

To whom it may concern,

For the past two weeks IFES procurement has received several questions regarding the specifications for the Polling Kits for Sudan's election in 2010. After receiving further feedback from the field, we are now able to give you further answers/clarifications to most of the questions. Please review the questions and answers listed below.

Be advised that our next year delivery dateline will now be **Mid February 2010** and the number of polling kits is now around **60,000**. It appears the shipment will also be split in two delivery locations. One in Khartoum and the other one in Juba.

Please look at any possibility regarding the logistics for this procurement. For instance, you can even plan to ship all materials to Sudan and then assemble the kits inside the country before delivering them to us. Just a thought!

Thank you again for all your planning and I am looking forward to hear from you on November, 20th.

General Questions/Clarifications:

1. Delivery Date:

Kindly reconfirm Delivery Date

The Delivery date is February 15, 2010

2. Delivery Locations at Sudan:

Is this a Single Location Delivery or Multiple Locations? There are two Delivery locations. One is Khartoum through Port Sudan and the other one is Juba through Mombasa, Kenya

Will you provide the Delivery Location Address? Yes. It will be NEC warehouse Khartoum and NEC warehouse Juba but the physical address will be given later

3. Payment Terms:

What are the Payment terms? It is preferable for the Vendor to propose the payment. This should form the basis of evaluation. The terms could be negotiated later with the selected vendor.

4. Advance Payment:

Will you provide an advance Payment? Preferably not but it could be negotiated – not more than 20%.

5. Packing Method:

Do you require shipments in Pallets or all materials /Polling Kits individually? Stuffed inside the Container?

The sea freight – pallets inside the container. The container should be both sea worthy and road worthy.
The air freight – the kits on pallets

6. Unloading at Delivery Location:

Will you do the unloading at the Delivery Location? No. This is the responsibility of the supplier

7. Unloading Tools:

If the Shipment/Delivery is in Pallets – Do you have Forklift / Pallet Jack at the Unloading locations? **No. Freight Forwarder for the supplier should organize to hire.**

8. Purchase Order Date:

When is the Date you are likely to release the Purchase Order? **By December 15, 2009.**

9. Days to Deliver from Purchase Order Date:

Within how many Days do you require Delivery after release of your Purchase Order?

Within 60 days (Two months)

10. USAID:

Since this Project is supported by USAID – Are there any preference for USA based Supplier? **This is open competition except from restricted countries**

11. Questions:

Will you please share questions /answers from other Vendors? **Yes**

12. Contracting- Page 2 Clause 5:

You say you will negotiate the Contract upon selection, please clarify this. **Payment terms will be negotiated.**

13. Ballot Boxes:

There are no ballot box requirements specified in RFI. Is there a requirement for Ballot box? **No**

14. Voting booths:

There are no Voting booth requirement specified in RFI. Is there a requirement for Voting Booths? **No**

TECHNICAL Questions/Clarifications:

Item 1. Kitted Box (Plastic)

a. You have mentioned Total quantity 30,000 and 3 different colors. Does this mean each color will be 10,000 kits . (Example : Red color 10,000 , blue-10,000 , Green : 10,000)?

There will be 61,200 polling kits in total categorized as follows:

- **30,000 pre-assembled polling station & counting kits- The color will be Red**
- **1,200 pre-assembled training kits – The color will be Green**
- **30,000 Run-off pre-assembled – The color will be Blue**

b. Plastic Container Dimensions (Length, Width , Height) ? **Depends on the number of kits to be put but the plastic container should meet the stated specifications.**

c. Material (plastic) Specification? **The specifications are well stated**

d. Do you require Fully colored Plastic Box which is Non Transparent or do you required a Transparent Plastic box with colored Lid? **Full color**

e. Do you require Lock & Key arrangement or Provision for Pull Strap election Seals? **Provision for pull strap election seals.**

f. Are seals to be supplied with the kit box? **No. Kit boxes must be sealed before shipping to secure the kits**

g. If so, are the seals to be used to secure each of the kit boxes before shipping to Sudan? **Yes**

Item 2. Permanent Ink Markers

a. Any Specific Brand?

No specific brand

Item 3. Pen (Black)

a. Any Specific Brand?

No specific brand

Item 4. Shorthand Notepad

a. Brand?

No specific brand

b. Color? Lined white paper as per specs

Item 5. Calculator

a. Plastic / Metal? Plastic

Item 6. Polling Station Sign

a. Paper Thickness 120gms is for paper only or with Lamination?. It is for the paper only without lamination

b. Lamination Thickness? One side 55 microns – double 110microns

Item 7. Barrier tape:

a. Costs vary based on the thickness/gauge of the barrier tape. Do you have a minimum required thickness/gauge? Thickness 30 microns

b. Color (Yellow & Black)? Correct

Item 8. TEE Pre Printed:

a. Can you provide approximate Dimensions (L x W x Depth), we require Depth/thickness of envelope to provide accurate information? A3 size as per the specs

b. Can you accept Nylon/Rexene material similar to Poll bags? No

c. Art work detail? This will follow later

d. Color Information : Can we provide blue / Red instead of white ? No

10. Brown Packing Tape

a. Paper / Plastic? Plastic

12. Seals

a. Specific Color? Yellow

b. In Remarks you mention about Ballot box : Are we supplying the Ballot Boxes also and if so what are the Details about Ballot box? No. Supplying only security seals that are sequentially numbered as follows:

- 000 001 – 900 000 for the Polling stations & counting
- 900 001 – 902 400 for the Training kits
- 902 401 – 1,2262,401 for Run -off

Item 14: Hard Card Paper as ID Badge:

a. Please confirm if printed 1 color black is acceptable? Acceptable

b. Paper Color: is this Yellow? Correct

c. Printing color : Is this Multicolor or Single color? **Single color**

Item 14 & 15:

a. Our understanding is item 14 is just the cardboard badges and item 15 is just the safety pins for the badges. Are we correct to assume you do not require any plastic badge holders for the cardboard badges and safety pins? **That is correct**

Item 17: Brown A3 envelope for keeping forms Brown, A3, gummed paper envelopes to keep other forms.

a. Any design print?

No

b. Our understanding is no printing is required on the envelope. Please confirm Please confirm with specifications if otherwise.

This is correct

18.Thin Cord Rope

a. Nylon / Cotton / Jute? **Cotton**

b. Color? **White**

Item 19: Validity Stamp

a. Please confirm that when you indicate one-piece that this is just for the handle and base but that the “rubber/plastic” impression can be securely glued to the handle. **Correct**

Item 21: Color Stickers

a. Please confirm if stickers are to be applied to the ballot box prior to shipping? **No**

b. Color? **To be advised**

Item 22:

a. Are the stickers just one color and if so, what color?

To be confirmed after the meeting on November 25, 2009

23.Lamp Batteries

a. Brand?

No specific brand.

Item 24: Scotch tape Good quality adhesive tape. Roll tape12mm x 30m.

a. With or without plastic dispenser or just the roll? **Without dispenser**

b. Generic or Scotch Brand? **Generic**

25.Tunic

a. Full/Short Sleeve? **Without sleeves**

b. Size : is this Free Size ? **Free size**

c. Color: (Pantone) –need Color Code? **White print**

Color code :

R: 0

G: 56

B: 168

Pantone 286 C

27.White Chalk

a. Brand?

No specific brand

28. Plastic Bag

a. Zips lock Bags? **Not sealable (No zips or lock)**

b. Our understanding of a Z-lock plastic bag is a Zip Lock plastic Bag. Please confirm. If not, please supply more details (specifications, picture) of what a Z-lock plastic bag is. **The plastic bags are not sealable.**

29.Notepad

a. Brand?

No specific brand

b. Color?

White lined with blue cover

c. Our understanding is no printing is required on the envelope. Please confirm with specifications if otherwise.

No printing will be required

Item 30: Rubber Finger Stools

a. Please confirm the size of the rubber finger required (i.e. small, medium, medium/large, large, X-Large)? **Medium/Large**

Item 32: Tamper Proof Plastic Bag Tamper Proof Plastic bag, woven material, water resistant, for storage of ballots and other (sensitive) material before and after counting. 100 litre.

a. Since it is a very big bag, please advise micron thickness of the bag, or tell us more exactly the content of the bag as we need to evaluate the durability of the bag. **See the specifications**

This bag was confirmed as correct quality and design. As suggested, they can also add an eyelet at the end of the zipper for a security seal.

b. Can we provide Options here ? Plastic bags or Tamper Proof Nylon Poll Bags? **See the specifications**

c. Need Dimensions : Length , Width and Depth? **See specifications. The woven bag should be 100 liters (with zip and eyelets for sealing)**

Item 33: Rubber bands Good quality rubber bands, 40cm x 10mm, must not spoil in moist and extreme hot conditions, each bag is 500grs. (approx 250 bands per bag). #88 (12mm x 180 mm)

a. Our rubber band (circle:40cm,width:10mm,thickness:1mm)unit weight is 4-4.5g, so 500grams will only result in about 125pcs. Please advice if we have understood the specification correct.

b. Please reconfirm the size. 40cm/15" is extremely long and would be a special order size. Could this be a mistake? Standard rubber band sizes would be:

#10 (1/16" x 1-1/4")

#12 (1/16" x 1-3/4")

#14 (1/16" x 2")

#16 (1/16" x 2-1/2') / 1.5mm x 60mm

#18 (1/16" x 3") / 1.5mm x 80mm

#19 (1/16" x 3-1/2") / 1.5mm x 90mm

#24 1.5mm x 150mm
#24-6 (1/16" x 6")
#30 (1/8" x 2")
#31 (1/8" x 2-1/2")
#32 (1/8" x 3") / 3mm x 80mm
#33 (1/8" x 3-1/2") / 3mm x 90 mm
#36 (3mm x 120mm)
#38 (3mm x 160mm)
#62 (1/4" x 2-1/2")
#63 (6mm x 80mm)
#64 (1/4" x 3-1/2") / 6mm x 90 mm
#65 (6mm x 100mm)
#66 (8mm x 120mm)
#69 (6mm x 150mm)
#84 (1/2" x 3-1/2")
#88 (12mm x 180 mm)
#105 (5/8" x 5")
Do any of these sizes work?