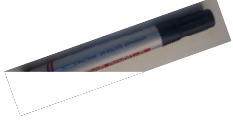


5	Pen (Red)	Good quality; Round static Ballpoint Medium tip; Work in extreme hot/humid /damp conditions Red ink Line size: 0.7 mm Feather light, polypropylene barrel 2 pens per counting kit bag	Units	For administrative use in the polling place.		2	2,400	
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**LIBERIA NATIONAL ELECTIONS COMMISSION  
2023 GENERAL ELECTIONS MATERIALS SPECIFICATION  
Technical specifications  
Packed Elections Material Actual**

**NEC 2023 POLLING AND COUNTING MATERIALS SPECIFICATIONS**




						<b>ELECTIONS</b>	<b>RUN OF</b>	
<b>General instruction</b>						6,050		
No	Item	Technical specifications	Units	Purpose	Sample Pictures (ONLY For Indicational Purpose)	Quantity per kit	Quantity of item	Quantity per kit
<b>POLLING MATERIALS CARDBOARD BOX</b>								

1	Cardboard box for packing of Polling Place materials	<p><b>Heavy Duty Corrugated Fiberboard;</b>  <b>Double wall cardboard to pack polling place materials</b>  <b>Inner dimensions: To be determined by supplier based on quantity of materials to be packed therein;</b>  <b>Standard self assembly Preprinted on 2 sides; "Election Polling kit"</b>  <b>Plain color</b>  <b>Holds Polling Materials</b>  <b>Will carry items in Lot 1, 2 and 3</b>  <b>Artwork to be provided in PDF</b>  <b>Single unit packing per election (Elections &amp; Run-off)</b></p>	unit	Packing of Polling Place materials		1	6,050	1
<b>POLLING MATERIALS LOT 1 (INSIDE CARDBOARD BOX)</b>								
1	Plastic bag	<p><b>Clear, thin plastic bag; Placed as lining inside cardboard box and used to hold below listed materials inside cardboard box. Waterproof.</b>  <b>Single unit packing per election (Elections &amp; Run-off)</b></p>	unit			1	6,050	1





2	Permanent Ink Marker	<p><b>Ink marker</b>  <b>Black color</b>  <b>Chisel tip</b>  <b>Waterproof on most surfaces</b>  <b>Staedler or equivalent ; Must work satisfactorily in hot/humid /damp conditions;</b>  <b>For administrative use in polling place (to write on ballot box stickers, TEEs and envelopes)</b>  <b>Packed in bundles of 2 units per election (Elections &amp; Run-off)</b></p>	unit	Permanent ink marker, black medium round tip, for any purpose		2	6,050	2
3	Pen	<p><b>Good quality round static Ballpoint</b>  <b>Medium point</b>  <b>Black ink</b>  <b>Line size: 0.7 mm</b>  <b>Feather light, polypropylene barrel</b>  <b>Must work satisfactorily in extreme hot/humid/damp conditions</b>  <b>Packed in bundles of 3 units per election (Elections &amp; Run-off)</b></p>	units	To mark the ballot and for other administrative use in polling place		3	6,050	3
4	Calculator	<p><b>Solar powered /micro battery</b>  <b>10 digists</b>  <b>Large display;</b>  <b>Basic non- Detachable dual-power calculator;</b>  <b>Dual power,solar and cell batteries</b>  <b>Backlight screen and digits or similar</b>  <b>Basic functions only calculator</b>  <b>Approximate size 10 cm x 15 cm</b>  <b>Single unit packing per election (Elections &amp; Run-off)</b></p>	units	To assist in calculations for the completion of forms and for counting.		1	6,050	1



5	Barrier Tape	<p>Bicolor striped soft plastic banner tape;                  Red and white striped barrier tape                  Rolls of 75 mm x100 m;                  To cordon off the limits of the Voting Precinct and Polling places;                  Crowd control tape;  <i>Preferred color red &amp; white</i>                  Single unit packing per election                  (Elections &amp; Run-off)</p>	units	<p>Cordon off the limits of the Elections Precinct and Polling places and act as crowd control tape</p>		1	6,050	1
6	Garbage Bags	<p>Heavy duty; must not tear easily;                  60 Liters size;                  Use for collection of rubbish and / or covering election materials from getting wet                  Color Black                  Bundle of 5 units</p>	units	<p>Use for collection of rubbish and for covering materials from getting wet</p>		5	6,050	5
7	Brown Packing Tape	<p>Heavy Duty Box sealing tape;                  48 mm x 55 meters;                  2 inches wide roll with adhesive back;                  Color Brown; 100% poly propylene fiber ;                  3M or equivalent;                  Roll of 1 pc.;                  Packing: 1 Roll per kit per election                  (Elections &amp; Run-off)</p>	units	<p>Packing and secure materials. Also use to put up posters and hold up signs.</p>		1	6,050	1




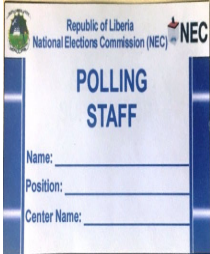




8	Scissors	<p>High quality                      18 cm stainless steel blades                      Sturdy Plastic handles with rounded ends                      Uniform single color                      Single unit packing per election                      (Elections &amp; Run-off)</p>	units	<p>Cut or help separate the Ballots from their counterfoil in case they can not be easily detached</p>		1	6,050	1
9	Seals for ballot box	<p>Polypropylene pull tight seals                      Length 30 cms                      Color Red                      Sequentially numbered                      Sequential formatting 9 digits                      Sequential formatting starts with NEC and 6 digits (NECXXXXXX)                      Original initial sequential starts in 100000                      Packed in bundles of 30 units;                      To be used to seal the ballot box;                      1 pack of 30 seals per kit per election (Elections &amp; Run-off)</p>	units	<p>Make the Election Team accountable for the contents and answerable to observers, Monitors and the Commission in case of tampering. Provides transparency.</p>		30	6,050	30
10	Rulers	<p>length 30 cm long                      Transparent plastic                      With cm on one side and inches on other side.                      Single packing unit per election                      (Elections &amp; Run-off)</p>	units	<p>Draw lines in lineless sheets or cut the ballot papers in case they do not easily detach.</p>		1	6,050	1

11	Lamp	<p><b>Omnidirectional Lamp</b>  <b>Standing position</b>  <b>Camping lantern type; Water resistance</b>  <b>Diameter 18 cm; Height 30 cm</b>  <b>Heavy duty</b>  <b>Water proof</b>  <b>Dust proof</b>  <b>LED light;</b>  <b>At least 75 watts; Must give enough light to illuminate large counting area;</b>  <b>For counting ballots after dark;</b>  <b>Battery powered: AA alkaline with cell voltage of 1.5V; Size D.</b>  <b>Uniform color for all items</b>  <b>2 lamps per kit</b></p>	units	Provides light to ensure the full counting process is completed. .For counting ballots after dark.		2	6,050	2
12	Batteries for Lamp	<p><b>Heavy duty</b>  <b>1.5 Volt Battery</b>  <b>Long lasting Alkaline formula - to fit lamp above</b>  <b>2 sets of batteries required per lamp</b>  <b>Must fit lamp in item # 11</b>  <b>Grouped in sets (1 set = 3 batteries) per election (Elections &amp; Run-off)</b></p>	sets	Used to Power lamp		2	6,050	2
13	Scotch Tape	<p><b>Good quality adhesive tape;</b>  <b>Single Sided tape;</b>  <b>Transparent color</b>  <b>Heavy duty adhesive</b>  <b>Roll tape: 12 mm x 30 mts</b>  <b>No dispenser</b>  <b>Single unit packing per election (Elections &amp; Run-off)</b></p>	units	Attach forms or posters to walls		1	6,050	1

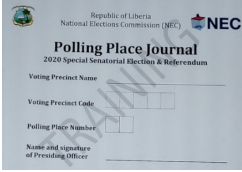

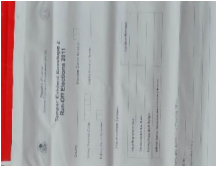
14	Thumbprint Pad	<p><b>Inkless</b>  <b>Black color ink</b>  <b>Circular round case pre-filled inkless pad with black ink.;</b>  <b>Round shape; non-refill</b>  <b>Should contain special polymer that gives a non-smudging impression</b>  <b>Ink must be easily wiped off the finger without leaving a stain</b>  <b>Must not contain a pigment based dye</b>  <b>To take minimum of 500 fingerprints;</b>  <b>Single unit packing per election (Elections &amp; Run-off)</b></p>	units	Used by voters wishing to mark the ballot papers using thumbprint.		1	6,050	1
15	Absorbent Cloth	<p><b>Absorbent paper cloths</b>  <b>Color White</b>  <b>Detachable from roll</b>  <b>Size 25 cm x 20 cm</b>  <b>Roll of 250 ply sheets</b>  <b>Packed in bags of 2 units</b></p>	roll	Used to clean finger of voters before applying ink.		2	6,050	2
16	Validating Stamp	<p><b>Durable wood or plastic stamp:</b>  <b>Diameter: 3 cm</b>  <b>Round shape</b>  <b>Durable rubber surface</b>  <b>One piece Wooden /plastic handle;</b>  <b>Handle and stamp to be one single piece;</b>  <b>Artwork provided in PDF format</b>  <b>Single unit packing</b></p>	units	Used to stamp ballot papers before issuance and also used to stamp official documents in the polling place.		1	6,050	1
17	Stamp Pad	<p><b>Inkpad/stamp standard pad</b>  <b>7mm x 100mm x 70mm</b>  <b>Color Blue</b>  <b>prefilled</b>  <b>Single unit packing</b></p>	units	Provides ink for stamp used to officiate documents		1	6,050	1

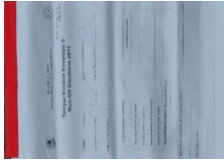
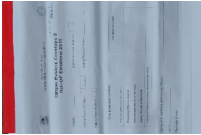
18	Tunics	<p>Two panes sleeveless Vest;                  With string tie on both sides                  Thin Synthetic cloth tunics                  Color Light blue pantone                  Front and back serigraphic printing                  White color printing; NEC logo in                  Black &amp; White color                  Front/ back joined from shoulders                  Lettering and NEC logo in white                  color;                  Used to identify polling staff                  Packed in bundles of 5 units                  Artwork to be provided in pdf                  format</p>	units	Used to identify polling place staff.		5	6,050	5
19	Indelible Ink	<p>80 ml labeled plastic bottle                  Seal tight lid to prevent spillage; non-                  leakable seal                  Cross cut sponge inside (no                  applicator);                  Usable for 600 applicants                  Non washable                  25% Silver Nitrate content                  30 days minimum period of sticking                  to finger                  Purple colour                  Not harmful to human beings                  Production date within 3 months to                  date of delivery in Monrovia NEC                  HQ                  Packed in ziplock sealable type bags                  with 2 bottles in each bag</p>	units	Used to stain voter's finger. Ensures that a voter cannot vote more than once during voting period.		2	6,050	2

20	Single end Cotton swab	Handheld. Consist of one small wad of cotton wrapped around one end of a short rod made of wood. Commonly used for ear cleaning. 100 pieces in a pack x 5 packs per kit. 3" long. 5 packs per kit	packs	Used as applicator to put ink stain on voters fingers. <b>Used with item #</b>		5	6,050	5
21	Thin cord rope	Diameter 2 mm Roll of 20 mts Light guage for multipurpose use Dark color Nylon type Single unit packing	units	Used to attach pen to voting screen and tie banners, voting screens, etc.		1	6,050	1
22	Polling Staff ID Badge Holder	Conference badge type holder Transparent plastic; eyelets for ribbon Size: To hold staff ID badge Thread strap ribbon for hanging on the neck Rigid plastic Packs of 5 units	units	Hold Polling Staff identification card		5	6,050	5
23	Polling Staff ID badges	Badges for ID Name holders Size: 2 1/8" x 3 3/8" (85.6mm x 54mm) Paper grammage 120 grs Portrait; Pre printed Paper color White Printing color Black Artwork to be provided in PDF format Packs of 5 units	units	Identify Polling Staff		5	6,050	5




24	<p><b>Polling Place Journal (Pad)</b></p>	<p><b>A5 Size Portrait printing Standard lined sheets Bond Paper 90 grs Color pages: White Double sided print; Non-detachable; Glued,not spiral Covers 150 grs Color covers: White One color printed Covers Three staples left side binding Average total of pages/booklet: 50 Artwork for cover to be provided in pdf format Single unit packing inside the envelope</b></p>	Units	<p>To be used as polling journal. White color cover with white sheets</p>		1	6,050	1
25	<p><b>Hand Sanitizer</b></p>	<p><b>Hand sanitizer gel. Ethyl Alcohol 75%; Antiseptic Plus. 300ml bottle; Alcohol based gel. Hygienic use by polling staff before, during and after interaction with voters. Bottle to be labeled. 1 bottle per kit per election (Elections &amp; Run-off) Artwork to be provided in PDF format</b></p>	Units	<p>Used by polling staff. Hygienic use.</p>		1	6,050	1

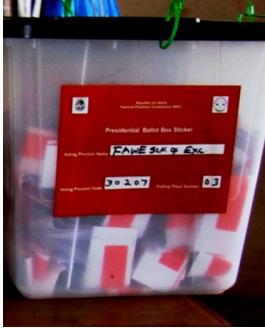
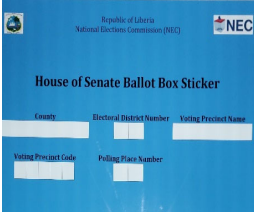
**POLLING PRINTED MATERIALS LOT 2 ( INSIDE POLLING PLACE CARDB**

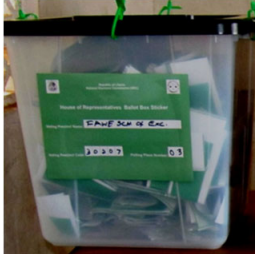


1	Sticker for Polling Place Journal	<p>Size A6; Landscape;                  Pre-printed white paper sticker                  Full Color; adhesive paper;                  Glossy Coated paper on one side                  Non removal stickers                  Paper grammage: 80 grs                  Loose sheets                  Artwork to be provided in pdf format                  Single unit packing per election                  (Elections &amp; Run-off)</p>	Units	Identify the Polling Place Journal		1	6,050	1
2	TEE 1	<p>A2 size (594mm x 420 mm), with 50 mm adhesive flap on top, white color, pre-printed with black letters. Waterproof; unstrippable; Security envelope for return of ballots; . Serially numbered, starting with PRE300001. Artwork for print will be provided in PDF. Single unit packing per election (Elections &amp; Run-off)</p>	Units	Packing of used (marked) ballots		1	6,050	1
3	TEE 2	<p>Size 500 mm x 320 mm, with 50 mm adhesive flap on top, white color, pre-printed with black letters. Waterproof; Unstrippable; Security envelope for return of election documents and materials; Serially numbered, starting with PRE300001. Artwork for print to be provided in PDF format. Single unit packing per election (Elections &amp; Run-off)</p>	Units	Security enveloped for seals, stamps		1	6,050	1

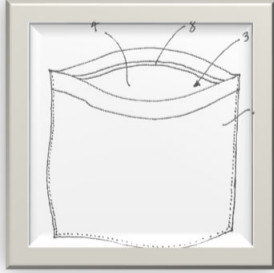


4	<p><b>TEE 3 - House of Representatives</b></p>	<p>A4 size (297mm x 210 mm), with 50 mm adhesive flap on top, white color, pre-printed with black letters. Waterproof; Unstrippable; Security envelope for return of counting final House of Representatives Election results forms. Serially numbered starting with - HOR3000001. Artwork to be provided in PDF format. Single unit packing per election (Elections &amp; Run-off)</p>	Units	Security enveloped for return of counting final results forms.		1	6,050	0
5	<p><b>TEE 3 - Senate</b></p>	<p>A4 size (297mm x 210 mm), with 50 mm adhesive flap on top, white color, pre-printed with black letters. Waterproof; Unstrippable; Security envelope for return of counting final Senatorial Election results forms. Serially numbered starting with - SEN3000001. Artwork to be provided in PDF format. Single unit packing per election (Elections &amp; Run-off)</p>	Units	Security enveloped for return of counting final results forms.		1	6,050	0











6	<p><b>TEE 3- President</b></p>	<p>A4 size (297mm x 210 mm), with 50 mm adhesive flap on top, white color, pre-printed with black letters. Waterproof; Unstrippable; Security envelope for return of counting final Presidential Election results forms. Serially numbered starting with - PRE3000001. Artwork to be provided in PDF format. Single unit packing per election (Elections &amp; Run-off)</p>	Units	Security enveloped for return of counting final results forms.		1	6,050	1
7	<p><b>Brown A4 Spoiled Ballot paper envelope</b></p>	<p>Pre printed document wallet. Half depth flap provides added protection and security. It should be a little bigger than A4 size to allow inserting standard A4 size sheet of paper. The flap must be adhesive. Flap vertically. Single unit packing. Artwork to be provided.</p>	Units	Used to store Spoiled ballot paper		1	6,050	1
8	<p><b>Brown A4 Discarded Ballot paper envelope</b></p>	<p>Pre printed document wallet. Half depth flap provides added protection and security. It should be a little bigger than A4 size to allow inserting standard A4 size sheet of paper. The flap must be adhesive. Flap vertically. Single unit packing Artwork to be provided.</p>	Units	Used to store Discarded ballot paper		1	6,050	1

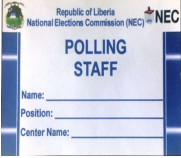

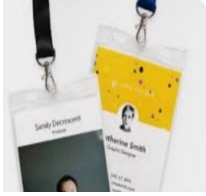
9	<p><b>Ballot box sticker Presidential</b></p>	<p><b>Heavy duty Adhesive paper; Plastified Marron pantone colour sticker A4 Size Landscape printing One side printing Color: Marron pantone XXX Preprinted with Precinct code,precinct name, Electoral district, polling place number; Pre-printed in Black and White : NEC logo Preprinted on front side Printed in black ink; Artwork provided in PDF format 2 Presidential ballot box stickers per kit per election (Elections &amp; Run-off)</b></p>	Units	Identify Presidential Election ballot box		2	6,050	2
10	<p><b>Ballot box sticker Senate</b></p>	<p><b>Heavy duty Adhesive paper; Plastified blue colour sticker A4 Size Landscape printing One side printing Color: Blue XXX Preprinted with Precinct code,precinct name, Electoral district, polling place number; Pre-printed in Black and White : NEC logo Preprinted on front side Printed in black ink ; Artwork provided in PDF format 2 senate ballot box stickers packed per Elections kit</b></p>	Units	Identify Senate Election ballot box		2	6,050	0



11	Ballot box sticker House of Representatives	<p>Heavy duty Adhesive paper; Plastified green pantone colour sticker A4 Size Landscape printing One side printing Color: Green pantone XXX Preprinted with Precinct code,precinct name, Electoral district, polling place number; Pre-printed in Black and White : NEC logo Preprinted on front side Printed in black ink Artwork provided in PDF format 2 House ballot box stickers packed per Elections kit</p>	Units	Identify House of Representatives Election ballot box		2	6,050	0
12	No Cell Phone' Sign	<p>A3 size; Sign. 90grs paper; 1 sign per kit ; Artwork provided in PDF format; Single unit packing per election (Elections &amp; Run-off)</p>	Units	a notice informing voters not to take electronic devices inside the polling place.		1	6,050	1
13	Checklist	<p>A4 sheet with NEC logo at top; states each item contained in cardboard box and its quantity. 80grs paper containing list of items included in the cardboard box (Lots 1,2, and 3) . Packing List for polling place materials. Packed inside the polling place kit 1 packing list per kit per election (Elections &amp; Run-off)</p>	Units	Review materials inside the box and envelopes		1	6,050	1

LOT 3 - COUNTING MATERIALS BAG								
1	Counting Kit Bag	<p>Heavy Duty A4 size bag Preprinted on 1 side Zip bag on top Transparent color Holds Counting Materials Lot 3 Artwork to be provided in PDF Allocated inside the Polling Materials Cardboard box; Single packing unit per election (Elections &amp; Run-off)</p>	Units	Packing of Polling Place Printed materials		1	6,050	1
COUNTING MATERIALS (INSIDE COUNTING MATERIALS BAG / INSIDE POLLING PLACE C								
1	Notepad	<p>A5 Size Portrait printing Standard white papers Bond Paper 80 grs Color pages: White Covers 150 grs Color covers: White One color printed Covers Glue binding at left side Average total of pages/booklet: 25 Artwork for cover to be provided in pdf format Single unit packing inside the counting material bag per election (Elections &amp; Run-off)</p>	Units	To be used for counting		1	6,050	1
2	Fingertip moistener (wet sponge)	<p>Standard size sponge, approx 8x8x5cm For wetting finger to easily count ballots. 1 wet sponge per kit per election (Elections &amp; Run-off)</p>	Units	wet the fingers in the sponge to separate ballots that are sticking together during counting		1	6,050	1


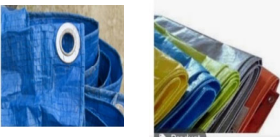


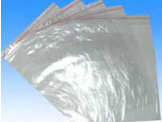
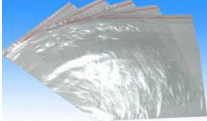
3	<b>Bulldog Clips (Small)</b>	<b>Small size 25 mm; Metal clip; Bulldog type; Use to hold ballots when counting; Packed in box of 10 pieces; 1 box per kit per election (Elections &amp; Run-off)</b>	<b>Box of 6 units</b>	<b>Hold together bundles of ballot papers when counting</b>		<b>10</b>	<b>6,050</b>	<b>10</b>
4	<b>Rubber Bands</b>	<b>Good quality rubber band, (approx 0.5 cm x 15 cm), must not spoil in moist and extreme hot conditions. ( 25 rubber band per bag) . 1 Bag per Kit per election (Elections &amp; Run-off)</b>	<b>bag of 20</b>	<b>Hold together bundles of ballot papers when counting</b>		<b>25</b>	<b>6,050</b>	<b>25</b>
5	<b>Pen (Red)</b>	<b>Round static Ballpoint Medium point Red ink Line size: 0.7 mm Feather light, polypropylene barrel 2 pens per counting kit bag per election (Elections &amp; Run-off)</b>	<b>Units</b>	<b>For administrative use in the polling place.</b>		<b>2</b>	<b>6,050</b>	<b>2</b>
<b>LOT 4 - Bulk Items</b>								
1	<b>Metal seals</b>	<b>Adjustable steel; pull tight; Grip teeth: inner metal clip for high locking strength; sequentially numbered security seals starting with PLE-00001, used for sealing and transportation of sensitive materials to voting precincts. Packed in bulk</b>		<b>For sealing sensitive materials</b>			<b>20,000</b>	





2	Precint kit sticker	<p>Heavy duty Adhesive paper A5 Size Landscape printing One side printing Color: White pantone XXX Preprinted Preprinted on front side Printed in black ink Artwork provided in PDF format Packed in Bulk</p>	Units	Used to label precinct kits			30,000	
3	Metal seal cutters	<p>Metal hand-held grip, Cutting with single motion, to cut the metal seals; Packed in bulk</p>		To cut security metal seals off precinct kits			6,000	
4	Voting precinct banner	<p>Polyester materials Size 3 mts x 0.7 mts Color: White Preprinted Full Color One side printing; With metal eye ring hole in top right and left hand corners, and two rings on bottom right and left hand corners with colored NEC logo on top. Artwork to be provided in pdf format Supply in bulk</p>	units	Inform the public of the voting precinct			2,288	
5	PQC ID Badge Holder	<p>Conference badge type holder Transparent plastic Size: 2 1/4" x 3 1/2 " Ribbon for hanging on the neck Rigid plastic; Must hold PQC ID badges as specified below; single unit packing</p>	units	Use to hold Precinct Queue Controllers ID cards			2,288	




6	PQC ID badges	<p>Pre-printed color vertical Badges for ID Name holders (portrait)                  Size: 2 ¼” x 3 ½ “                  Paper grammage 120 grs                  Pre printed                  Paper color White                  Printing color Black                  Artwork to be provided in PDF format;                  Single unit packing</p>	units	Identify Precinct Queue Controllers			4,576	
7	PQC Tunics	<p>Two pairs sleeveless vest                  Thin Synthetic cloth                  Color Light blue pantone XXXXXXXX;                  NEC logo in black and white                  Front and backs serigraphic printing                  White color printing                  Front/ back size from shoulder XX x XXXXX x XXXXXX                  Artwork to be provided in pdf format; single unit packing</p>	units	used to identify Precinct Queue Controllers.			4,576	
8	Electoral Supervisor Casing / lanyards for ID badge	<p>Conference badge type holder                  Transparent plastic; vertical                  Size: to fit Electoral Supervisor ID card specified below                  Ribbon for hanging on the neck                  Rigid plastic                  single unit packing</p>	units	Use to hold ES identification badges			3,000	

9	Electoral Supervisor (ES) ID badges	<p>Large pre-printed color Badges for ID Name holders (Vertical display) Portrait                  Size: 3.46" x 5.51"                  Paper grammage 120 grs                  Pre printed                  Paper color White;                  Printing color Black                  Artwork to be provided in PDF format                  single unit packing</p>	units	Identify Electoral Supervisors			3,000	
10	Supervisors Reflector Jackets	<p>Thin synthetic cloth tunics; Sleeveless Vest knitted fabric reflector jacket                  Color <b>LIME GREEN</b>                  Front and backs serigraphic printing                  BLACK color printing &amp; NEC Logo in Black and white color;                  Artwork to be provided in pdf format                  Single unit packing</p>	units	Used to Identify Supervisors			5,000	
11	ES soft fabric backpack	<p>Lightweight polyester backpack; resistance to water; Simple shoulder straps, wide at the top and narrow under arms; possess front pocket to distribute weight;                  Zipper to open and close backpack; measurement: 22 x14 x9 inches ; easy to clean; Tearproof lining.                  Single unit packing.</p>	units	Used by ES to collect and safely carry all official documents after count at assigned voting precincts			1,000	



12	<b>Basic Staple Machine with 500 Staple Pins</b>	<b>30 sheets capacity staple machine; no jam; easy reload; one color; reduced force mechanism; compact design; internal metal stapling mechanism; durable plastic housing</b>	Sets	To staple voting precinct documents		1,000	
13	<b>Tarpaulin</b>	<b>Length 15 feet; Width 40 feet; Use to build temporary voting precincts; Bull eyes in each corner to tie rope;</b>	units	Used in targeted areas		1000	
14	<b>Rope</b>	<b>To tie tarpaulin up. Only targeted areas.</b>	Units			1000	
15	<b>A5 Paper - Printable Precinct kit Stickers</b>	<b>A5 Paper; Adhesive paper White; Printable stickers, Used to label the precinct kits ;</b>	Units	To label precinct kits		25,000	
16	<b>A3-Plastic Bags</b>	<b>Plastic bag, not sealable, large enough to hold A3 size 40 pages of printed paper ( FRR)</b>		To store polling place FRR		20,000	
17	<b>Plastic Bags</b>	<b>Plastic bag, 594mm x 420 mm with zip, large enough to hold 600 sheets of printed A3 size paper (FRR for precinct)</b>		To store all FRR for a particular voting precinct		10,000	

18	String tie plastic transparent envelopes	<p>Hard clear plastic;  A3 folder (document inside must be legible from outside) with string to close  Not for security but for protection of FRR;  Must comfortably hold 300 A4 sheets of 80 grs printed paper</p>		<p>To provide security from the rain for voting precinct FRR. Second layer of security from rain or mud.</p>			5,000	
19	Disposable Face Mask	<p>Lightweight, comfortable, disposable;  Made from 3 layers of soft and breathable non-woven fabric  Closure type: Ear loops closures  feature two elastic loops on either end of the face mask;  Adult size ; Pleated, expandable design</p>		<p>To prevent the spread of disease</p>			40,000	
20	Bucket with faucet	<p>5 gallons plastic bucket with corresponding faucet; allows voters to wash hands before entering polling place; has handle for lifting and carrying; can hold 5 gallons water; has removable covering/top to allow washing, filling and to avoid contamination. Sticker with NEC logo. Artwork to be provided</p>		<p>To help prevent the spread of diseases</p>			2,288	
21	Powdered soap	<p>powdered detergent soap; Safe for handwashing; in sachets; Small sachet packing: 30 Grams;</p>					10,000	
22	Brown Packing Tape	<p>Heavy Duty Box sealing tape;  48 mm x 55 meters;  2 inches wide roll with adhesive back;  Color Brown; 100% poly propylene fiber ;  3M or equivalent;</p>	units	<p>Packing and secure materials. Also use to put up posters and hold up signs.</p>			200	


23	<b>Rotating Turntable Carton Stretch Film Wrapper Machine</b>	<b>Fully wrapped winding machine; Automatic wrapping machine for cartons</b>	<b>Used to shrinkwrap cartons and voting precinct kits.</b>			1	
24	<b>Handheld shrinkwrap dispenser</b>	<b>Manual handheld shrinkwrap machine to wrap cartons boxes and other kits. To be used for securing boxes from rain.</b>	<b>Used to manually shrinkwrap cartons and voting precinct kits.</b>			3	
25	<b>Clear Shrinkwrap plastic</b>	<b>Shrinkwrap plastic to fit machine # 27 and # 28 above</b>	<b>Rolls</b>			500	

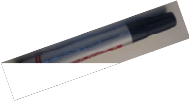




**LIBERIA NATIONAL ELECTIONS COMMISSION  
2023 GENERAL ELECTIONS MATERIALS SPECIFICATION  
Technical specifications  
Prepacked Elections Material Actual**


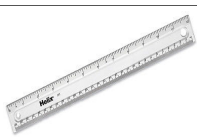







**NEC 2023 POLLING AND COUNTING MATERIALS SPECIFICATIONS**

						<b>ELECTIONS</b>		<b>RUN OFF</b>		<b>Notes</b>	<b>GRAND TOTAL</b>
<b>General instruction</b>						6,050		6,050			
No	Item	Technical specifications	Units	Purpose	Sample Pictures (ONLY For Indicational Purpose)	Quantity per kit	Quantity of item	Quantity per kit	Quantity of item	Notes for Specs	Total Quantity of items
<b>POLLING MATERIALS CARDBOARD BOX</b>											
1	Cardboard box for packing of Polling Place materials	Heavy Duty Corrugated Fiberboard; Double wall cardboard to pack polling place materials Inner dimensions: To be determined by supplier based on quantity of materials to be packed therein; Standard self assembly Preprinted on 2 sides; "Election Polling kit" Plain color Holds Polling Materials Will carry items in Lot 1, 2 and 3 Artwork to be provided in PDF Single unit packing per election (Elections & Run-off)	unit	Packing of Polling Place materials		1	6,050	1	0	Artwork to be provided in PDF	6,050
<b>POLLING MATERIALS LOT 1 (INSIDE CARDBOARD BOX)</b>											




1	Plastic bag	Clear, thin plastic bag; Placed as lining inside cardboard box and used to hold below listed materials inside cardboard box. Waterproof. Single unit packing per election (Elections & Run-off)	unit			1	6,050	1	6,050		12,100
2	Permanent Ink Marker	Ink marker Black color Chisel tip Waterproof on most surfaces Staedler or equivalent ; Must work satisfactorily in hot/humid /damp conditions; For administrative use in polling place (to write on ballot box stickers, TEEs and envelopes) Packed in bundles of 2 units per election (Elections & Run-off)	unit	Permanent ink marker, black medium round tip, for any purpose		2	6,050	2	6,050		24,200
3	Pen	Good quality round static Ballpoint Medium point Black ink Line size: 0.7 mm Feather light, polypropylene barrel Must work satisfactorily in extreme hot/humid/damp conditions Packed in bundles of 3 units per election (Elections & Run-off)	units	To mark the ballot and for other administrative use in polling place		3	6,050	3	6,050		36,300
4	Calculator	Solar powered /micro battery 10 digists Large display; Basic non- Detachable dual-power calculator; Dual power,solar and cell batteries Backlight screen and digits or similar Basic functions only calculator Approximate size 10 cm x 15 cm Single unit packing per election (Elections & Run-off)	units	To assist in calculations for the completion of forms and for counting.		1	6,050	1	6,050		12,100



5	<b>Barrier Tape</b>	<b>Bicolor striped soft plastic banner tape; Red and white striped barrier tape Rolls of 75 mm x100 m; To cordon off the limits of the Voting Precinct and Polling places; Crowd control tape; Preferred color red &amp; white Single unit packing per election (Elections &amp; Run-off)</b>	units	<b>Cordon off the limits of the Elections Precinct and Polling places and act as crowd control tape</b>		1	6,050	1	6,050		12,100
6	<b>Garbage Bags</b>	<b>Heavy duty; must not tear easily; 60 Liters size; Use for collection of rubbish and / or covering election materials from getting wet Color Black Bundle of 5 units</b>	units	<b>Use for collection of rubbish and for covering materials from getting wet</b>		5	6,050	5	6,050		60,500
7	<b>Brown Packing Tape</b>	<b>Heavy Duty Box sealing tape; 48 mm x 55 meters; 2 inches wide roll with adhesive back; Color Brown; 100% poly propylene fiber ; 3M or equivalent; Roll of 1 pc.; Packing: 1 Roll per kit per election (Elections &amp; Run-off)</b>	units	<b>Packing and secure materials. Also use to put up posters and hold up signs.</b>		1	6,050	1	6,050		12,100
8	<b>Scissors</b>	<b>High quality 18 cm stainless steel blades Sturdy Plastic handles with rounded ends Uniform single color Single unit packing per election (Elections &amp; Run-off)</b>	units	<b>Cut or help separate the Ballots from their counterfoil in case they can not be easily detached</b>		1	6,050	1	6,050		12,100

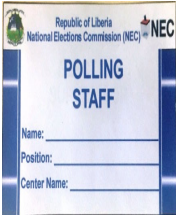


9	Seals for ballot box	<p>Polypropylene pull tight seals Length 30 cms Color Red Sequentially numbered Sequential formatting 9 digits Sequential formatting starts with NEC and 6 digits (NECXXXXXX) Original initial sequential starts in 100000 Packed in bundles of 30 units; To be used to seal the ballot box; 1 pack of 30 seals per kit per election (Elections &amp; Run-off)</p>	units	<p>Make the Election Team accountable for the contents and answerable to observers. Monitors and the Commission in case of tampering. Provides transparency.</p>		30	6,050	30	6,050		363,000
10	Rulers	<p>length 30 cm long Transparent plastic With cm on one side and inches on other side. Single packing unit per election (Elections &amp; Run-off)</p>	units	<p>Draw lines in lineless sheets or cut the ballot papers in case they do not easily detach.</p>		1	6,050	1	6,050		12,100
11	Lamp	<p>Omnidirectional Lamp Standing position Camping lantern type; Water resistance Diameter 18 cm; Height 30 cm Heavy duty Water proof Dust proof LED light; At least 75 watts; Must give enough light to illuminate large counting area; For counting ballots after dark; Battery powered: AA alkaline with cell voltage of 1.5V; Size D. Uniform color for all items 2 lamps per kit</p>	units	<p>Provides light to ensure the full counting process is completed. For counting ballots after dark.</p>		2	6,050	2	6,050		24,200

12	Batteries for Lamp	Heavy duty 1.5 Volt Battery Long lasting Alkaline formula - to fit lamp above 2 sets of batteries required per lamp Must fit lamp in item # 11 Grouped in sets (1 set = 3 batteries) per election (Elections & Run-off)	sets	Used to Power lamp		2	6,050	2	6,050		24,200
13	Scotch Tape	Good quality adhesive tape; Single Sided tape; Transparent color Heavy duty adhesive Roll tape: 12 mm x 30 mts No dispenser Single unit packing per election (Elections & Run-off)	units	Attach forms or posters to walls		1	6,050	1	6,050		12,100
14	Thumbprint Pad	Inkless Black color ink Circular round case pre-filled inkless pad with black ink.; Round shape; non-refill Should contain special polymer that gives a non-smudging impression Ink must be easily wiped off the finger without leaving a stain Must not contain a pigment based dye To take minimum of 500 fingerprints; Single unit packing per election (Elections & Run-off)	units	Used by voters wishing to mark the ballot papers using thumbprint.		1	6,050	1	6,050		12,100
15	Absorbent Cloth	Absorbent paper cloths Color White Detachable from roll Size 25 cm x 20 cm Roll of 250 ply sheets Packed in bags of 2 units	roll	Used to clean finger of voters before applying ink.		2	6,050	2	6,050		24,200

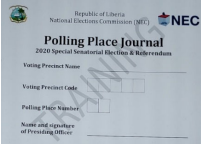




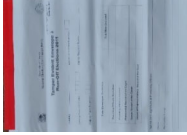
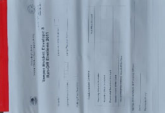
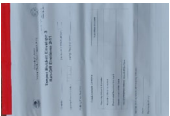
16	Validating Stamp	<p><b>Durable wood or plastic stamp:</b>  <b>Diameter: 3 cm</b>  <b>Round shape</b>  <b>Durable rubber surface</b>  <b>One piece Wooden /lplastic handle;</b>  <b>Handle and stamp to be one single piece;</b>  <b>Artwork provided in PDF format</b>  <b>Single unit packing</b></p>	units	<p>Used to stamp ballot papers before issuance and also used to stamp official documents in the polling place.</p>		1	6,050	1	6,050	Artwork to be provided in PDF	12,100
17	Stamp Pad	<p><b>Inkpad/stamp standard pad</b>  <b>7mm x 100mm x 70mm</b>  <b>Color Blue</b>  <b>prefilled</b>  <b>Single unit packing</b></p>	units	<p>Provides ink for stamp used to officiate documents</p>		1	6,050	1	6,050		12,100
18	Tunics	<p><b>Two panes sleeveless Vest;</b>  <b>With string tie on both sides</b>  <b>Thin Synthetic cloth tunics</b>  <b>Color Light blue pantone</b>  <b>Front and back serigraphic printing</b>  <b>White color printing; NEC logo in Black &amp; White color</b>  <b>Front/ back joined from shoulders</b>  <b>Lettering and NEC logo in white color;</b>  <b>Used to identify polling staff</b>  <b>Packed in bundles of 5 units</b>  <b>Artwork to be provided in pdf format</b></p>	units	<p>Used to identify polling place staff.</p>		5	6,050	5	6,050	Artwork to be provided in PDF	60,500



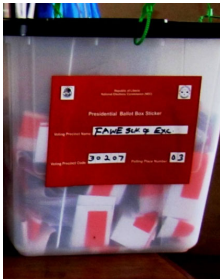
19	Indelible Ink	<p>80 ml labeled plastic bottle Seal tight lid to prevent spillage; non-leakable seal Cross cut sponge inside (no applicator); Usable for 600 applicants Non washable 25% Silver Nitrate content 30 days minimum period of sticking to finger Purple colour Not harmful to human beings Production date within 3 months to date of delivery in Monrovia NEC HQ Packed in ziplock sealable type bags with 2 bottles in each bag</p>	units	Used to stain voter's finger. Ensures that a voter cannot vote more than once during voting period.		2	6,050	2	6,050		24,200
20	Single end Cotton swab	<p>Handheld. Consist of one small wad of cotton wrapped around one end of a short rod made of wood. Commonly used for ear cleaning. 100 pieces in a pack x 5 packs per kit. 3" long. 5 packs per kit</p>	packs	Used as applicator to put ink stain on voters fingers. <b>Used with item #</b>		5	6,050	5	6,050		60,500
21	Thin cord rope	<p>Diameter 2 mm Roll of 20 mts Light guage for multipurpose use Dark color Nylon type Single unit packing</p>	units	Used to attach pen to voting screen and tie banners, voting screens, etc.		1	6,050	1	6,050		12,100
22	Polling Staff ID Badge Holder	<p>Conference badge type holder Transparent plastic; eyelets for ribbon Size: To hold staff ID badge Thread strap ribbon for hanging on the neck Rigid plastic Packs of 5 units</p>	units	Hold Polling Staff identification card		5	6,050	5	6,050		60,500

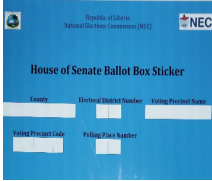

23	Polling Staff ID badges	<p>Badges for ID Name holders                  Size: 2 1/8" x 3 3/8" (85.6mm x 54mm)                  Paper grammage 120 grs                  Portrait;                  Pre printed                  Paper color White                  Printing color Black                  Artwork to be provided in PDF format                  Packs of 5 units</p>	units	Identify Polling Staff		5	6,050	5	6,050	Artwork to be provided in PDF	60,500
24	Polling Place Journal (Pad)	<p>A5 SIZE                  Portrait printing                  Standard lined sheets                  Bond Paper 90 grs                  Color pages: White                  Double sided print; Non-detachable;                  Glued,not spiral                  Covers 150 grs                  Color covers: White                  One color printed Covers                  Three staples left side binding                  Average total of pages/booklet: 50                  Artwork for cover to be provided in pdf format                  Single unit packing inside the envelope</p>	Units	To be used as polling journal. White color cover with white sheets		1	6,050	1	6,050		12,100
25	Hand Sanitizer	<p>Hand sanitizer gel. Ethyl Alcohol 75%; Antiseptic Plus. 300ml bottle;                  Alcohol based gel. Hygienic use by polling staff before, during and after interaction with voters. Bottle to be labeled.                  1 bottle per kit per election (Elections &amp; Run-off)                  Artwork to be provided in PDF format</p>	Units	Used by polling staff. Hygienic use.		1	6,050	1	6,050	Artwork to be provided in PDF	12,100




**POLLING PRINTED MATERIALS LOT 2 ( INSIDE POLLING PLACE CARDBOARD BOX)**

1	Sticker for Polling Place Journal	<p>Size A6; Landscape;                  Pre-printed white paper sticker                  Full Color; adhesive paper;                  Glossy Coated paper on one side                  Non removal stickers                  Paper grammage: 80 grs                  Loose sheets                  Artwork to be provided in pdf format                  Single unit packing per election (Elections &amp; Run-off)</p>	Units	Identify the Polling Place Journal		1	6,050	1	6,050	Artwork to be provided in PDF	12,100
2	TEE 1	<p>AZ size (594mm x 420 mm), with 50 mm adhesive flap on top, white color, pre-printed with black letters. Waterproof; unstrippable;                  Security envelope for return of ballots; . Serially numbered, starting with PRE300001. Artwork for print will be provided in PDF.                  Single unit packing per election (Elections &amp; Run-off)</p>	Units	Packing of used (marked) ballots		1	6,050	1	6,050	Artwork to be provided in PDF	12,100
3	TEE 2	<p>Size 500 mm x 320 mm, with 50 mm adhesive flap on top, white color, pre-printed with black letters. Waterproof; Unstrippable;                  Security envelope for return of election documents and materials; Serially numbered, starting with PRE300001.                  Artwork for print to be provided in PDF format. Single unit packing per election (Elections &amp; Run-off)</p>	Units	Security enveloped for seals, stamps		1	6,050	1	6,050	Artwork to be provided in PDF	12,100





4	<p>TEE 3 - House of Representatives</p>	<p>A4 size (297mm x 210 mm), with 50 mm adhesive flap on top, white color, pre-printed with black letters. Waterproof; Unstrippable; Security envelope for return of counting final House of Representatives Election results forms. Serially numbered starting with - HOR3000001. Artwork to be provided in PDF format. Single unit packing per election (Elections &amp; Run-off)</p>	Units	Security enveloped for return of counting final results forms.		1	6,050	0		Artwork to be provided in PDF	6,050
5	<p>TEE 3 - Senate</p>	<p>A4 size (297mm x 210 mm), with 50 mm adhesive flap on top, white color, pre-printed with black letters. Waterproof; Unstrippable; Security envelope for return of counting final Senatorial Election results forms. Serially numbered starting with - SEN3000001. Artwork to be provided in PDF format. Single unit packing per election (Elections &amp; Run-off)</p>	Units	Security enveloped for return of counting final results forms.		1	6,050	0		Artwork to be provided in PDF	6,050
6	<p>TEE 3- President</p>	<p>A4 size (297mm x 210 mm), with 50 mm adhesive flap on top, white color, pre-printed with black letters. Waterproof; Unstrippable; Security envelope for return of counting final Presidential Election results forms. Serially numbered starting with - PRE3000001. Artwork to be provided in PDF format. Single unit packing per election (Elections &amp; Run-off)</p>	Units	Security enveloped for return of counting final results forms.		1	6,050	1	6,050	Artwork to be provided in PDF	12,100





7	Brown A4 Spoiled Ballot paper envelope	Pre printed document wallet. Half depth flap provides added protection and security. It should be a little bigger than A4 size to allow inserting standard A4 size sheet of paper. The flap must be adhesive. Flap vertically. Single unit packing. Artwork to be provided.	Units	Used to store Spoiled ballot paper		1	6,050	1	6,050	Artwork to be provided in PDF	12,100
8	Brown A4 Discarded Ballot paper envelope	Pre printed document wallet. Half depth flap provides added protection and security. It should be a little bigger than A4 size to allow inserting standard A4 size sheet of paper. The flap must be adhesive. Flap vertically. Single unit packing Artwork to be provided.	Units	Used to store Discarded ballot paper		1	6,050	1	6,050	Artwork to be provided in PDF	12,100
9	Ballot box sticker Presidential	Heavy duty Adhesive paper; Plastified Marron pantone colour sticker A4 Size Landscape printing One side printing Color: Marron pantone XXX Preprinted with Precinct code, precinct name, Electoral district, polling place number; Pre-printed in Black and White : NEC logo Preprinted on front side Printed in black ink; Artwork provided in PDF format 2 Presidential ballot box stickers per kit per election (Elections & Run-off)	Units	Identify Presidential Election ballot box		2	6,050	2	6,050	Artwork to be provided in PDF	24,200

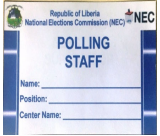

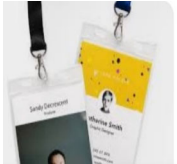

10	Ballot box sticker Senate	Heavy duty Adhesive paper; Plastified blue colour sticker A4 Size Landscape printing One side printing Color: Blue XXX Preprinted with Precinct code,precinct name, Electoral district, polling place number; Pre-printed in Black and White : NEC logo Preprinted on front side Printed in black ink ; Artwork provided in PDF format 2 senate ballot box stickers packed per Elections kit	Units	Identify Senate Election ballot box		2	6,050	0	0	Artwork to be provided in PDF	12,100
11	Ballot box sticker House of Representat ives	Heavy duty Adhesive paper; Plastified green pantone colour sticker A4 Size Landscape printing One side printing Color: Green pantone XXX Preprinted with Precinct code,precinct name, Electoral district, polling place number; Pre-printed in Black and White : NEC logo Preprinted on front side Printed in black ink Artwork provided in PDF format 2 House ballot box stickers packed per Elections kit	Units	Identify House of Representatives Election ballot box		2	6,050	0	0	Artwork to be provided in PDF	12,100
12	No Cell Phone' Sign	A3 size; Sign. 90grs paper; 1 sign per kit ; Artwork provided in PDF format; Single unit packing per election (Elections & Run-off)		a notice informing voters not to take electronic devices inside the polling place.		1	6,050	1	6,050	Artwork to be provided in PDF	12,100







13	Checklist	A4 sheet with NEC logo at top; states each item contained in cardboard box and its quantity. 80grs paper containing list of items included in the cardboard box (Lots 1,2, and 3). Packing List for polling place materials. Packed inside the polling place kit 1 packing list per kit per election (Elections & Run-off)	Units	Review materials inside the box and envelopes		1	6,050	1	6,050	Artwork to be provided in PDF	12,100
<b>LOT 3 - COUNTING MATERIALS BAG</b>											
1	Counting Kit Bag	Heavy Duty A4 size bag Preprinted on 1 side Zip bag on top Transparent color Holds Counting Materials Lot 3 Artwork to be provided in PDF Allocated inside the Polling Materials Cardboard box; Single packing unit per election (Elections & Run-off)	Units	Packing of Polling Place Printed materials		1	6,050	1	6,050	Artwork to be provided in PDF	12,100
<b>COUNTING MATERIALS (INSIDE COUNTING MATERIALS BAG / INSIDE POLLING PLACE CARDBOARD BOX)</b>											
1	Notepad	A5 Size Portrait printing Standard white papers Bond Paper 80 grs Color pages: White Covers 150 grs Color covers: White One color printed Covers Glue binding at left side Average total of pages/booklet: 25 Artwork for cover to be provided in pdf format Single unit packing inside the counting material bag per election (Elections & Run-off)	Units	To be used for counting		1	6,050	1	6,050		12,100

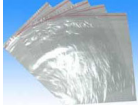
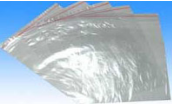









2	Fingertip moistener (wet sponge)	Standard size sponge, approx 8x8x5cm For wetting finger to easily count ballots. 1 wet sponge per kit per election (Elections & Run-off)	Units	wet the fingers in the sponge to separate ballots that are sticking together during counting		1	6,050	1	6,050		12,100
3	Bulldog Clips (Small)	Small size 25 mm; Metal clip; Bulldog type; Use to hold ballots when counting; Packed in box of 10 pieces; 1 box per kit per election (Elections & Run-off)	Box of 6 units	Hold together bundles of ballot papers when counting		10	6,050	10	6,050		121,000
4	Rubber Bands	Good quality rubber band, (approx 0.5 cm x 15 cm), must not spoil in moist and extreme hot conditions. ( 25 rubber band per bag) . 1 Bag per Kit per election (Elections & Run-off)	bag of 20	Hold together bundles of ballot papers when counting		25	6,050	25	6,050		302,500
5	Pen (Red)	Round static Ballpoint Medium point Red ink Line size: 0.7 mm Feather light, polypropylene barrel 2 pens per counting kit bag per election (Elections & Run-off)	Units	For administrative use in the polling place.		2	6,050	2	6,050		24,200
<b>LOT 4 - Bulk Items</b>											
1	Metal seals	Adjustable steel; pull tight; Grip teeth: inner metal clip for high locking strength; sequentially numbered security seals starting with PLE-00001, used for sealing and transportation of sensitive materials to voting precincts. Packed in bulk		For sealing sensitive materials			20,000				20,000

2	Precinct kit sticker	<p>Heavy duty Adhesive paper A5 Size Landscape printing One side printing Color: White pantone XXX Preprinted Preprinted on front side Printed in black ink Artwork provided in PDF format Packed in Bulk</p>	Units	Used to label precinct kits			30,000				30,000
3	Metal seal cutters	<p>Metal hand-held grip, Cutting with single motion, to cut the metal seals; Packed in bulk</p>		To cut security metal seals off precinct kits			6,000				6,000
4	Voting precinct banner	<p>Polyester materials Size 3 mts x 0.7 mts Color: White Preprinted Full Color One side printing; With metal eye ring hole in top right and left hand corners, and two rings on bottom right and left hand corners with colored NEC logo on top. Artwork to be provided in pdf format Supply in bulk</p>	units	Inform the public of the voting precinct			2,288		2,288	Artwork to be provided in PDF	4,576
5	PQC ID Badge Holder	<p>Conference badge type holder Transparent plastic Size: 2 ¼" x 3 ½ " Ribbon for hanging on the neck Rigid plastic; Must hold PQC ID badges as specified below; single unit packing</p>	units	Use to hold Precinct Queue Controllers ID cards			2,288		2,288		4,576

6	PQC ID badges	<p>Pre-printed color vertical Badges for ID Name holders (portrait)                  Size: 2 ¼" x 3 ½"                  Paper grammage 120 grs                  Pre printed                  Paper color White                  Printing color Black                  Artwork to be provided in PDF format;                  Single unit packing</p>	units	Identify Precinct Queue Controllers			4,576			Artwork to be provided in PDF	4,576
7	PQC Tunics	<p>Two panes sleeveless vest                  Thin Synthetic cloth                  Color Light blue pantone XXXXXXXX;                  NEC logo in black and white                  Front and backs serigraphic printing                  White color printing                  Front/ back size from shoulder XX x XXXXX x XXXXXX                  Artwork to be provided in pdf format; single unit packing</p>	units	used to identify Precinct Queue Controllers.			4,576				4,576
8	Electoral Supervisor Casing / lanyards for ID badge	<p>Conference badge type holder                  Transparent plastic; vertical                  Size: to fit Electoral Supervisor ID card specified below                  Ribbon for hanging on the neck                  Rigid plastic                  single unit packing</p>	units	Use to hold ES identification badges			3,000				3,000
9	Electoral Supervisor (ES) ID badges	<p>Large pre-printed color Badges for ID Name holders (Vertical display)                  Portrait                  Size: 3.46" x 5.51"                  Paper grammage 120 grs                  Pre printed                  Paper color White;                  Printing color Black                  Artwork to be provided in PDF format                  single unit packing</p>	units	Identify Electoral Supervisors			3,000			Artwork to be provided in PDF	3,000

10	Supervisors Reflecter Jackets	Thin synthetic cotton tunics; Sleeveless Vest knitted fabric reflector jacket Color <b>LIME GREEN</b> Front and backs serigraphic printing BLACK color printing & NEC Logo in Black and white color; Artwork to be provided in pdf format Single unit packing	units	Used to Identify Supervisors		5,000			Artwork to be provided in PDF	5,000
11	ES soft fabric backpack	Lightweight polyester backpack; resistance to water; Simple shoulder straps, wide at the top and narrow under arms; possess front pocket to distribute weight; Zipper to open and close backpack; measurement: 22 x14 x9 inches ; easy to clean; Tearproof lining. Single unit packing.	units	Used by ES to collect and safely carry all official documents after count at assigned voting precincts		1,000			Artwork to be provided in PDF	1,000
12	Basic Staple Machine with 500 Staple Pins	30 sheets capacity staple machine; no jam; easy reload; one color; reduced force mechanism; compact design; internal metal stapling mechanism; durable plastic housing	Sets	To staple voting precinct documents		1,000				1,000
13	Tarpaulin	Length 15 feet; Width 40 feet; Use to build temporary voting precincts; Bull eyes in each corner to tie rope;	units	Used in targeted areas		1000				1000
14	Rope	To tie tarpaulin up. Only targeted areas.	Units			1000				1000
15	A5 Paper - Printable Precinct kit Stickers	A5 Paper; Adhesive paper White; Printable stickers, Used to label the precinct kits ;	Units	To label precinct kits		25,000				25,000

16	A3-Plastic Bags	Plastic bag, not sealable, large enough to hold A3 size 40 pages of printed paper ( FRR)		To store polling place FRR			20,000				20,000
17	Plastic Bags	Plastic bag, 594mm x 420 mm with zip, large enough to hold 600 sheets of printed A3 size paper (FRR for precinct)		To store all FRR for a particular voting precinct			10,000				10,000
18	String tie plastic transparent envelopes	Hard clear plastic; A3 folder (document inside must be legible from outside) with string to close Not for security but for protection of FRR; Must comfortably hold 300 A4 sheets of 80 grs printed paper Lightweight, comfortable, disposable		To provide security from the rain for voting precinct FRR. Second layer of security from rain or mud.			5,000				5,000
19	Disposable Face Mask	Made from 3 layers of soft and breathable non-woven fabric Closure type: Ear loops closures feature two elastic loops on either end of the face mask; Adult size ; Pleated, expandable design		To prevent the spread of disease			40,000				40,000
20	Bucket with faucet	5 gallons plastic bucket with corresponding faucet; allows voters to wash hands before entering polling place; has handle for lifting and carrying; can hold 5 gallons water; has removable covering/top to allow washing, filling and to avoid contamination. Sticker with NEC logo. Artwork to be provided		To help prevent the spread of diseases			2,288				2,288
21	Powdered soap	powdered detergent soap; Safe for handwashing; in sachets; Small sachet packing: 30 Grams;					10,000				10,000

22	<b>Brown Packing Tape</b>	<b>Heavy Duty Box sealing tape; 48 mm x 55 meters; 2 inches wide roll with adhesive back; Color Brown; 100% poly propylene fiber ; 3M or equivalent;</b>	units	<b>Packing and secure materials. Also use to put up posters and hold up signs.</b>			200				200
23	<b>Rotating Turntable Carton Stretch Film Wrapper Machine</b>	<b>Fully wrapped winding machine; Automatic wrapping machine for cartons</b>	Used to shrinkwrap cartons and voting precinct kits.				1				1
24	<b>Handheld shrinkwrap dispenser</b>	<b>Manual handheld shrinkwrap machine to wrap cartons boxes and other kits. To be used for securing boxes from rain.</b>	Used to manually shrinkwrap cartons and voting precinct kits.				3				3
25	<b>Clear Shrinkwrap plastic</b>	<b>Shrinkwrap plastic to fit machine # 27 and # 28 above</b>	Rolls				500				500

## **5. Inspections and Tests**

The following inspections and tests shall be performed:

- ***One (1) sample of complete kit shall be sent to the Purchaser for Inspections and Testing.***
  
- ***The kit should contain the quantity and quality requested for by the NEC as it relates to the specifications.***

## **PART 3 - Contract**





## Section VII. General Conditions of Contract

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## Section VII. General Conditions of Contract

### 1. Definitions

1.1 The following words and expressions shall have the meanings hereby assigned to them:

- (a) “Contract” means the Contract Agreement entered into between the Purchaser and the Supplier, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.
- (b) “Contract Documents” means the documents listed in the Contract Agreement, including any amendments thereto.
- (c) “Contract Price” means the price payable to the Supplier as specified in the Contract Agreement, subject to such additions and adjustments thereto or deductions therefrom, as may be made pursuant to the Contract.
- (d) “Day” means calendar day.
- (e) “Completion” means the fulfillment of the Related Services by the Supplier in accordance with the terms and conditions set forth in the Contract.
- (f) “GCC” means the General Conditions of Contract.
- (g) “Goods” means all of the commodities, raw material, machinery and equipment, and/or other materials that the Supplier is required to supply to the Purchaser under the Contract.
- (h) “Purchaser’s Country” is the country specified in the Special Conditions of Contract (SCC).
- (i) “Purchaser” means the PE purchasing the Goods and Related Services, as specified in the SCC.
- (j) “Related Services” means the services incidental to the supply of the goods, such as insurance, installation, training and initial maintenance and other such obligations of the Supplier under the Contract.
- (k) “SCC” means the Special Conditions of Contract.
- (l) “Subcontractor” means any natural person, private or government entity, or a combination of the above, to whom any part of the Goods to be supplied or execution of any

part of the Related Services is subcontracted by the Supplier.

- (m) “Supplier” means the natural person, private or government entity, or a combination of the above, whose bid to perform the Contract has been accepted by the Purchaser and is named as such in the Contract Agreement.
- (n) “The Project Site,” where applicable, means the place named in the SCC.

## **2. Contract Documents**

- 2.1 Subject to the order of precedence set forth in the Contract Agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory. The Contract Agreement shall be read as a whole.

## **3. Fraud and Corruption**

**The entire 3.1 a-d to be deleted**

- 3.1 The Bank requires that Borrowers (including beneficiaries of Bank loans), as well as Bidders, Suppliers, Contractors, and Consultants under Bank-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the Bank:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
  - (i) “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution; and
  - (ii) “fraudulent practice” means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
  - (iii) “collusive practice” means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Borrower, designed to establish bid prices at artificial, non competitive levels; and;
  - (iv) “coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract;
- (b) will cancel the portion of the loan allocated to a contract if it determines at any time that representatives of the

Borrower or of a beneficiary of the loan engaged in corrupt, fraudulent, collusive or coercive practices during the procurement or the execution of that contract, without the Borrower having taken timely and appropriate action satisfactory to the Bank to remedy the situation;

- (c) will sanction a firm or individual, including declaring them ineligible, either indefinitely or for a stated period of time, to be awarded a Bank-financed contract if it at any time determines that they have, directly or through an agent, engaged, in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Bank-financed contract; and
- (d) will have the right to require that Suppliers to permit the Bank to inspect their accounts and records and other documents relating to the bid submission and contract performance and to have them audited by auditors appointed by the Bank.

#### **4. Interpretation**

4.1 If the context so requires it, singular means plural and vice versa.

4.2 Incoterms

- (a) Unless inconsistent with any provision of the Contract, the meaning of any trade term and the rights and obligations of parties thereunder shall be as prescribed by Incoterms.
- (b) The terms EXW, CIP, FCA, CFR and other similar terms, when used, shall be governed by the rules prescribed in the current edition of Incoterms specified in the SCC and published by the International Chamber of Commerce in Paris, France.

4.3 Entire Agreement

The Contract constitutes the entire agreement between the Purchaser and the Supplier and supersedes all communications, negotiations and agreements (whether written or oral) of the parties with respect thereto made prior to the date of Contract.

4.4 Amendment

No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party thereto.

4.5 Non waiver

- (a) Subject to GCC Sub-Clause 4.5(b) below, no relaxation, forbearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the Contract or the granting of time by either party to the other shall prejudice, affect, or restrict the rights of that party under the Contract, neither shall any waiver by either party of any breach of Contract operate as waiver of any subsequent or continuing breach of Contract.
- (b) Any waiver of a party's rights, powers, or remedies under the Contract must be in writing, dated, and signed by an authorized representative of the party granting such waiver, and must specify the right and the extent to which it is being waived.

#### 4.6 Severability

If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.

### 5. Language

- 5.1 The Contract as well as all correspondence and documents relating to the Contract exchanged by the Supplier and the Purchaser, shall be written in the language specified in the SCC. Supporting documents and printed literature that are part of the Contract may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified, in which case, for purposes of interpretation of the Contract, this translation shall govern.
- 5.2 The Supplier shall bear all costs of translation to the governing language and all risks of the accuracy of such translation, for documents provided by the Supplier.

### 6. Joint Venture, Consortium or Association

- 6.1 If the Supplier is a joint venture, consortium, or association, all of the parties shall be jointly and severally liable to the Purchaser for the fulfillment of the provisions of the Contract and shall designate one party to act as a leader with authority to bind the joint venture, consortium, or association. The composition or the constitution of the joint venture, consortium, or association shall not be altered without the prior consent of the Purchaser.

### 7. Eligibility

- 7.1 The Supplier and its Subcontractors shall have the nationality of an eligible country. A Supplier or Subcontractor shall be deemed to have the nationality of a country if it is a citizen or constituted, incorporated, or registered, and operates in conformity with the provisions of the laws of that country.

- 7.2 All Goods and Related Services to be supplied under the Contract shall have their origin in Eligible Countries. For the purpose of this Clause, origin means the country where the goods have been grown, mined, cultivated, produced, manufactured, or processed; or through manufacture, processing, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its components.
- 8. Notices**
- 8.1 Any notice given by one party to the other pursuant to the Contract shall be in writing to the address specified in the SCC. The term “in writing” means communicated in written form with proof of receipt.
- 8.2 A notice shall be effective when delivered or on the notice’s effective date, whichever is later.
- 9. Governing Law**
- 9.1 The Contract shall be governed by and interpreted in accordance with the laws of the Republic of Liberia, unless otherwise specified in the SCC.
- 10. Settlement of Disputes**
- 10.1 The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- 10.2 If, after twenty-eight (28) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract. Arbitration proceedings shall be conducted in accordance with the rules of procedure **specified in the SCC.**
- 10.3 Notwithstanding any reference to arbitration herein,
- (a) the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and
- (b) the Purchaser shall pay the Supplier any monies due the Supplier.



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- 11. Scope of Supply** 11.1 The Goods and Related Services to be supplied shall be as specified in the Schedule of Requirements.
- 12. Delivery and Documents** 12.1 Subject to GCC Sub-Clause 32.1, the Delivery of the Goods and Completion of the Related Services shall be in accordance with the Delivery and Completion Schedule specified in the Schedule of Requirements. The details of shipping and other documents to be furnished by the Supplier are specified in the **SCC**.
- 13. Supplier's Responsibilities** 13.1 The Supplier shall supply all the Goods and Related Services included in the Scope of Supply in accordance with GCC Clause 11, and the Delivery and Completion Schedule, as per GCC Clause 12.
- 14. Contract Price** 14.1 Prices charged by the Supplier for the Goods supplied and the Related Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any price adjustments authorized in the **SCC**.
- 15. Terms of Payment**
- 15.1 The Contract Price, including any Advance Payments, if applicable, shall be paid as specified in the **SCC**.
- 15.2 The Supplier's request for payment shall be made to the Purchaser in writing, accompanied by invoices describing, as appropriate, the Goods delivered and Related Services performed, and by the documents submitted pursuant to GCC Clause 12 and upon fulfillment of all other obligations stipulated in the Contract.
- 15.3 Payments shall be made promptly by the Purchaser, but in no case later than sixty (60) days after submission of an invoice or request for payment by the Supplier, and after the Purchaser has accepted it.
- 15.4 The currencies in which payments shall be made to the Supplier under this Contract shall be those in which the bid price is expressed.
- 15.5 In the event that the Purchaser fails to pay the Supplier any payment by its due date or within the period set forth in the **SCC**, the Purchaser shall pay to the Supplier interest on the amount of such delayed payment at the rate shown in the **SCC**, for the period of delay until payment has been made in full, whether before or after judgment or arbitration award.
- 16. Taxes and Duties** 16.1 For goods manufactured outside the Purchaser's Country, the Supplier shall be entirely responsible for all taxes, stamp duties,

license fees, and other such levies imposed outside the Republic of Liberia.

- 16.2 For goods Manufactured within the Republic of Liberia, the Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.
- 16.3 If any tax exemptions, reductions, allowances or privileges may be available to the Supplier in the Republic of Liberia, the Purchaser shall use its best efforts to enable the Supplier to benefit from any such tax savings to the maximum allowable extent.

### **17. Performance Security**

- 17.1 If required as specified in the SCC, the Supplier shall, within twenty-eight (28) days of the notification of contract award, provide a performance security for the performance of the Contract in the amount specified in the SCC.
- 17.2 The proceeds of the Performance Security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
- 17.3 As specified in the SCC, the Performance Security, if required, shall be denominated in the currency(ies) of the Contract, or in a freely convertible currency acceptable to the Purchaser; and shall be in one of the format stipulated by the Purchaser in the SCC, or in another format acceptable to the Purchaser.
- 17.4 The Performance Security shall be discharged by the Purchaser and returned to the Supplier not later than twenty-eight (28) days following the date of Completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in the SCC.

### **18. Copyright**

- 18.1 The copyright in all drawings, documents, and other materials containing data and information furnished to the Purchaser by the Supplier herein shall remain vested in the Supplier, or, if they are furnished to the Purchaser directly or through the Supplier by any third party, including suppliers of materials, the copyright in such materials shall remain vested in such third party

### **19. Confidential Information**

- 19.1 The Purchaser and the Supplier shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following

completion or termination of the Contract. Notwithstanding the above, the Supplier may furnish to its Subcontractor such documents, data, and other information it receives from the Purchaser to the extent required for the Subcontractor to perform its work under the Contract, in which event the Supplier shall obtain from such Subcontractor an undertaking of confidentiality similar to that imposed on the Supplier under GCC Clause 19.

19.2 The Purchaser shall not use such documents, data, and other information received from the Supplier for any purposes unrelated to the contract. Similarly, the Supplier shall not use such documents, data, and other information received from the Purchaser for any purpose other than the performance of the Contract.

19.3 The obligation of a party under GCC Sub-Clauses 19.1 and 19.2 above, however, shall not apply to information that:

The Purchase or Supplier need to share with the financier/lender or other institutions participating in the financing of the Contract;

- (a) now or hereafter enters the public domain through no fault of that party;
- (b) can be proven to have been possessed by that party at the time of disclosure and which was not previously obtained, directly or indirectly, from the other party; or
- (c) otherwise lawfully becomes available to that party from a third party that has no obligation of confidentiality.

19.4 The above provisions of GCC Clause 19 shall not in any way modify any undertaking of confidentiality given by either of the parties hereto prior to the date of the Contract in respect of the Supply or any part thereof.

19.5 The provisions of GCC Clause 19 shall survive completion or termination, for whatever reason, of the Contract.

## **20. Subcontracting**

20.1 The Supplier shall notify the Purchaser in writing of all subcontracts awarded under the Contract if not already specified in the bid. Such notification, in the original bid or later shall not relieve the Supplier from any of its obligations, duties, responsibilities, or liability under the Contract.

20.2 Subcontracts shall comply with the provisions of GCC Clauses 3 and 7.

**21. Specifications and Standards****21.1 Technical Specifications and Drawings**

- (a) The Goods and Related Services supplied under this Contract shall conform to the technical specifications and standards mentioned in Section VI, Schedule of Requirements and, when no applicable standard is mentioned, the standard shall be equivalent or superior to the official standards whose application is appropriate to the Goods' country of origin.
- (b) The Supplier shall be entitled to disclaim responsibility for any design, data, drawing, specification or other document, or any modification thereof provided or designed by or on behalf of the Purchaser, by giving a notice of such disclaimer to the Purchaser.
- (c) Wherever references are made in the Contract to codes and standards in accordance with which it shall be executed, the edition or the revised version of such codes and standards shall be those specified in the Schedule of Requirements. During Contract execution, any changes in any such codes and standards shall be applied only after approval by the Purchaser and shall be treated in accordance with GCC Clause 32.

**22. Packing and Documents**

22.1 The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. During transit, the packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme temperatures, salt and precipitation, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

22.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in the SCC, and in any other instructions ordered by the Purchaser.

**23. Insurance**

23.1 Unless otherwise specified in the SCC, the Goods supplied under the Contract shall be fully insured—in a freely convertible currency from an eligible country—against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery, in accordance with the applicable Incoterms or in the manner specified in the SCC.

- 24. Transportation** 24.1 Unless otherwise specified in the **SCC**, responsibility for arranging transportation of the Goods shall be in accordance with the specified Incoterms.
- 25. Inspections and Tests**
- 25.1 The Supplier shall at its own expense and at no cost to the Purchaser carry out all such tests and/or inspections of the Goods and Related Services as are specified in the **SCC**.
- 25.2 The inspections and tests may be conducted on the premises of the Supplier or its Subcontractor, at point of delivery, and/or at the Goods' final destination, or in another place in the Purchaser's Country as specified in the **SCC**. Subject to GCC Sub-Clause 25.3, if conducted on the premises of the Supplier or its Subcontractor, all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Purchaser.
- 25.3 The Purchaser or its designated representative shall be entitled to attend the tests and/or inspections referred to in GCC Sub-Clause 25.2, provided that the Purchaser bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and board and lodging expenses.
- 25.4 Whenever the Supplier is ready to carry out any such test and inspection, it shall give a reasonable advance notice, including the place and time, to the Purchaser. The Supplier shall obtain from any relevant third party or manufacturer any necessary permission or consent to enable the Purchaser or its designated representative to attend the test and/or inspection.
- 25.5 The Purchaser may require the Supplier to carry out any test and/or inspection not required by the Contract but deemed necessary to verify that the characteristics and performance of the Goods comply with the technical specifications codes and standards under the Contract, provided that the Supplier's reasonable costs and expenses incurred in the carrying out of such test and/or inspection shall be added to the Contract Price. Further, if such test and/or inspection impedes the progress of manufacturing and/or the Supplier's performance of its other obligations under the Contract, due allowance will be made in respect of the Delivery Dates and Completion Dates and the other obligations so affected.
- 25.6 The Supplier shall provide the Purchaser with a report of the results of any such test and/or inspection.

- 25.7 The Purchaser may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Purchaser, and shall repeat the test and/or inspection, at no cost to the Purchaser, upon giving a notice pursuant to GCC Sub-Clause 25.4.
- 25.8 The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Purchaser or its representative, nor the issue of any report pursuant to GCC Sub-Clause 25.6, shall release the Supplier from any warranties or other obligations under the Contract.

## **26. Liquidated Damages**

- 26.1 Except as provided under GCC Clause 31, if the Supplier fails to deliver any or all of the Goods by the Date(s) of delivery or perform the Related Services within the period specified in the Contract, the Purchaser may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in the SCC of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in those SCC. Once the maximum is reached, the Purchaser may terminate the Contract pursuant to GCC Clause 34.

## **27. Warranty**

- 27.1 The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the Contract.
- 27.2 Subject to GCC Sub-Clause 21.1(b), the Supplier further warrants that the Goods shall be free from defects arising from any act or omission of the Supplier or arising from design, materials, and workmanship, under normal use in the conditions prevailing in the country of final destination.
- 27.3 Unless otherwise specified in the SCC, the warranty shall remain valid for twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the SCC, or for eighteen (18) months after the date of shipment from the port or place of loading in the country of origin, whichever period concludes earlier.
- 27.4 The Purchaser shall give notice to the Supplier stating the nature of any such defects together with all available evidence thereof,

promptly following the discovery thereof. The Purchaser shall afford all reasonable opportunity for the Supplier to inspect such defects.

27.5 Upon receipt of such notice, the Supplier shall, within the period specified in the **SCC**, expeditiously repair or replace the defective Goods or parts thereof, at no cost to the Purchaser.

27.6 If having been notified, the Supplier fails to remedy the defect within the period specified in the **SCC**, the Purchaser may proceed to take within a reasonable period such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.

## **28. Patent Indemnity**

28.1 The Supplier shall, subject to the Purchaser's compliance with GCC Sub-Clause 28.2, indemnify and hold harmless the Purchaser and its employees and officers from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Purchaser may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract by reason of:

- (a) the installation of the Goods by the Supplier or the use of the Goods in the country where the Site is located; and
- (b) the sale in any country of the products produced by the Goods.

Such indemnity shall not cover any use of the Goods or any part thereof other than for the purpose indicated by or to be reasonably inferred from the Contract, neither any infringement resulting from the use of the Goods or any part thereof, or any products produced thereby in association or combination with any other equipment, plant, or materials not supplied by the Supplier, pursuant to the Contract.

28.2 If any proceedings are brought or any claim is made against the Purchaser arising out of the matters referred to in GCC Sub-Clause 28.1, the Purchaser shall promptly give the Supplier a notice thereof, and the Supplier may at its own expense and in the Purchaser's name conduct such proceedings or claim and

any negotiations for the settlement of any such proceedings or claim.

- 28.3 If the Supplier fails to notify the Purchaser within twenty-eight (28) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Purchaser shall be free to conduct the same on its own behalf.
- 28.4 The Purchaser shall, at the Supplier's request, afford all available assistance to the Supplier in conducting such proceedings or claim, and shall be reimbursed by the Supplier for all reasonable expenses incurred in so doing.
- 28.5 The Purchaser shall indemnify and hold harmless the Supplier and its employees, officers, and Subcontractors from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Supplier may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract arising out of or in connection with any design, data, drawing, specification, or other documents or materials provided or designed by or on behalf of the Purchaser.

**29. Limitation of Liability**

- 29.1 Except in cases of criminal negligence or willful misconduct,
- (a) the Supplier shall not be liable to the Purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Supplier to pay liquidated damages to the Purchaser and
- (b) the aggregate liability of the Supplier to the Purchaser, whether under the Contract, in tort or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment, or to any obligation of the supplier to indemnify the purchaser with respect to patent infringement

**30. Change in Laws and Regulations**

- 30.1 Unless otherwise specified in the Contract, if after the date of 28 days prior to date of Bid submission, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed in the place of the Purchaser's country where the Site is located (which shall be



deemed to include any change in interpretation or application by the competent authorities) that subsequently affects the Delivery Date and/or the Contract Price, then such Delivery Date and/or Contract Price shall be correspondingly increased or decreased, to the extent that the Supplier has thereby been affected in the performance of any of its obligations under the Contract. Notwithstanding the foregoing, such additional or reduced cost shall not be separately paid or credited if the same has already been accounted for in the price adjustment provisions where applicable, in accordance with GCC Clause 14.

**31. Force Majeure**

- 31.1 The Supplier shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- 31.2 For purposes of this Clause, “Force Majeure” means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- 31.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

**32. Change Orders and Contract Amendments**

- 32.1 The Purchaser may at any time order the Supplier through notice in accordance GCC Clause 8, to make changes within the general scope of the Contract in any one or more of the following:
- (a) drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Purchaser;
  - (b) the method of shipment or packing;
  - (c) the place of delivery; and
  - (d) the Related Services to be provided by the Supplier.

32.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or in the Delivery/Completion Schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this Clause must be asserted within twenty-eight (28) days from the date of the Supplier's receipt of the Purchaser's change order.

32.3 Prices to be charged by the Supplier for any Related Services that might be needed but which were not included in the Contract shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

32.4 Subject to the above, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

### **33. Extensions of Time**

33.1 If at any time during performance of the Contract, the Supplier or its subcontractors should encounter conditions impeding timely delivery of the Goods or completion of Related Services pursuant to GCC Clause 12, the Supplier shall promptly notify the Purchaser in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may at its discretion extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract.

33.2 Except in case of Force Majeure, as provided under GCC Clause 31, a delay by the Supplier in the performance of its Delivery and Completion obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 26, unless an extension of time is agreed upon, pursuant to GCC Sub-Clause 33.1.

### **34. Termination**

34.1 Termination for Default

- (a) The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate the Contract in whole or in part:
  - (i) if the Supplier fails to deliver any or all of the Goods within the period specified in the Contract, or within any extension thereof granted by the Purchaser pursuant to GCC Clause 33;

- (ii) if the Supplier fails to perform any other obligation under the Contract; or
  - (iii) if the Supplier, in the judgment of the Purchaser has engaged in fraud and corruption, as defined in GCC Clause 3, in competing for or in executing the Contract.
- (b) In the event the Purchaser terminates the Contract in whole or in part, pursuant to GCC Clause 34.1(a), the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Related Services similar to those undelivered or not performed, and the Supplier shall be liable to the Purchaser for any additional costs for such similar Goods or Related Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

#### 34.2 Termination for Insolvency.

- (a) The Purchaser may at any time terminate the Contract by giving notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Purchaser

#### 34.3 Termination for Convenience.

- (a) The Purchaser, by notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.
- (b) The Goods that are complete and ready for shipment within twenty-eight (28) days after the Supplier's receipt of notice of termination shall be accepted by the Purchaser at the Contract terms and prices. For the remaining Goods, the Purchaser may elect:
  - (i) to have any portion completed and delivered at the Contract terms and prices; and/or
  - (ii) to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and

Related Services and for materials and parts previously procured by the Supplier.

**35. Assignment**

35.1 Neither the Purchaser nor the Supplier shall assign, in whole or in part, their obligations under this Contract, except with prior written consent of the other party.



## Section VIII. Special Conditions of Contract

The following Special Conditions of Contract (SCC) shall supplement and / or amend the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC.

<b>GCC 1.1(j)</b>	The Purchaser's country is: <i>The Republic of Liberia</i>
<b>GCC 1.1(k)</b>	The Purchaser is: <i>The National Elections Commission</i>
<b>GCC 1.1 (q)</b>	The Project Site(s)/Final Destination(s) is/are:  <b><u>National Elections Commission Head Office, 9<sup>th</sup> and 10<sup>th</sup> Streets Sinkor, P.O. Box 2044, Monrovia, Liberia</u></b>
<b>GCC 4.2 (a)</b>	The meaning of the trade terms shall be as prescribed by Incoterms. If the meaning of any trade term and the rights and obligations of the parties thereunder shall not be as prescribed by Incoterms, they shall be as prescribed by: <i>CIP</i>
<b>GCC 4.2 (b)</b>	The version edition of Incoterms shall be <i>2010</i>
<b>GCC 5.1</b>	The language shall be: <i>English</i>
<b>GCC 8.1</b>	For <b><u>notices</u></b> , the Purchaser's address shall be:  Attention: Joseph Kerkulah <i>Director of Procurement</i> <i>Ground Floor, Room 73</i> <i>National Elections Commission</i> 9 <sup>th</sup> and 10 <sup>th</sup> streets, Sinkor 1000 Monrovia, 10 Liberia Republic of Liberia Telephone: <b>+231777540212</b> E- mail addresses: <a href="mailto:jkerkulah@necliberia.org">jkerkulah@necliberia.org</a> , <a href="mailto:ektogba@necliberia.org">ektogba@necliberia.org</a> , <a href="mailto:swenwert@gmail.com">swenwert@gmail.com</a> , <a href="mailto:jkerkulah@yahoo.com">jkerkulah@yahoo.com</a>
<b>GCC 9.1</b>	The governing law shall be the law of: <i>the Republic of Liberia</i>
<b>GCC 10.2</b>	The rules of procedure for arbitration proceedings pursuant to GCC Clause 10.2 shall be as follows:  <b>(a) Contract with foreign Supplier:</b>

	<p><b><i>If the Purchaser chooses the UNCITRAL Arbitration Rules, the following sample clause should be inserted:</i></b></p> <p>GCC 10.2 (a)—Any dispute, controversy or claim arising out of or relating to this Contract, or breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the UNCITRAL Arbitration Rules as at present in force.</p> <p><b><i>(b) Contracts with Supplier national of the Purchaser's country:</i></b></p> <p>In the case of a dispute between the Purchaser and a Supplier who is a national of the Purchaser's country, the dispute shall be referred to adjudication or arbitration in accordance with the laws of the Purchaser's country.</p>
<p><b>GCC 12.1</b></p>	<p>Details of Air Transport and other Documents to be furnished by the Supplier is an <b><i>airway bill</i></b></p> <p>The above document shall be received by the Purchaser before arrival of the Goods and, if not received, the Supplier will be responsible for any consequent expenses.</p>
<p><b>GCC 14.2</b></p>	<p>The prices charged for the Goods supplied and the related Services performed <b><i>shall not</i></b> be adjustable.</p>
<p><b>GCC 15.1</b></p>	<p><b><i>Sample provision</i></b></p> <p>GCC 15.1—The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:</p> <p><b>Payment for Goods supplied from abroad:</b></p> <p>Payment of foreign currency portion shall be made in United States Dollars through the issuance of a purchase order after full delivery and acceptance of the goods.</p> <p>Payment of local currency portion shall be made in <i>United States Dollars</i> within thirty (30) days of presentation of claim supported by a certificate from the Purchaser declaring that the Goods have been delivered and that all other contracted Services have been performed.</p> <p><b>Payment for Goods and Services supplied from within the Purchaser's country:</b></p> <p>Payment for Goods and Services supplied from within the Purchaser's country shall be made in United States Dollars through the issuance of a purchase order after full delivery and acceptance of the goods.</p>

<b>GCC 15.5</b>	The payment-delay period after which the Purchaser shall pay interest to the supplier shall be <i>60</i> days.  The interest rate that shall be applied is <i>0.1 % Not Applicable</i>
<b>GCC 17.1</b>	<b><u>A Performance Security of ten (10) percent shall be provided.</u></b>
<b>GCC 17.3</b>	Not Applicable
<b>GCC 17.4</b>	Discharge of the Performance Security shall take place: <i>Not Applicable.</i>
<b>GCC 22.2</b>	The packing, marking and documentation within and outside the packages shall be as follows; the goods shall be packed in a way that one will not cause the other to be damaged. Also, each should be labeled with the name of the item in the package.
<b>GCC 23.1</b>	The insurance coverage shall be as specified in the Incoterms.
<b>GCC 24.1</b>	Responsibility for transportation of the Goods shall be as specified in the Incoterms.
<b>GCC 25.1</b>	The inspections and tests shall be carried out from the grounds of the National Elections Commission when the goods are offloaded. Those goods that are defective shall be returned to the Supplier and the cost deducted.
<b>GCC 25.2</b>	<b>The Inspections and tests shall be conducted at National Elections Commission, head Office, 9<sup>th</sup> and 10<sup>th</sup> streets, Sinkor, Monrovia, Liberia</b>
<b>GCC 26.1</b>	The liquidated damage shall be: 0.1% per week
<b>GCC 26.1</b>	The maximum amount of liquidated damages shall be 0.5%.
<b>GCC 27.3</b>	The period of validity of the Warranty shall be: <i>60</i> days  For purposes of the Warranty, the place(s) of final destination(s) shall be:  <b><i>National Elections Commission, 9<sup>th</sup> and 10<sup>th</sup> streets, Sinkor, Monrovia, Liberia</i></b>
<b>GCC 27.5</b>	The period for repair or replacement shall be 14 days.





# **Section IX. Contract Forms**

## **Table of Forms**

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# 1. Contract Agreement

*[The successful Bidder shall fill in this form in accordance with the instructions indicated]*

THIS CONTRACT AGREEMENT is made

the *[ insert: **number** ]* day of *[ insert: **month** ]*, *[ insert: **year** ]*.

BETWEEN

(1) *[ insert complete name of PE ]* of the Government of the Republic of Liberia or corporation incorporated under the laws of *{ insert name of Country of Purchaser }* and having its principal place of business at *[ insert address of Purchaser ]* (hereinafter called “the Purchaser”), and

(2) *[ insert name of Supplier ]*, a corporation incorporated under the laws of *[ insert: country of Supplier ]* and having its principal place of business at *[ insert: address of Supplier ]* (hereinafter called “the Supplier”).

WHEREAS the Purchaser invited bids for certain Goods and ancillary services, viz., *[insert brief description of Goods and Services]* and has accepted a Bid by the Supplier for the supply of those Goods and Services in the sum of *[insert Contract Price in words and figures, expressed in the Contract currency (ies) ]* (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and construed as an integral part of the Contract:
  - (a) This Contract Agreement
  - (b) Special Conditions of Contract
  - (c) General Conditions of Contract
  - (d) Technical Requirements (including Schedule of Requirements and Technical Specifications)
  - (e) The Supplier’s Bid and original Price Schedules
  - (f) The Purchaser’s Notification of Award
  - (g) *[Add here any other document(s)]*
3. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.

4. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
5. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of *[insert the name of the Contract governing law country]* on the day, month and year indicated above.

For and on behalf of the Purchaser *[PE]*

Signed: *[insert signature]*  
in the capacity of *[ insert title or other appropriate designation ]*  
in the presence of *[insert identification of official witness]*

For and on behalf of the Supplier

Signed: *[insert signature of authorized representative(s) of the Supplier]*  
in the capacity of *[ insert title or other appropriate designation ]*  
in the presence of *[ insert identification of official witness]*