



REQUEST FOR QUOTATION POLLING KITS – IFES SUDAN

From: Jaime Acosta, Procurement Officer
Ragheed Al Ameen, Procurement Associate
Ref: RFQ/10/16
Date: January 13, 2010
Subject: Assembled polling kits for early elections 2010 in Sudan.

1. Introduction

The *International Foundation for Electoral Systems (IFES)* is an independent, non-governmental organization providing professional support to electoral democracy. Through field work, applied research and advocacy, we strive to promote citizen participation, transparency, accountability in political life and civil society.

IFES has been awarded a contract by USAID to support the electoral process in Sudan. It will cover both the presidential, gubernatorial and legislative elections planned for 2010 and the Southern Sudan and Abyei referenda scheduled for 2011. The *IFES Sudan Election Administration Support Program* is designed to accompany all phases of the electoral process. It will assist the National Election Commission (NEC) and its subsidiaries in institutional and capacity building as well as election management.

2. Tentative Schedule

- The request for quotation will be released to the selected companies on January, 13, 2010 before 18:00 EST (GMT -5:00).
- By Monday January 18, 2010, 20:00 EST (GMT -5:00) the quote must be delivered to the IFES office, 1850 K St. NW, Washington DC, USA in a closed envelope or by email to Jaime Acosta jacosta@ifes.org, and Ragheed Al Ameen ralameen@ifes.org,
- **Training polling kits shipment arrival to NEC warehouses in Khartoum and Juba by March 01, 2010.**
- **Polling kits shipment arrival to NEC warehouses in Khartoum and Juba by March 07, 2010.**

3. Terms Required

The bids must contain the following elements:

- Full specifications, origin and unit prices must be detailed for each item assembled on each polling kit box.
- Cost of Insurance and Freight (CIF) to NEC warehouses in Khartoum and Juba in Sudan. Please consider the Insurance cost and airfreight charges to be indicated separately.

- Detailed delivery time indicating separately the required time for assembly and the time needed for transportation.
- All prices must be in US Dollar currency.
- Payment terms: 25% upon PO signature, 25% upon shipment and 50% after receipt of invoice and proof of satisfactory completion of delivery.
- Any comment the company may have with regards to their quotation.
- A company profile with contact information.

4. Specifications

THIS RFQ IS TO SUPPLY ASSEMBLED POLLING KITS ONLY.

- Total quantity is 21,200 Kits. 14,133 to be delivered to Khartoum and 7,067 to Juba.
- An additional 1,650 Training Kits will also be required. 1,100 to be delivered to Khartoum and 550 to Juba.

The polling kits should obtain the following: see attached document

5. Evaluation & Contracting

An IFES Selection Committee will then consider the various quotations. It may contact selected companies in order to clarify details of the quotations and will then proceed to a decision on the most appropriate supplier or suppliers for the polling kits.

The evaluation will be based on the following criteria(s):

- Experience Reference Information
- Quality Assurance Information
- Delivery Time
- Price

Each criteria will be graded as follows:

Evaluation Criteria Grading	No of Points
Exceed Expectations	2
Meet Expectations	1
Do Not Meet Expectations	0

This project fall under the USAID; therefore, a competitive price is pursued and companies are encouraged to consider this when submitting initial information and/or quotes for the participation in this event.

The contract for the project will be between IFES and the company. This contract will be negotiated immediately upon selection.

6. Penalty Clauses

The contract will contain a schedule for delivery no later than March 01, 2010 for the **Training Polling Kits** and March 07, 2010 for the **Polling Kits**. Time is of the essence to this contract. Deadlines are absolute and non-negotiable. Late delivery is not acceptable. Selected vendor will forfeit the last payment if delivery occurs after the deadline.

7. Communication

All communication with IFES with regards to this request for quotation must, until otherwise notified, be directed to Jaime Acosta (+1 202 350 6816, jacosta@ifes.org), and Ragheed Al Ameen (+1 202 350 6864, ralameen@ifes.org).

This request and any following dealing on this matter are confidential and shall not be disclosed to any third party.

End of Request

RFQ/10/016 - Polling Kits for Sudan

Total Number of Pre-assembled Polling Station Kits (Total kits plus 20 % extra) **21,200**

Total Number of Pre-assembled Training Kits (1100 for North and 550 for South) **1,650**

International Procurement				Pre-Assembled Polling Station & Counting Kit				Pre-Assembled Training Kit			Total Quantity
No	Item	Specifications	Unit	Quantity per kit	Sub Total Quantity	NEC decisions	Remarks	Quantity per kit	Sub Total Quantity	Remarks	
Items inside Polling Station Kit											
1	Kit Boxes (Plastic)	Durable, lockable hard plastic light weight transport/storage container (sturdy plastic for multiple shipping and handling, long term storage, stackable and nestable, sealable and water and dustproof) to enable the contents below to be packed, box must be single wall plastic with lid that can be sealed with two numbered plastic seals. The box must protect all contents against water and mud in extreme wet, humid and hot conditions. The box must also strong enough to endure multi-shipping handling and extreme rough road conditions	Each	1	21,200		box color red (the 3 different Kits must have 3 different color)	1	1,650		22,850
2	Plastic Seals	Plastic seals, no numbering required, will be used to seal the kit box (item 1) before shipment to secure items in side kit	Each	2	42,400			2	3,300		45,700
3	Permanent Ink Markers	Permanent ink marker, black medium round tip, for any purpose.	Each	5	106,000			2	3,300		109,300
4	Pen (black)	Good quality black ballpoint pen, medium tip. Must work satisfactorily in extreme hot/humid/damp conditions. (to mark the ballot and for other administrative use in polling station)	Each	20	424,000			100	165,000		589,000
5	Shorthand Notepad-Polling Journal	A5, 50 lined sheets, sheets must be non-detachable and glued to booklet, not spiral (flat-packs). Sturdy paper cover (equal to 150gr paper)To be used as polling journal. White color cover with white sheets.	Each	1	21,200			1	1,650		22,850
6	Calculator	Medium size (100mm x 150mm) basic non-scientific dual-power (plastic) calculator. To assist in calculations for the completions of forms and for counting. Dual power, solar and cell batteries, Long Last cell battery (at least for 6 months on dual power)	Each	2	42,400			1	1,650		44,050
7	Polling station sign	Signs to be A3 landscape (297mm x 420mm), paper (200 grs), black printed wording clearly showing "POLLING STATION " (English and Arabic) on white background.	Each	4	84,800	Artwork NEC	Artwork will follow	1	1,650	Artwork will follow	86,450
8	Barrier tape	Bicolor striped soft plastic barrier tape, 75mm x 100m (Crowed control tape), thickness 30 microns	Each	1	21,200			1	1,650		22,850
9	Tamper Evident Envelope (TEE), pre printed	A3 size, printed as required, plastic white. Security envelope for return of result forms. Must be large enough to hold item result forms, 12 different results forms (result, reconciliation, protocol) for 6 elections(artwork, full color and sequential no, will follow). Front of TEE must include a part where text can be written on. (3 different TEEs, different artwork will follow)	Each	6	127,200	Artwork NEC	3 different TEEs,Artwork will follow	3	4,950	3 different TEEs,Artwork will follow	132,150
10	Garbage bags	Black - used for collecting rubbish and for covering materials from getting wet. 60ltr, 1 roll to contain at least 21 bags. Bags must be strong, must not tear easily. Roll	Roll	1	21,200			1	1,650		22,850
11	Brown packing tape	Brown plastic packing tape, roll: 5cm x 30m,	Roll	1	21,200			1	1,650		22,850
12	Scissors	High quality, 18cm stainless steel blades, plastic handles with rounded ends, any colour.	Each	1	21,200			1	1,650		22,850
13	Seals for ballot box	Tough polypropylene pull tight, sequentially numbered security seals, not brittle.	Each	75	1,590,000		Ballot box should have 5 holes for seals, 4 on the box and one on the slot. Number range should be from 000001-900000	15	24,750	Ballot box should have 5 holes for seals, 4 on the box and one on the slot. Number range should be from 900000-902400	1,614,750
14	Rulers	30cm long, transparent plastic.	Each	2	42,400		cm one side inch other side allowed	1	1,650	cm one side inch other side allowed	44,050
15	Hard Card Paper as ID Badge	Hard card paper (180 gm) as ID badge for attaching to shirt pocket for polling staff. Pre printed (in English and Arabic) "Polling Staff", "Name" and "NEC Logo" on it, artwork will follow.- French card size(7x11cm) Black and white.	Each	15	318,000	Artwork NEC	7 staff in a polling station serving 800/1000 voters, artwork will follow	6	9,900		327,900
16	Safety Pins	one box of steel safety pins,size 5 cm, 25 to 30 pins in a box, for attaching ID badge (hard paper card) to shirt pocket	box	1	21,200			1	1,650		22,850
17	Plastic folders	Hard transparent plastic folder with facility to close with string (not for security but for protection of ballot papers from elements), must comfortably hold 100 A4 sheets 80grs paper.	Each	2	42,400			1	1,650		44,050
18	Brown A3 envelope for keeping forms	Brown, A3, gummed paper envelopes to keep other forms.	Each	5	106,000			3	4,950		110,950
19	Thin cord rope	Thin cord (20m long x 4mm diameter), light gauge, cotton whitish, used for any purpose. (to attach pen to the voting screen)	Each	1	21,200			1	1,650		22,850
20	Validating stamp	Durable rubber stamp, 30mm round, stamp handle to be wooden or plastic one single piece (not glued together).	Each	4	84,800	Artwork NEC	Artwork will follow	1	1,650	Artwork will follow	86,450
21	Stamp pad	Standard green pre-inked stamp pad (7mm x 100mm x 70mm) with enough ink for 1000 stamps, also under extreme dry conditions (over 50 degrees Celsius and 0% humidity). Must have a thick enough sponge so as to not over-wet the stamp.	Each	4	84,800			1	1,650		86,450
22	Colour stickers for ballot boxes	A4 landscape, white plain stickers, for the ballot box. Pre-printed (artwork will follow) To be applied on front of the Ballot box.	Each	12	254,400	Artwork NEC	Artwork will follow	1	1,650	Artwork will follow	256,050
23	Lamp	Standing table (camping) lantern, battery operated, water resistant and solid design. Equipped with LED light equal to 60/75 watt. Must give enough light to illuminate large counting area (approx 5x5 meters).For counting ballots after dark.	Each	2	42,400		Counting will be done in the polling station after polling is completed	1	1,650		44,050
24	Batteries for Lamp	sets of batteries, must fit in lamp above, long life (> 12 hours per set) according to the Lamp (item 23)	Set	3	63,600			1	1,650		65,250
25	Scotch tape	Good quality adhesive tape (without dispenser). Roll tape12mm x 30m.	Each	1	21,200			1	1,650		22,850
26	Tunic	Thin synthetic cloth tunics, sleeveless, free size, orange color (Code No.), lettering and NEC Logo in white color, used to identify centre staff. (Artwork will follow)	Each	8	169,600	Artwork NEC	Artwork will follow	1	1,650	Artwork will follow	171,250
27	Thumbprint Pad	Circular large round case pre-filled inkless pad with black ink for marking the ballot papers by voters. Non refill requirement; minimum for 500 voters to use each pad.	Each	4	84,800			1	1,650		86,450
28	White chalk	White pieces of chalk to write results on blackboard, box of 12	box	1	21,200			1	1,650		22,850
29	Flag	A2 size, Orange Color polyester cloth flag with NEC logo in Centre (black) with two rings+ grommet	Each	1	21,200	Artwork NEC	artwork will follow	1	1,650	artwork will follow	22,850
30	Ink (Bottle)	72 ml plastic bottle, useable for 300 voters; 15% silver nitrate, packed separately in ziplock bags, for dipping finger in bottle with cross cut sponge inside (no applicator). Will be packed separately and attached to Polling station Kit in Sudan, ink must be visible over Henna (color Green).	Each	4	84,800			1	1,650		86,450
31	Cotton Buds	Plastic Cotton buds Pack with minimum 15 buds, to be used to apply ink on the finger (alternative incase there is Hinnah on finger)	Pack	1	21,200			1	1,650		22,850
32	Flip chart Papers	A1 size, white, 120 grm paper folded properly inside kit. 4 sheets, will be used to write and post the result at polling station.	Sheet	4	84,800			4	6,600		91,400

Counting Kit Contents (Counting kit is packed in a plastic bag inside the polling station kit)										
33	Plastic Bag	Plastic bag, not sealable, large enough to hold the counting items below (31 to 35)	Each	1	21,200			1	1,650	22,850
34	Notepad	A5, 100 white plain sheets, 80 grm paper, sheets must be detachable and glued to booklet or spiral. Normal simple cover. To be used for counting.	Each	1	21,200			1	1,650	22,850
35	Wet Sponge for Counting	Standard size sponge for wetting finger to count ballot that will be used for the easily counting of ballot papers.	Each	3	63,600			1	1,650	65,250
36	Bulldog clips medium	20 mm (small) metal bulldog clips, box contains 12 clips.	Box	1	21,200			1	1,650	22,850
37	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.	Each	12	254,400			1	1,650	256,050
38	Rubber bands	Good quality rubber bands, (12mm X 180 mm) must not spoil in moist and extreme hot conditions, each bag is 500grs. (approx 250 bands per bag)	Bag	1	21,200			1	1,650	22,850