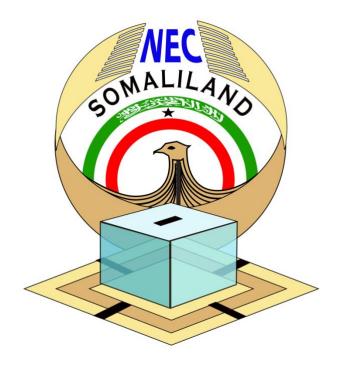
Republic of Somaliland National Electoral Commission (NEC)



TENDER FOR THE SUPPLY AND DELIVERY OF BALLOT PAPERS, PRINTING MATERIALS, AND ELECTION EQUIPMENT FOR SOMALILAND 2024 COMBINED ELECTIONS (2 LOTS)

AUGUST 2024

For more information, visit www.slnec.com/tenders
Address:

Sha'ab Area Opposite Ministry of Agriculture Development Hargeisa, Somaliland

A - Invitation Letter

11th August 2024

Our ref.: Somaliland NEC-2024-01

Subject: Invitation to tender for Supply and Delivery of Ballot Papers and Election Materials for Somaliland 2024 Combined Elections (2 Lots)

Dear Madam/Sir,

This is an invitation to tender for the supply mentioned in the above contract. Please find enclosed the following documents, which constitute the tender dossier:

- A. Invitation Letter
- B. Instructions to Tenderers
- C. Special Conditions
- D. Technical Evaluation Sheet
- E. Technical Specification
- F. Technical Offer Form I
- G. Technical Offer Form II
- H. Financial Offer Form III
- I. Tender Submission Form

For complete information about procurement procedures, please read the full NEC-2024-01 tender dossier, which can be downloaded from the following web page: www.slnec.com/tenders

We look forward to receiving your tender and the accompanying tender guarantee, which must be emailed to the address specified in the B-Instructions to Tenderers by **24 August 2024**.

Yours sincerely,

Musa Hasan Yusuf NEC Chairman M.

B- Instructions to Tenderers

PUBLICATION REF.: Somaliland NEC 2024-01

By submitting a tender, tenderers fully and unreservedly accept the conditions governing this tender as the sole basis of this tendering procedure, whatever their conditions of sale may be, which they waive.

Tenderers are expected to examine this tender dossier carefully and comply with all instructions, forms, contract provisions, and specifications. To avoid rejection, please submit a tender containing all the required information and documentation within the specified deadline.

These instructions set out the rules for submitting, selecting, and implementing contracts financed under this call for tenders.

1. SUPPLIES TO BE PROVIDED

- 1.1. The contract covers the Supply and Delivery of Ballot Papers, Printing material, *and Election equipment for Somaliland's 2024 Combined Elections*.
- 1.2. This tender consists;-
 - Ballot papers with security features and other printed materials
 - Various election supplies and materials.
 - In 2 lots to the Somaliland National Electoral Commission (NEC), Hargeisa, Somaliland, DDU (delivery duty unpaid) by 13-Oct 2024
- 1.3. The supplies must comply fully with the technical specifications set out in the tender dossier (technical specification section) and conform with the drawings, quantities, models, samples, measurements and other instructions.
- 1.4. Tenderers are not authorised to tender for a variant solution in addition to the present tender.

2. TIMETABLE

DLIE		
	DATE	TIME*
Clarification meeting / site visit (if any)	Not Applicable	Not Applicable
Deadline for requesting clarifications	15th August 2024	17.00 EAT
from the contracting authority		
Last date on which clarifications are	17 th August 2024	17.00
issued by the contracting authority		
Deadline for submission of tenders	24 th August 2024	17.00
Tender opening session	25th August 2024	10:00
Notification of award to the successful	8th Sept 2024	-
tenderer		
Signature of the contract	11 th Sept 2024	-

^{*} All times are in the time zone of the country of the contracting authority (+3 GMT Hargeisa, Somaliland)

3. PARTICIPATION

- 3.1. Tendering is open on equal terms to natural and legal entities (participating individually or in a consortium of tenderers). This tendering is open to international firms.
- 3.2. The requirement mentioned in this dossier applies to all members of a joint venture/consortium and all subcontractors and to all entities upon whose capacity the tenderer relies for the selection criteria. Every tenderer, member of a joint venture/consortium, every capacity-providing entity, and every subcontractor must certify that they meet these conditions. They must prove their eligibility by a document dated less than one year earlier than the deadline for submitting tenders, drawn up in accordance with their national law or practice or by copies of the original documents stating the constitution and/or legal status and the place of registration and/or statutory seat and if it is different, the place of central administration. The contracting authority may accept other satisfactory evidence that these conditions are met.

- 3.3. To be eligible to take part in this tender procedure, tenderers must prove to the satisfaction of the contracting authority that they comply with the necessary legal, technical and financial requirements and have the means to carry out the contract effectively.
- 3.4. Subcontracting is allowed, but the contractor retains full liability to the contracting authority for the performance of the contract as a whole.

4. TYPE OF CONTRACT

This is a unit-price contract.

5. CURRENCY

Tenders must be presented in USD¹.

6. LOTS

- 6.1. This tender procedure is divided into two (2) lots.
- 6.2. The tenderer may submit a tender for only one lot or two lots.
- 6.3. Each lot will form a separate contract, and the quantities indicated for different lots will be indivisible. The tenderer must offer the whole quantity or quantities indicated for each lot. Under no circumstances must tenders be considered for part of the quantities required. If the tenderer is awarded more than one lot, a single contract may be concluded covering all those lots.
- 6.4. A tenderer may include in its tender the overall discount it would grant in the event of some or all of the lots for which it has submitted a tender being awarded. The discount should be clearly indicated for each lot in such a way that it can be announced during the public tender opening session.
- 6.5. Contracts will be awarded lot by lot, but the contracting authority may select the most favorable overall solution after taking account of any discounts offered.

7. PERIOD OF VALIDITY

- 7.1. Tenderers will be bound by their tenders for a period of 90 days from the deadline for the submission of tenders.
- 7.2. In exceptional cases and prior to the expiry of the original tender validity period, the contracting authority may ask tenderers in writing to extend this period by 40 days. Such requests and the responses to them must be made in writing. Tenderers who agree to do so will not be permitted to modify their tenders, and they are bound to extend the validity of their tender guarantees for the revised period of validity of the tender. If they refuse without forfeiture of their tender guarantees, their participation in the tender procedure will be terminated.
- 7.3. The successful tenderer will be bound by its tender for a further period of 60 days. The further period is added to the validity period of the tender irrespective of the date of notification.

8. LANGUAGE OF TENDERS

- 8.1. The tenders, all correspondence and documents related to the tender exchanged by the tenderer and the contracting authority must be written in the language of the procedure, which is English.
- 8.2. If the supporting documents are not written in English, a translation into the language of the call for tender must be attached.

¹ The currency of tender shall be the currency of the contract and of payment.

9. SUBMISSION OF TENDERS

- 9.1. Tenders must be sent to the contracting authority before the deadline (24th August 2024, 17:00 East Africa time). They must include all the documents specified in point 10 of these Instructions and be sent by electronic submission via email as indicated below:
- 9.2. An electronic copy of the tender must be submitted by the deadline to procurementnec6@gmail.com and these emails must be CCed.
 - 1. chairmanmusa@slnec.com
 - 2. <u>fadumoismail30@gmail.com</u>
 - 3. saeedmosman11@gmail.com
 - 4. timacade463@gmail.com
- 9.3. All email attachments, including the technical and financial offers, must be in PDF format and password protected. Tenderers should send the password in a separate email one hour before the tender opening session. Tenderers must ensure that both the technical and financial proposals are in PDF format and password protected. The passwords should be sent in the same emails mentioned above, just one hour before the opening session, scheduled for **25th August 2024 at 10:00 AM (Hargeisa Time.)**
- 9.4. Address of the Contracting Authority
 - Somaliland National Electoral Commission (NEC) Office, Sha'ab area, opposite the Ministry of Agriculture Development, Hargeisa, Somaliland

Tenders must comply with the following conditions:

- 9.5. All tenders must be submitted in a single email. You may separate the attachments into multiple emails if the file size exceeds the allowed limit.
- 9.6. All tenders must be submitted by electronic copy to the email address indicated above. The technical and financial offers must be two different PDF files.

10. CONTENT OF TENDERS

10.1. Failure to fulfill the below requirements will constitute an irregularity and may result in rejection of the tender. All tenders submitted must comply with the requirements in the tender dossier and comprise:

10.2. Part 1: Technical offer:

- A detailed description of the supplies tendered in conformity with the technical specifications, including any documentation required.
- The technical offer should be presented as per the template (technical offer forms I & II), with separate sheets for details added if necessary.

10.3. Part 2: Financial offer:

- A financial offer calculated on a DDU basis for the supplies tendered.
- This financial offer should be presented as per the template (Financial offer- Budget breakdown), with separate sheets for details added if necessary.
- The financial offer and technical offer should be in PDF format and password protected.

10.4. Part 3: Documentation:

- To be supplied using the templates attached*:
- The original, signed tender guarantee for 2% of the contract value.
- The "Tender form for a supply contract", together with its "Declaration on honour on exclusion criteria and selection criteria", both duly completed, which includes the tenderer's declaration (from each member of a consortium):
- The details of the bank account into which payments should be made.
- The legal entity file and the supporting documents.
- Company profile.
- Proof of track record of similar projects.
- References letters from previous clients from the last three years.

10.5. To be supplied in free-text format

- Description of the warranty conditions.
- A statement by the tenderer attesting the origin of the supplies tendered (or other proofs of origin).
- Duly authorised signature: an official document (statutes, power of attorney, notary statement, etc.) proving that the person who signs on behalf of the company, joint venture or consortium is duly authorized to do so.
- Sample ballot paper image (s) from previous contracts and its security features.
- Provide a written statement of confidence that ballot papers can be delivered by the required deadline (within 30 days from the signing of the contract). Indicate measures being taken to address logistics, routes, and mitigation measures in case of materials shortages and cargo shipping delays.

11. TAXES AND OTHER CHARGES

The applicable tax and customs arrangements are the following:

• There will be no duty taxes or other fees applied to delivering these supplies inside Somaliland.

12. ADDITIONAL INFORMATION BEFORE THE DEADLINE FOR SUBMISSION OF TENDERS

- Any request for additional information must be made in writing to <u>procurementnec6@gmail.com</u> by **15th August 2024.**
- The contracting authority has no obligation to provide clarifications after this date.
- Any clarification of the tender dossier will be published on the Somaliland NEC website (www.slnec.com/tenders) and social media pages by 17 August 2024. The website and social media pages will be updated regularly, and it is the tenderer's responsibility to check for updates and modifications during the submission period. Any prospective tenderers

seeking to arrange individual meetings with either the contracting authority and/or the committee during the tender period may be excluded from the tender procedure.

13. CLARIFICATION MEETING/SITE VISIT

13.1. No clarification meeting/site visit is planned. Visits by individual prospective tenderers during the tender period cannot be organised.

14. ALTERATION OR WITHDRAWAL OF TENDERS

- 14.1. Tenderers may alter or withdraw their tenders by written notification before the deadline for submission of tenders. No tender may be altered after this deadline. Withdrawals must be unconditional and will end all participation in the tender procedure.
- 14.2. Any such notification of alteration or withdrawal must be prepared and submitted. The outer envelope must be marked 'Alteration' or 'Withdrawal' as appropriate.
- 14.3. No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiry of the tender validity period. Withdrawal of a tender during this interval may result in forfeiture of the tender guarantee.

15. COSTS OF PREPARING TENDERS

No costs incurred by the tenderer in preparing and submitting the tender are reimbursable. All such costs will be borne by the tenderer.

16. OWNERSHIP OF TENDERS

The contracting authority retains ownership of all tenders received under this tender procedure. Consequently, tenderers have no right to have their tenders returned to them.

17. JOINT VENTURE OR CONSORTIUM

- 17.1. If a tenderer is a joint venture or consortium of two or more persons, the tender must be a single one with the object of securing a single contract; each person must sign the tender and will be jointly and severally liable for the tender and any contract. Those persons must designate one of their members to act as a leader with authority to bind the joint venture or consortium. The composition of the joint venture or consortium must not be altered without the prior written consent of the contracting authority.
- 17.2. The tender may be signed by the representative of the joint venture or consortium only if it has been expressly so authorized in writing by the members of the joint venture or consortium, and the authorizing contract, notarial act or deed must be submitted to the contracting authority in accordance with these instructions to tenderers. All signatures to the authorizing instrument must be certified in accordance with the national laws and regulations of each party comprising the joint venture or consortium together with the powers of attorney establishing, in writing, that the signatories to the tender are empowered to enter into commitments on behalf of the members of the joint venture or consortium. Each member of such joint venture or consortium must provide the proof required as if it, itself, were the tenderer.

18. OPENING OF TENDERS

- 18.1. The purpose of the opening session is to check whether the tenders are complete, whether the requisite tender guarantees have been provided, whether the required documents have been properly included and whether the tenders are generally in order.
- 18.2. The tenders will be opened in public session by the appointed committee on 25 August at 10:00 AM Hargeysa time at the NEC compound. The committee will draw up minutes of the meeting, which will be available on request.
- 18.3. A full electronic submission must have been received by the deadline.
- 18.4. At the tender opening, the tenderers' names, the tender prices, any discount offered, written notifications of alteration and withdrawal, the presence of the requisite tender guarantee (if required) and such other information as the contracting authority may consider appropriate may be announced.
- 18.5. After the public opening of the tenders, no information relating to the examination, clarification, evaluation and comparison of tenders or recommendations concerning the award of the contract can be disclosed until after the contract has been awarded.
- 18.6. Any attempt by tenderers to influence the evaluation committee in the process of examination, clarification, evaluation and comparison of tenders, to obtain information on how the procedure is progressing or to influence the contracting authority in its decision concerning the award of the contract will result in the immediate rejection of their tenders.
- 18.7. All tenders received after the deadline for submission specified in the contract notice or these instructions will be kept by the contracting authority. The associated guarantees will be returned to the tenderers. No liability can be accepted for late delivery of tenders. Late tenders will be rejected and will not be evaluated.

19. EVALUATION OF TENDERS

19.1. Examination of the administrative conformity of tenders

The aim at this stage is to check that tenders comply with the essential requirements of the tender dossier. A tender is deemed to comply if it satisfies all the conditions, procedures and specifications in the tender dossier without substantially departing from or attaching restrictions to them.

Substantial departures or restrictions are those which affect the scope, quality or execution of the contract, differ widely from the terms of the tender dossier, limit the rights of the contracting authority or the tenderer's obligations under the contract or distort competition for tenderers whose tenders do comply. Decisions to the effect that a tender is not administratively compliant must be duly justified in the evaluation minutes.

If a tender does not comply with the tender dossier, it will be rejected immediately and may not subsequently be made to comply by correcting it or withdrawing the departure or restriction.

19.2. Technical evaluation

The minimum qualifications required are to be evaluated at the start of this stage and are to be as follows:

- The proposed supplies must meet or exceed all technical specifications provided.
- The tenderer must have an average annual turnover that exceeds the financial proposal of the tender;
- the tenderer must document sufficient ongoing staff resources and expertise to be able to handle the proposed contract;
- the tenderer must have successfully completed at least two contracts with a budget of at least that of this contract in the past three years.
- 19.3. In the interests of transparency and equal treatment and to facilitate the examination and evaluation of tenders, the evaluation committee may ask each tenderer individually for clarification of its tender, including breakdowns of prices, within a reasonable time limit to be fixed by the evaluation committee. The request for clarification and the response must be in writing, but no change in the price or substance of the tender may be sought, offered or permitted except as required to confirm the correction of arithmetical errors discovered during the evaluation of tenders pursuant to this. Any such request for clarification must not distort competition. Decisions to the effect that a tender is not technically compliant must be duly justified in the evaluation minutes.
- 19.4. Technical evaluation will account for **70%**, while the financial score will account for **30%**.
- 19.5. Only the tenders that score at least **70%** of the total technical scores will qualify for financial evaluation. The total mark of the technical evaluation is 100 marks.
- 19.6. Financial evaluation
 - •Tenders found to be technically compliant will be checked for any arithmetical errors in computation and summation. Errors will be corrected by the evaluation committee as follows:
 - Where there is a discrepancy between amounts in figures and in words, the amount in words will be the amount taken into account;
 - Except for lump-sum contracts, where there is a discrepancy between a unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will be the price taken into account.
 - Amounts corrected in this way will be binding on the tenderer. If the tenderer does not accept them, its tender will be rejected.
 - •Unless specified otherwise, the purpose of the financial evaluation process is to identify the tenderer offering the lowest price. Where specified in the technical specifications, the evaluation of tenders may take into account not only the acquisition costs but, to the extent relevant, costs borne over the life cycle of the supplies (such as, for instance, maintenance costs and operating costs), in line with the technical specifications. In such cases, the

contracting authority will examine in detail all the information supplied by the tenderers and will formulate its judgment on the basis of the lowest total cost, including additional costs.

- 19.7. Variant solutions
 - Variant solutions will not be taken into consideration.
- 19.8. Award criteria
 - The award criterion will be based on the price and the measures proposed to ensure delivery on time (based on the Statement of Confidence required).
- 19.9. This section outlines the methodology and criteria for evaluation of the technical and financial proposals.

Evaluation of all duly received technical proposals will take place and be finalised before the opening of the financial proposals. Only financial proposals corresponding to technical proposals that have been accepted as compliant will be opened and evaluated.

Once all technical scores have been calculated, the financial proposals will be opened, and the financial and resulting scores calculated.

The financial and resulting scores are finalised for the lot.

Resulting score

The technical and financial evaluations each count 70% and 30%, respectively, in the final score. The resulting score of each proposal is calculated as follows:

$$R = (T * 0.7) + (F * 0.3)$$

where

- R is the resulting score
- T is the technical score
- F is the financial score

The maximum resulting score is 100.

Financial score

The financial score of each proposal is calculated as:

• F = 100 * FL/FP

where

- FL is the price of the lowest bid
- FP is the price of the bid for which the score is being calculated

Where a vendor has proposed two alternatives, a score is calculated for each of the alternatives.

Maximum financial score is 100.

Note: Tenderers with minimum 70% of the total marks of the technical part will be considered for the financial evaluation.

Technical score

A technical score is calculated for each bid. The maximum technical score for each bid is 100 points.

20. NOTIFICATION OF AWARD

The contracting authority will inform all tenderers simultaneously and individually of the award decision. The tender guarantees of the unsuccessful tenderers will be released once the contract is signed.

21. SIGNATURE OF THE CONTRACT AND PERFORMANCE GUARANTEE

- 21.1. The successful tenderer will be informed in writing that its tender has been accepted (notification of award). Upon request of the contracting authority and before the signature of the contract with the successful tenderer, the successful tenderer shall provide the documentary proof or statements required under the law of the country in which the company (or each of the companies in case of a consortium) is effectively established, to show that it is not in any of the black lists. This evidence or these documents or statements must carry a date not earlier than one year before the date of submission of the tender. In addition, a statement shall be provided that the situations described in these documents have not changed since then.
- 21.2. Upon request of the contracting authority, the successful tenderer shall also provide evidence of financial and economic standing and technical and professional capacity according to the selection criteria for this call for tenders specified in the additional information about the contract notice.
- 21.3. The contracting authority may, depending on its assessment of the risks, decide not to require proofs for financial and economic standing and technical and professional capacity.
- 21.4. If the successful tenderer fails to provide the documentary proof or statement or the evidence of financial and economic standing and technical and professional capacity within five calendar days following the notification of the award or if the successful tenderer is found to have provided false information, the award will be considered null and void. In such a case, the contracting authority may award the tender to the next lowest tenderer or cancel the tender procedure.
- 21.5. The contracting authority may waive the obligation of any candidate or tenderer to submit the documentary evidence referred to above if such evidence has already been submitted for the purposes of another procurement procedure, provided that the issue date of the documents does not exceed one year and that they are still valid. In this case, the candidate or tenderer must declare on his/her honour that the documentary evidence has already been provided in a previous procurement procedure and confirm that his/her situation has not changed.
- 21.6. By submitting a tender, each tenderer accepts to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received on the date upon which the contracting authority sends it to the electronic address referred to in the offer.
- 21.7. The contracting authority reserves the right to vary quantities specified in the tender by +/- 30 % at the time of contracting and during the validity of the contract. The total value of the supplies may not, as a result of the variation rise or fall by more than 10 % of the original financial offer in the tender. The unit prices quoted in the tender shall be used.
- 21.8. Within two days of receipt of the contract signed by the contracting authority, the selected tenderer must sign and date the contract and return it, with the performance guarantee (if applicable), to the contracting authority. On signing the contract, the successful tenderer will become the contractor, and the contract will be entered into force.

- 21.9. If it fails to sign and return the contract and any financial guarantee required within 5 days after receipt of notification, the contracting authority may consider the acceptance of the tender to be cancelled without prejudice to the contracting authority's right to seize the guarantee, claim compensation or pursue any other remedy in respect of such failure, and the successful tenderer will have no claim whatsoever on the contracting authority.
- 21.10. The performance guarantee referred to in the general conditions is set at 10% of the amount of the contract and must be presented in a standard format. It will be released within 45 days of the issue of the final acceptance certificate by the contracting authority, except for the proportion assigned to after-sales service.

22. TENDER GUARANTEE

The tender guarantee referred to in Article 10 above is set at 2% and must be presented in a standard form. It must remain valid for 45 days beyond the period of validity of the tender. Tender guarantees provided by tenderers who have not been selected will be returned together with the information letter that the tenderer has been unsuccessful. The tender guarantee of the successful tenderer will be released upon signing the contract once the performance guarantee has been submitted.

23. ETHICS CLAUSES AND CODE OF CONDUCT

- 23.1. Absence of conflict of interest. The tenderer must not be affected by any conflict of interest and must have no equivalent relation in that respect with other tenderers or parties involved in the project. Any attempt by a tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or the contracting authority during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of its tender and may result in administrative penalties according to the Financial Regulation in force.
- 23.2. Anti-corruption and anti-bribery. The tenderer shall comply with all applicable laws regulations, and codes relating to anti-bribery and anti-corruption. The contracting authority reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract and if the committee fails to take all appropriate measures to remedy the situation. For the purposes of this provision, 'corrupt practices' are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or execution of a contract already concluded with the contracting authority.
- 23.3. Breach of obligations, irregularities or fraud. The contracting authority reserves the right to suspend or cancel the procedure where the award procedure proves to have been subject to a breach of obligations, irregularities or fraud. If breach of obligations, irregularities or fraud are discovered after the award of the contract, the contracting authority may refrain from concluding the contract.

24. CANCELLATION OF THE TENDER PROCEDURE

If a tender procedure is canceled, tenderers will be notified by the contracting authority. If the tender procedure is canceled before the tender opening session the sealed envelopes will be returned, unopened, to the tenderers.

Cancellation may occur, for example, if:

- The tender procedure has been unsuccessful, namely where no suitable, qualitatively or financially acceptable tender has been received, or there has been no valid response at all;
- The economic or technical parameters of the project have changed fundamentally;
- Exceptional circumstances or *force majeure* render normal implementation of the project impossible;
- All technically acceptable tenders exceed the financial resources available;
- There have been breaches of obligations, irregularities or frauds in the procedure, in particular where these have prevented fair competition;
- The award is not in compliance with sound financial management, i.e. does not respect the principles of economy, efficiency and effectiveness (e.g. the price proposed by the tenderer to whom the contract is to be awarded is objectively disproportionate with regard to the price of the market.
- In no event will the contracting authority be liable for any damages whatsoever, including, without limitation, damages for loss of profits, in any way connected with the cancellation of a tender procedure, even if the contracting authority has been advised of the possibility of damages. The publication of a contract notice does not commit the contracting authority to implement the programme or project announced.

25. APPEALS

Tenderers believing that they have been harmed by an error or irregularity during the award process may file a complaint in Somaliland legal systems.

C- Special Conditions

These special conditions amplify and supplement, if necessary, the instructions to tenderers. Unless the special conditions provide otherwise, those instructions to tenderers remain fully applicable.

- 1. **Liabilities and insurance**: The Contractor shall provide legal, documented evidence of insurance of goods in transit or demonstrate other means of ensuring that all goods, damaged or lost in transit up until the point of delivery, shall be immediately replaced, (with exact specification and deliver on time) regardless of the cause of the damage or loss.
- 2. **Programme of implementation of tasks:** The Contractor shall provide the Contracting Authority with a performance programme within five days after signing the contract. This programme shall be provided electronically via e-mail. The programme shall include the following:
 - Detailed schedule of the manufacturing and/or procurement of each deliverable for each lot.
 - The schedule shall include dates for completing the design (where applicable), submitting for approvals, manufacturing, transportation, and delivery.
 - Maximum turn-around time for approval of submissions to the Contracting Authority shall be included in the detailed schedule;
- 3. **Contractor's drawings**: The following drawings and/or the samples are required from the Contractor and the procedures for approving them:
 - Print-ready artwork for all printed materials has been submitted for approval.
 - No final printing can begin until the Contracting Authority has approved the artwork.
 - The approval process must be built into the timeline and articulated as indicated above.
- 4. **Period of implementation of the tasks**: There will be 30 days to implement the tasks, based on the commencement date.
- 5. **Quality of supplies**: The Contracting Authority reserves the right to approve all items before production/printing/packing.
- 6. Inspection and testing: All equipment and supplies shall be tested by the Contracting Authority at the time of delivery, which shall constitute the date of delivery for stand-alone or pre-assembled equipment and supplies or the date on which the Contractor has completed installation and testing of equipment and supplies whose final assembly will be in Somaliland.
 - The contractor is responsible for appropriate sample testing of the silver nitrate content of the indelible ink. Test reports must be shared with the contracting authority.
- 7. **Site visit**; Contractor shall make their printing facilities available for one site visit from the Contracting Authority in advance of production. All Contracting Authority costs for the visit will be borne by the Contracting Authority, however, any costs to the Contractor shall be the contractor's cost. Upon receipt of the production schedule, a suitable date will be arranged. This visit is optional and at the discretion of the Contracting Authority.
- 8. General principles for payments:
 - Payments shall be made in USD.
 - All payment requests must be submitted in writing, with proper supporting documentation.
 - Payment Plan:
 - Initial Payment: The contracting authority will pay 50% of the total contract value upon signing the contract.
 - o **Second Payment:** 40% of the total contract value will be paid upon full delivery of the agreed items and acceptance by the contracting authority.
 - o **Final Payment:** The remaining 10% will be paid after the full handover of the items and documentation.
- 9. **Delivery:** The Contractor shall bear all risks relating to the goods until provisional acceptance at the destination.

- The supplies shall be packaged so as to prevent damage or deterioration when transiting to their destination.
- Packaging shall be per the Technical Specifications; unless stated otherwise in the Technical Specifications or agreed upon in writing by both parties, the packaging shall remain the property of the Contractor subject to respect for the environment.
- All packaging shall be clearly marked by Lot Number, Specification Number, and Description.
- Special instructions for handling and storage shall be provided and shall be in English.
- 10. **Provisional acceptance**: The Contracting Authority will issue the certificate of provisional acceptance.
- 11. **Warranty obligations:** The Contractor shall warrant that the supplies are new, unused, and of the most recent models and incorporate all recent improvements in design and materials. The Contractor shall further warrant that none of the supplies have any defect arising from design, materials or workmanship. This warranty shall remain valid for one year after provisional acceptance.

D- Technical Evaluation Sheet

Printing Materials (Lot-1)

Criteria -	Description	Marks (Weight)
Tender Document	Completeness and clarity of the submitted tender document. - Bank grantee - Registration certificate - Annual audited report (for the 2 years) - Profile	10
Experience of similar projects	The bidder's experience in handling projects similar to the current tender. Experience in ballot paper printing. The company must have successfully implemented at least two similar ballot paper printing projects in the last two years.	20
Proven Track Record	Evidence of successful completion of similar projects, including client testimonials (reference letters) and references. The bidder should be an international firm with global experience. The tenderer must have an average annual turnover that exceeds the financial proposal of the tender.	15
Schedule to Deliver, & Logistic plan	The proposed timeline for the project, including key milestones and final delivery date. (maximum 30 days)	10
Technology and Printers	Details of the technology and printers to be used in the production of the ballot papers.	10
Security Features	The security features that will be incorporated into the ballot papers to prevent fraud. If the bidder meets the NEC's proposed security features. If the bidder proposes additional security features.	15
Packaging and Quality Control	Quality control mechanisms to ensure error-free production, packaging, labelling and sorting. Quality control of the printed ballots per polling station and methodology to ensure that each package contains the correct number of ballots, size, design, and accurate labeling. Overall quality control measures of the bidder.	10
Security Measures	Measures to keep the design material secure and prevent unauthorized access during production, warehousing and shipment.	10

Election Equipment (Lot-2)

Criteria -	Description	Marks (Weight)
Tender Document	Completeness and clarity of the submitted tender document. - Bank grantee - Registration certificate - Annual audited report (for the 2 years) - Profile	20
Experience of similar projects	The bidder's experience in handling projects similar to the current tender. - Experience in supplying election material. The company must have successfully implemented at least two similar election material supplies in the last two years.	20
Proven Track Record	Evidence of successful completion of similar projects, including client testimonials and references. - The bidder should be an international firm with global experience. - Client reference letters	10
Schedule to Deliver, & Logistic plan	The proposed timeline for the project, including key milestones and final delivery date. (maximum 30 days)	10
Quality of products	Details of the proposed product quality, certificate of origin and ISO standards	20
Packaging and Quality Control	 Quality control mechanisms to ensure error-free production, packaging, and sorting. Labeling Quality control of the packaging number of items per polling station and methodology to ensure that each package contains the correct number of items, size, design, and accurate labeling. Overall quality control measures of the bidder. 	10
Security Measures	Measures to keep the design material secure and prevent unauthorized access during production, warehousing and shipment.	10

E- Technical SpecificationBallot Paper and other printing materials (Lot-1).

No	Item	Specification	Qty
1		Ballot Paper Specifications	
	Ballot Paper – Presidential Election	Ballot paper shall be: White stock, 100 grams A5 size (150x210mm) multi-Color print to edge with perforation. (A5 size includes counterfoil) Landscape style layout running from left to right.	Total ballot papers 1,351,588
		Perforation on left-hand edge dividing the ballot paper from the Counterfoil. Counterfoil shall remain on the pad for retention by the Somaliland NEC Refer to Artwork	
		Security Features Chemical Water Mark (Back) Guilloche patterns Anti-copy patterns	
		 Micro text: (text to use as micro text is "Somaliland NE"C) UV Ink - High-quality NEC logo in UV ink printed inside the ballot to ensure it is clearly visible under UV light. The UV ink logo should be printed in at 	
		 least six areas. UV Ink text must be printed at the bottom of each ballot paper. Visibility: The printed text must be visible under UV light. Text Specification: The text to be printed is "SLNEC-2024". 	
		Print shall be full-color off-set print with microprint and UV ink (the extra Color) as security features. The supplier may include additional security features The print shall be four colour off-set print with microprint and UV ink (the fourth colour) as security features. The supplier may propose additional security features. The NEC Title and Logo shall be incorporated on each ballot paper as well (Refer to Artwork). The NEC identification may be a watermark or printed.	
		Initial Design The Ballot paper is of tabular form and shall be divided into three rows and three columns. A gap of 1 cm shall divide the rows. A thick black solid line shall separate the columns. Each row shall contain from left to right three boxes of equal size for	

		the name of the political party the emblem of the political party and, A blank space for marking by the voter.	
		One Design - All ballot papers follow the same design. There are no regional or district variations; it is a single national ballot paper.	
		Counterfoil and ballot paper will be serially numbered with a seven-digit serial number starting from 8000001 and ending with 8xxxxxxx.	
		The artwork for the ballot will be finalized between the Printer and the NEC	
		The light card Cover Sheet and backing for each of the pads shall be one color.	
		Ballot Pads shall be plastic wrapped and packaged in single bundle for each polling station:	
		The bundles shall then be placed in sturdy cardboard boxes. The volume per box should be based on weight. Weight not to exceed 33 lb or 15kg. Each cardboard box should contain a single district.	
		No space/void is to be allowed in each box. Filler/dunnage is to be used to ensure the box is full and stacked boxes cannot be crushed.	
		The boxes shall be labeled with the number of ballot papers, serial number range, names of polling stations and name of the district.	
		A packing list per pallet, with serial numbers will be provided	
		Labels are to be on five sides of the box	
		All boxes shall be securely sealed so that any tampering is evident. Boxes shall be placed for shipment on pallets which will also be wrapped in waterproof plastic.	
		Pallet contents shall be clearly marked on all four sides with number of polling stations and district names <i>Final approval of ballot design will be provided by 3 x</i>	
		Commissioners from the NEC at the printer's location	
2	Ballot Paper – Political parties' elections	The ballot papers for the political parties' election will follow the same specifications as those outlined for the Presidential Election ballot papers. However, the size of the ballot will be A4, with different colors and designs to distinguish between the political parties.	Total ballot papers 1,351,588

	Τ	C (6 9 11 11 4 211 1 1 1 1	
		Counterfoil and ballot paper will be serially numbered	
		with a seven-digit serial number starting from 9000001	
		and ending with 9xxxxxx.	2 000
3	Polling Station Record	The Polling station record book shall be bound by a thick	3,000
	Book and Forms	card stock divider.	
		The first part of the booklet consists of four pages of a	
		stock of A4 size standard plain white papers.	
4	Polling Station Results	The result form D1-A & D1-B Form is a stock of A4 size	3,000 each
	Forms. D-1A & D1B	NCR paper (i.e. one original and five copies; original on	form D1-A
		white paper, copies on paper of five distinct colors).	and D1-B
		One color (black) print on each of the 6 plies. The bottom	
		copy of the results form must have 7 perforations	
		dividing the paper into 7 separate sheets.	
		One sheet provided for each political party. Each ply will	
		be unique.	
		Writing exerted with normal pressure on the top ply must	
		be clearly legible through all plies.	
		The NRC form in the booklet will be glued on the left	
		side and have a perforated spine running down the right	
		side no more than 0.5 cm to ensure no movement in	
		copies while writing.	
		There will be two sets of Polling Station Results Forms –	
		one for the presidential election (D1-A) and one for	
		political parties' election (D1-B).	
		High quality NCR form.	
		Security features	
		 Holograph 	
		 Serial Number 	
		Barcode	
		 UV ink Logo of NEC as security feature 	
		Artwork will be provided by NEC for final design.	
		Packages	
		D1-A & D1-B should be packaged with the polling	
		station ballot papers for each station.	
5	District Election Tally	District election tally booklet is a bound booklet	66 D2-A
	Book D-2A	consisting of A4 size Forms using six (6) ply NCR paper	66 D2-B
	D-2B	(i.e. one original and five copies; original on white paper,	
		copies on paper of five distinct colors).	
		The total number of forms for the 23 booklets will vary;	
		however, each booklet will have a specific number based	
		on the district it represents.	
		One color (black) print on each of the 3 plies. Each ply	
		will be unique. Writing exerted with normal pressure on	
		the top ply must be clearly legible through all plies. The	
		NCR form in the booklet will be glued on the left side	
		and have a perforated spine running down the right side	
		no more than 0.5cm to ensure no movement in the copies	
		while writing. Each form will be separated by thick card	
		stock to protect lower NCR forms.	

	T		
		The district election tally books shall be delivered as booklets in two packages of 23 sets each. Further design specifications will be provided by the contracting authority and shall be finalized by the contractor.	10
6	Regional Election Tally Book. D-3	Regional election tally form is a bound booklet consisting six (6) sets of forms on A4 size five (5) ply NCR paper (i.e. one original and four copies; original on white paper, copies on paper of four distinct colors).	18 D3A & D3B forms
		One color (black) print on each of the five (5) plies. Each ply will be unique. Writing exerted with normal pressure on the top ply must be clearly legible through all plies. The NCR form in the booklet will be glued on the left side and have a perforated spine running down the right side no more than 0.5cm to ensure no movement in the copies while writing. Each form will be separated by thick card stock to protect lower NCR forms.	
		Regional election tally books shall be delivered as booklets in two packages of 6 booklets each. Design will be provided by the contracting authority and shall be finalized by the contractor.	
7	National Election Tally Booklet. D-4	National election tally form is a bounded booklet consisting of A4 size five (5) ply NCR paper (i.e. one original and four copies; original on white paper, copies on paper of four distinct colors). One color (black) print on each of the five (5) plies. Each ply will be unique.	5 D4 A and D4B forms
		Writing exerted with normal pressure on the top ply must be clearly legible through all plies. The NCR form in the booklet will be glued on the left side and have a perforated spine running down the right side no more than 0.5cm to ensure no movement in the copies while writing. Each form will be separated by thick card stock to protect lower NCR forms. National election tally books shall be delivered as one package of one booklet. Design will be provided by the contracting authority and shall be finalized by the contractor.	
8	Tracking/handover form 1 (Warehouse to DEO)	Tracking/handover form is A4 size four ply NCR paper (i.e. one original and three copies; original on white paper, copies on paper of three distinct colors). One color (black) print on each of the 4 plies. Each ply will be unique. Writing exerted with normal pressure on the top ply must be clearly legible through all plies. Delivered as forms in 2 packages of 25 boxed in sturdy cardboard, minimum 400 sets to a box. Further design specifications will be provided by the contracting	66 Form H-1 A 66 H-1 B
9	Tracking/handover form 2 (DEO to PS Chair)	authority and shall be finalized by the contractor. Tracking/handover form is A4 size four ply NCR paper (i.e. one original and three copies; original on white paper, copies on paper of three distinct colors). One color (black) print on each of the 4 plies.	200 NCR set of 50 sheets form

		Each ply will be unique. Writing exerted with normal pressure on the top ply must be clearly legible through all plies. Delivered as loose leafs in packages of 50 sets (400 sheets), boxed in sturdy cardboard, minimum 400 sets to a box. Further design specifications will be provided by the contracting authority and shall be finalized by the contractor.	
10	Tracking/handover form 3 (PS Chair to DEO)	Tracking/handover form is A4 size four ply NCR paper (i.e. one original and three copies; original on white paper, copies on paper of three distinct colors). One color (black) print on each of the 4 plies. Each ply will be unique. Writing exerted with normal pressure on the top ply must be clearly legible through all plies. Delivered as forms in packages of 100 sets (400 sheets), boxed in sturdy cardboard, minimum 400 sets to a box. Further design specifications will be provided by the contracting authority and shall be finalized by the contractor.	200 NCR set of 50 sheets form
11	Tracking/handover form 2 (DEO to Warehouse)	Tracking/handover form is A4 size four ply NCR paper (i.e. one original and three copies; original on white paper, copies on paper of three distinct colors). One color (black) print on each of the 4 plies. Each ply will be unique. Writing exerted with normal pressure on the top ply must be clearly legible through all plies. Delivered as forms in 2 packages of 25 boxed in sturdy cardboard. Further design specifications will be provided by the contracting authority and shall be finalized by the contractor.	66
12	Envelopes	Open ended plain standard B4 envelopes with self-stick peel and seal flap. Envelopes will come in sets of 9, preferably in 9 distinct pastel colors. Single color (black) print is to be provided on one side and the NEC title and logo will be printed on the front top center. Envelope will open at the top (portrait style). Envelope labels will be provided by NEC. One of the envelopes (E-9) size will be A5. NEC will provide the artwork of envelopes Code of Envelopes • For presidential election (E-1 A- E-9 A) series A • For political parties election (E-1 B- E-9 B) series B	3,000 set of 9 each Total envelopes 6000 of set of 9
13	Complaints Form (Booklet)	A4 size three (3) ply NCR paper (i.e. one original and two copies; original on white paper, copies on paper of two distinct colors). One color (black) print on each of the three (3) plies. Each ply will be unique. Writing exerted with normal pressure on top ply shall be legible through all plies. Booklet of 10 NCR forms-	3,000 booklet of 10 NCR forms 3 ply)

Election Material Specifications (Lot-2).

No	Item Specification		Qty
1	Large Ballot	Ballot boxes should be durable, transparent, plastic ballot boxes with	500
	Boxes – 65 L	security seal locking provision.	
		The ballot boxes must have six sealing points on a removable lid and	
		an additional sealing point on the cleft that covers the ballot slot.	
		The folded ballot paper must pass easily through the insertion slot.	
		The holding capacity of the ballot box should not be less than 1000	
		folded A2 ballot papers.	
		65 Liters	
		Size:	
		• Top aperture to be 380mm square – internal measurements	
		 Bottom of Box: 300mm square – internal measurements 	
		Depth of box: 500mm	
2	Small Ballot	Ballot boxes should be durable, transparent, plastic ballot boxes with	200
	Boxes – 45L	security seal locking provision. The ballot boxes must have six sealing	
		points on a removable lid and an additional sealing point on the cleft	
		that covers the ballot slot. The folded ballot paper must pass easily	
		through the insertion slot. The holding capacity of the ballot box should	
		not be less than 1000 folded A3 ballot papers.	
		45 Liters	
		Size:	
		• Top aperture to be 380mm square – internal measurements	
		Bottom of Box: 300mm square – internal measurements	
		Depth of box: 300mm	
3	Patrol Boxes	The patrol boxes shall be sturdy, strong, and lightweight material for	200
		transporting in rough terrain. Lid must remain attached and open on	
		hinges to the full dimension of all sides.	
		The box must be lockable using a minimum of one pull tight security	
		seal or padlock (supply of seals or locks not required).	
		The lid shall also be flat for easy stackable storage. The patrol box shall	
		be fully sealable to exclude dust and dirt. It shall have a carry handle on each end.	
		Dimensions:	
		• 400x400x600mm (lid will be 400x600mm)	
1	Stamps (Polling	Stamps shall be a standard rubber stamp furnished with a handle and	2637
-	Station, REO	must have a durable surface. Impression size shall be 35mm by 50mm	Indiviual
	and DEO)	and <u>Trainngle.</u>	stamps
	una BEO)	Each stamp will have a unique identification number (unique polling	stamps
		station number),	100
		The design and number range will be provided by NEC in excel sheet.	Generic
		Specs	stamps
		• 2637 Unique polling station stamps	I
		100 Unique stamps with serial numbers starting 9001 ending 9100	23 District
		• 23 Unique District name stamps	
		6 Unique regional name stamps	6 Region
5	Ink pad and	Stamp pad: shall be pre-inked linen stamp pad to be used with handled	6,000
	refill	rubber stamps. The casing must be metal with a foldable lid. Stamp	(stamp
	,	pad dimensions shall be a minimum of 45mmx65mm (regular size).	pads)
		The stamp pad color should be red	. /

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		Ink: shall be red in color. Ink should be non-toxic, non-flammable fast	3,000 (red
		drying ink. One 2-ounce refill of ink for inkpad in a resealable air-tight	ink)
		bottle that will not leak or dry up in hot, dry conditions.	
6	Pull-tight plastic	Plastic security seals for use with ballot boxes detailed above.	90,000
	seals	Seals shall be tamper-evident, sturdy, serially numbered, and non-	
		brittle plastic.	
		Seals shall be 30 cm long by 2cm wide and shall be of one color with	
		high locking strength.	
7	Tamper Evident	Tamper evident bags shall be C2 size (458mmx648mm).	6,000
	Bags	They should be soft plastic, and not transparent.	
		Bags should be serially numbered with 4 digits, starting from 0001.	
		Bags should be self-sealable, with a 5cm adhesive flat top along the full	
		length of the opening.	
		Adhesive should be high-strength and immediately sealable. Adhesive	
		should also be weather and temperature proof.	
	Small Tamper	Bags cannot be smaller than C2 size.	3,000
	Small Tamper Evident Bags	Small tamper evident bags shall be A4 size (A4 size) They should be soft plastic, and not transparent.	3,000
	Evident Bugs	Bags should be self-sealable, with an adhesive flat top along the full	
		length of the opening.	
		Adhesive should be high-strength and immediately sealable. Adhesive	
		should also be weather and temperature proof.	
		Bags cannot be smaller than A4 size.	
8	Thumb print ink	Non-smudge, non-wicking ink pad for thumbprint signature on voters	6,000
	pad	list. Must provide a minimum of 750 thumb prints per pad.	
9	Voting Booth	 One-Piece cardboard stand-alone Voting Booth (minimum 3 	1,500
		ply). (not Plastic, Corflute or Waxed Cardboard)	
		• Easy to Assemble.	
		 Folded up and flat for easy delivery and storage. 	
		Step by step setup instructions to be provided to the NEC for	
		translation as soon as possible.	
		Translated Setup instructions to be printed on back of Voting	
		Booth. (or on an adhesive label applied).	
10	71.11.11.	Refer Annex A for sample picture. The sample picture.	6,000
10	Indelible Ink	Ink Solution containing 25% silver nitrate by weight (or other preparty to	6,000
		Solution containing 25% silver nitrate by weight (or other property to ensure indelible ness. Color purple (can turn darker at exposure to	
		sun/UV light).	
		Shall dry on skin under normal conditions in no more than 30 seconds.	
		Must not smudge or smear after drying.	
		Must stay visible on cuticle no less than three days (72 hours).	
		Must not create rash or irritation when applied to human skin and nails.	
		Batch record to be included in delivery.	
		Source of ink to be informed at time of tender.	
		Must retain above qualities for no less than one year after delivery.	
		Tenderer may offer ink with other active ingredients than silver nitrate	
		if the ink has the properties described above. If so, the tenderer must	
		clearly state that the ink is not based on silver nitrate and document its	
		properties.	
		Bottle:	
		Must carry a minimum of 50 milliliters of ink, must be an opaque	
		plastic bottle with opening of no less than 25mm width and distance	
		from top of open bottle to bottom no more than 50mm (to enable use of	
		all ink dipping the little finger).	
		Sponge insert affixed to bottom of bottle, cut in quarters.	

Each bottle shall be marked with Name of the material and its colour,	
Volume in ml, Date of manufacture. Delivered vacuum sealed with	
tamper evident seal and re-sealable screw top cap.	
The re-sealing must allow for turning and shaking of the bottle.	
Bottles packed in boxes of no more than 24 bottles. (Assumption: Each	
bottle sufficient for 350 voters).	
All bottles should be durable and not susceptible to leaking. Given the	
hot, dry conditions, the bottles must be airtight re-sealable.	

Packaging Requirements for Ballot Papers and Other Printing Material. Ballot Papers

- **Polling Station List**: The contracting authority will provide an Excel sheet listing approximately 2,600 polling stations and the number of ballot papers required for each station and other details.
- **Preparation**: The printing company must prepare and package the ballot papers for each polling station.
- Each polling station bundle should contain the following:
 - o Presidential election ballot papers (A5 size)
 - o Political parties election ballot papers (A4 size)
 - o Polling Station Result Forms D1-A (one copy) and D1-B (one copy)
 - Polling Station Record Book (one copy)
 - o Complaint Form (one booklet)
 - o Two sets of envelopes, each set containing nine envelopes with two different series (A and B)

Labelling

Each polling station bundle must be clearly printed and labelled with the following information:

- Name of the polling station
- Polling station code
- Number of ballot papers
- The range of serial numbers (start number and end number)
- District Name.
- Region Name.

Packaging Requirements for Election Material (generic packages)

- Quantity: The supplier must prepare 3,000 sets of generic materials.
- **Contents**: Each package should contain the following items:
 - o Ink pad: 2 items
 - o Refill: 1 item
 - o Pull-tight plastic seals: 30 pieces
 - o Tamper evident bags (C2 size): 2 bags
 - o Small tamper-evident bag (A4 size): 1 bag
 - o Thumbprint ink pad: 2 pieces
 - o Indelible ink: 2 bottles.

F- Technical Offer – Form I

Ballot Papers and Printing Material (Lot-1)

No	A- Item		B- Specification	C- Bidder's Offer *
1	Ballot Paper -	- Presidential	Ballot Paper Specifications	
	Election		Ballot paper shall be:	
			White stock, 100 grams	
			<u>A5 size (150x210mm)</u>	
			multi-Color print to edge	
			with perforation. (A5 size	
			includes counterfoil)	
			Landscape style layout	
			running from left to right.	
			Perforation on left-hand	
			edge dividing the ballot	
			paper from the	
			Counterfoil.	
			Counterfoil shall remain	
			on the pad for retention by	
			the Somaliland NEC	
			Refer to Artwork	
			Security Features	
			Chemical Water Mark (Back)Guilloche patterns	
			Anti-copy patterns	
			 Micro text: (text to use as micro 	
			text is "Somaliland NE"C)	
			• UV Ink - High-quality NEC logo	
			in UV ink printed inside the	
			ballot to ensure it is clearly	
			visible under UV light. The UV	
			ink logo should be printed in at	
			least six areas.	
			UV Ink text must be printed at the hottom, of each bellet paper.	
			bottom of each ballot paper. Visibility: The printed text must	
			be visible under UV light. Text	
			Specification : The text to be	
			printed is "SLNEC-2024".	
			Print shall be	
			full-color off-set print with	
			microprint and UV ink (the extra	
			Color) as security features.	
			The supplier may include	
			additional security features	
			The print shall be four colour off-	
			set print with microprint and UV	
			ink (the fourth colour) as security	
			features. The supplier may	

propose additional security features.

The NEC Title and Logo shall be incorporated on each ballot paper as well (Refer to Artwork). The NEC identification may be a watermark or printed.

Initial Design

The Ballot paper is of tabular form and shall be

divided into three rows and three columns.

A gap of 1 cm shall divide the rows.

A thick black solid line shall separate the columns.

Each row shall contain from left to right three boxes of equal size for the name of the political party the emblem of the political party and.

A blank space for marking by the voter.

One Design - All ballot papers follow the same design. There are no regional or district variations; it is a single national ballot paper.

Counterfoil and ballot paper will be serially numbered with a seven-digit serial number starting from 8000001 and ending with 8xxxxxx.

The artwork for the ballot will be finalized between the Printer and the NEC

The light card Cover Sheet and backing for each of the pads shall be one color.

Ballot Pads shall be plastic wrapped and packaged in single bundle for each polling station:

The bundles shall then be placed in sturdy cardboard boxes. The

		volume per box should be based	
		on weight. Weight not to exceed 33lb or 15kg. Each cardboard box should contain a single district.	
		No space/void is to be allowed in each box. Filler/dunnage is to be used to ensure the box is full and stacked boxes cannot be crushed.	
		The boxes shall be labeled with the number of ballot papers, serial number range, names of polling stations and name of the district.	
		A packing list per pallet, with serial numbers will be provided	
		Labels are to be on five sides of the box	
		All boxes shall be securely sealed so that any tampering is evident. Boxes shall be placed for shipment on pallets which will also be wrapped in waterproof plastic.	
		Pallet contents shall be clearly marked on all four sides with number of polling stations and district names Final approval of ballot design will be provided by 3 x Commissioners from the NEC at	
2	Ballot Paper – Political parties' elections	the printer's location The ballot papers for the political parties' election will follow the same specifications as those outlined for the Presidential Election ballot papers. However, the size of the ballot will be A4, with different colors and designs to distinguish between the political parties.	
		Counterfoil and ballot paper will be serially numbered with a seven-digit serial number starting from 9000001 and ending with 9xxxxxx.	

3	Polling Station Record Book and Forms	The Polling station record book shall be bound by a thick card stock divider. The first part of the booklet consists of four pages of a stock of A4 size standard plain white papers.	
4	Polling Station Results Forms. D-1A & D1B	The result form D1-A & D1-B Form is a stock of A4 size NCR paper (i.e. one original and five copies; original on white paper, copies on paper of five distinct colors). One color (black) print on each of the 6 plies. The bottom copy of the results form must have 7 perforations dividing the paper into 7 separate sheets. One sheet provided for each political party. Each ply will be unique. Writing exerted with normal pressure on the top ply must be clearly legible through all plies. The NRC form in the booklet will be glued on the left side and have a perforated spine running down the right side no more than 0.5 cm to ensure no movement in copies while writing. There will be two sets of Polling Station Results Forms — one for the presidential election and one for political parties' election. High quality NCR form. Security features Holograph Serial Number Barcode UV ink Logo of NEC as security feature Artwork will be provided by NEC for final design. Packages D1-A & D1-B should be packaged with the polling station ballot papers for each station	

5	District Election Tally Book D-2A D-2B	District election tally booklet is a bound booklet consisting of A4 size Forms using six (6) ply NCR paper (i.e. one original and five copies; original on white paper, copies on paper of five distinct colors). The total number of forms for the 23 booklets will vary; however, each booklet will have a specific number based on the district it represents.	
		One color (black) print on each of the 3 plies. Each ply will be unique. Writing exerted with normal pressure on the top ply must be clearly legible through all plies. The NCR form in the booklet will be glued on the left side and have a perforated spine running down the right side no more than 0.5cm to ensure no movement in the copies while writing. Each form will be separated by thick card stock to protect lower NCR forms.	
		The district election tally books shall be delivered as booklets in two packages of 23 sets each. Further design specifications will be provided by the contracting authority and shall be finalized by the contractor.	
6	Regional Election Tally Book. D-3	Regional election tally form is a bound booklet consisting six (6) sets of forms on A4 size five (5) ply NCR paper (i.e. one original and four copies; original on white paper, copies on paper of four distinct colors).	
		One color (black) print on each of the five (5) plies. Each ply will be unique. Writing exerted with normal pressure on the top ply must be clearly legible through all	

		plies. The NCR form in the booklet will be glued on the left side and have a perforated spine running down the right side no more than 0.5cm to ensure no movement in the copies while writing. Each form will be separated by thick card stock to protect lower NCR forms. Regional election tally books shall be delivered as booklets in two packages of 6 booklets each. Design will be provided by the	
		contracting authority and shall be finalized by the contractor.	
7	National Election Tally Booklet. D-4	National election tally form is a bounded booklet consisting of A4 size five (5) ply NCR paper (i.e. one original and four copies; original on white paper, copies on paper of four distinct colors). One color (black) print on each of the five (5) plies. Each ply will be unique.	
		Writing exerted with normal pressure on the top ply must be clearly legible through all plies. The NCR form in the booklet will be glued on the left side and have a perforated spine running down the right side no more than 0.5cm to ensure no movement in the copies while writing. Each form will be separated by thick card stock to protect lower NCR forms.	
		National election tally books shall be delivered as one package of one booklet. Design will be provided by the contracting authority and shall be finalized by the contractor.	
8	Tracking/handover form 1 (Warehouse to DEO)	Tracking/handover form is A4 size four ply NCR paper (i.e. one original and three copies; original on white paper, copies on paper of	

three distinct colors). One color (black) print on each of the 4 plies. Each ply will be unique. Writing exerted with normal pressure on the top ply must be clearly legible through all plies. Delivered as forms in 2 packages of 25 boxed in sturdy cardboard, minimum 400 sets to a box. Further design specifications will be provided by the contracting authority and shall be finalized by the contractor. Tracking/handover form 2 (DEO to PS Chair) Tracking/handover form 2 (DEO to PS Chair to DEO) Tracking/handover form 2 (DEO to PS Chair to DEO) Tracking/handover form 3 (PS Chair to DEO) Tracking/handover form 3 (PS Chair to DEO) Tracking/handover form is A4 (DEO to PS Chair to DEO) Tracking/handover form is A4 (DE				
three distinct colors). One color (black) print on each of the 4 plies. Each ply will be unique. Writing exerted with normal pressure on the top ply must be clearly legible through all plies. Delivered as loose leafs in packages of 50 sets (400 sheets), boxed in sturdy cardboard, minimum 400 sets to a box. Further design specifications will be provided by the contracting authority and shall be finalized by the contractor. Tracking/handover form is A4 size four ply NCR paper (i.e. one original and three copies; original on white paper, copies on paper of three distinct colors). One color (black) print on each of the 4 plies. Each ply will be unique. Writing exerted with normal pressure on the top ply must be clearly legible through all plies. Delivered as forms in packages of 100 sets (400 sheets), boxed in sturdy cardboard, minimum 400 sets to a box. Further design specifications will be provided by the contractor.	9		(black) print on each of the 4 plies. Each ply will be unique. Writing exerted with normal pressure on the top ply must be clearly legible through all plies. Delivered as forms in 2 packages of 25 boxed in sturdy cardboard, minimum 400 sets to a box. Further design specifications will be provided by the contracting authority and shall be finalized by the contractor. Tracking/handover form is A4 size four ply NCR paper (i.e. one original and three copies; original	
size four ply NCR paper (i.e. one original and three copies; original on white paper, copies on paper of three distinct colors). One color (black) print on each of the 4 plies. Each ply will be unique. Writing exerted with normal pressure on the top ply must be clearly legible through all plies. Delivered as forms in packages of 100 sets (400 sheets), boxed in sturdy cardboard, minimum 400 sets to a box. Further design specifications will be provided by the contracting authority and shall be finalized by the contractor. 11 Tracking/handover form 2 Tracking/handover form is A4			three distinct colors). One color (black) print on each of the 4 plies. Each ply will be unique. Writing exerted with normal pressure on the top ply must be clearly legible through all plies. Delivered as loose leafs in packages of 50 sets (400 sheets), boxed in sturdy cardboard, minimum 400 sets to a box. Further design specifications will be provided by the contracting authority and shall be finalized by	
11 Tracking/handover form 2 Tracking/handover form is A4	10	e e	size four ply NCR paper (i.e. one original and three copies; original on white paper, copies on paper of three distinct colors). One color (black) print on each of the 4 plies. Each ply will be unique. Writing exerted with normal pressure on the top ply must be clearly legible through all plies. Delivered as forms in packages of 100 sets (400 sheets), boxed in sturdy cardboard, minimum 400 sets to a box. Further design specifications will be provided by the contracting authority and shall	
	11	Tracking/handover form 2 (DEO to Warehouse)		

		1	
		original and three copies; original on white paper, copies on paper of three distinct colours). One colour (black) print on each of the 4 plies.	
		Each ply will be unique. Writing exerted with normal pressure on	
		the top ply must be clearly legible through all plies.	
		Delivered as forms in 2 packages	
		of 25 boxed in sturdy cardboard.	
		Further design specifications will	
		be provided by the contracting	
		authority and shall be finalized by	
		the contractor.	
12	Envelopes	Open ended plain standard B4	
		envelopes with self-stick peel and	
		seal flap.	
		Envelopes will come in sets of 9,	
		preferably in 9 distinct pastel	
		colours. Single colour (black)	
		print is to be provided on one side	
		and the NEC title and logo will be	
		printed on the front top centre. Envelope will open at the top	
		(portrait style).	
		Envelope labels will be provided	
		by NEC.	
		One of the envelopes (E-9) size	
		will be A5.	
		NEC will provide the artwork of	
		envelopes	
13	Complaints Form (Booklet)	A4 size three (3) ply NCR paper	
		(i.e. one original and two copies;	
		original on white paper, copies on	
		paper of two distinct colours).	
		One colour (black) print on each	
		of the three (3) plies.	
		Each ply will be unique. Writing exerted with normal	
		pressure on top ply shall be legible	
		through all plies.	
		Booklet of 10 NCR forms-	

^{*} the bidder will fill Column C by either writing "Confirmed" to indicate agreement to provide the specifications mentioned in Column B, or by writing any additional specifications and remarks.

G- Technical Offer Form II

Election Equipment (Lot -2)

No	A-Item	B- Specification	C-Bidder's Offer *
1	Large Ballot Boxes –	Ballot boxes should be durable, transparent, plastic	
	65 Litres	ballot boxes with security seal locking provision.	
		The ballot boxes must have six sealing points on a	
		removable lid and an additional sealing point on the	
		cleft that covers the ballot slot.	
		The folded ballot paper must pass easily through	
		the insertion slot.	
		The holding capacity of the ballot box should not	
		be less than 1000 folded A2 ballot papers.	
		65 L	
		Size:	
		• Top aperture to be 380mm square – internal	
		measurements	
		• Bottom of Box: 300mm square – internal	
		measurements	
	C 11 D - 11 - 4 D	• Depth of box: 500mm	
	Small Ballot Boxes –	Ballot boxes should be durable, transparent, plastic	
	45 Litres	ballot boxes with security seal locking provision.	
		The ballot boxes must have six sealing points on a removable lid and an additional sealing point on the	
		cleft that covers the ballot slot. The folded ballot	
		paper must pass easily through the insertion slot.	
		The holding capacity of the ballot box should not	
		be less than 1000 folded A3 ballot papers.	
		45 L	
		Size:	
		• Top aperture to be 380mm square – internal	
		measurements	
		• Bottom of Box: 300mm square – internal	
		measurements	
		• Depth of box: 300mm	
3	Patrol Boxes	The patrol boxes shall be sturdy, strong, and	
		lightweight material for transporting in rough	
		terrain. Lid must remain attached and open on	
		hinges to the full dimension of all sides.	
		The box must be lockable using a minimum of one	
		pull tight security seal or padlock (supply of seals or locks not required).	
		The lid shall also be flat for easy stackable storage.	
		The patrol box shall be fully sealable to exclude	
		dust and dirt. It shall have a carry handle on each	
		end.	
		Dimensions:	
		• 400x400x600mm (lid will be 400x600mm)	

4	Ctampa (Dalling	Stomme shall be a stondard mulhor stomm furnished	
4	Stamps (Polling	Stamps shall be a standard rubber stamp furnished	
	Station, REO and	with a handle and must have a durable surface.	
	DEO)	Impression size shall be 35mm by 50mm and	
		Traiangle.	
		Each stamp will have a unique identification	
		number (unique polling station number),	
		The design and number range will be provided by	
		NEC in excel sheet.	
5	Ink pad and refill	Stamp pad: shall be pre-inked linen stamp pad to be	
		used with handled rubber stamps. The casing must	
		be metal with a foldable lid. Stamp pad dimensions	
		shall be a minimum of 45mmx65mm (regular size).	
		The stamp pad colour should be red	
		Ink: shall be red in colour. Ink should be non-toxic,	
		non-flammable fast drying ink. One 2-ounce refill	
		of ink for inkpad in a re-sealable air-tight bottle that	
		will not leak or dry up in hot, dry conditions.	
6	Pull-tight plastic	Plastic security seals for use with ballot boxes	
	seals	detailed above.	
		Seals shall be tamper-evident, sturdy, serially	
		numbered, and non-brittle plastic.	
		Seals shall be 30cm long by 2cm wide and shall be	
		of one colour with high locking strength.	
7	Tamper Evident	Tamper evident bags shall be C2 size	
'	Bags	(458mmx648mm).	
	Dags	They should be soft plastic, and not transparent.	
		Bags should be serially numbered with 4 digits,	
		starting from 0001.	
		Bags should be self-sealable, with 5cm adhesive	
		flat top along the full length of the opening.	
		Adhesive should be high-strength and immediately	
		sealable. Adhesive should also be weather and	
		temperature proof.	
	C 11 T	Bags cannot be smaller than C2 size.	
	Small Tamper	Small tamper evident bags shall be A4 size (A4	
	Evident Bags	size)	
		They should be soft plastic, and not transparent.	
		Bags should be self-sealable, with adhesive flat top	
		along the full length of the opening.	
		Adhesive should be high-strength and immediately	
		sealable. Adhesive should also be weather and	
		temperature proof.	
		-	
8	Thumb print ink pad	Non-smudge, non-wicking ink pad for thumb print	
		of 750 thumb prints per pad.	
9	Indelible Ink	Ink	
		Solution containing 25% silver nitrate by weight (or	
		other property to ensure indelible ness. Colour	
		Bags cannot be smaller than A4 size. Non-smudge, non-wicking ink pad for thumb print signature on voters list. Must provide a minimum of 750 thumb prints per pad. Ink Solution containing 25% silver nitrate by weight (or	

purple (can turn darker at exposure to sun/UV light).

Shall dry on skin under normal conditions in no more than 30 seconds.

Must not smudge or smear after drying.

Must stay visible on cuticle no less than three days (72 hours).

Must not create rash or irritation when applied to human skin and nails.

Batch record to be included in delivery.

Source of ink to be informed at time of tender.

Must retain above qualities for no less than one year after delivery.

Tenderer may offer ink with other active ingredient than silver nitrate if the ink has the properties described above. If so, tenderer must clearly state that the ink is not based on silver nitrate and document its properties.

Bottle:

Must carry a minimum of 50 millilitres of ink, must be opaque plastic bottle with opening of no less than 25mm width and distance from top of open bottle to bottom no more than 50mm (to enable use of all ink dipping the little finger).

Sponge insert affixed to bottom of bottle, cut in quarters.

Each bottle shall be marked with Name of the material and its colour, Volume in ml, Date of manufacture. Delivered vacuum sealed with tamper evident seal and re-sealable screw top cap.

The re-sealing must allow for turning and shaking of the bottle.

Bottles packed in boxes of no more than 24 bottles. (Assumption: Each bottle sufficient for 350 voters). All bottles should be durable and not susceptible to leaking. Given the hot, dry conditions, the bottles must be airtight re-sealable.

H- Financial Offer (Budget Breakdown) Form III

Ballot Paper and other printing materials (Lot-1).

No	Item	Specification Specification	Qty	Unit	Total	Remarks/Disco
1		Pollot Panor Specifications		Price	Amount	unt
1	Ballot Paper Presidential Election	Ballot Paper Specifications Ballot paper shall be: White stock, 100 grams A5 size (150x210mm) multi-Color print to edge with perforation. (A5 size includes counterfoil) Landscape style layout running from left to right. Perforation on left-hand edge dividing the ballot paper from the Counterfoil. Counterfoil shall remain on the pad for retention by the Somaliland NEC Refer to Artwork Security Features Chemical Water Mark (Back) Guilloche patterns Anti-copy patterns Micro text: (text to use as micro text is "Somaliland NE"C) UV Ink - High-quality NEC logo in UV ink printed inside the ballot to ensure it is clearly visible under UV light. The UV ink logo should be printed in at least six areas. UV Ink text must be printed at the bottom of each ballot paper. Visibility: The printed text must be visible under UV light. Text Specification: The text to be printed is "SLNEC- 2024".	Total ballot papers 1,351,588			
		Print shall be full-color off-set print with microprint and UV ink (the extra Color) as security features. The supplier may include additional security features The print shall be four colour off-set print with microprint and UV ink (the fourth colour) as security features. The supplier may propose				

additional security features. The NEC Title and Logo shall be incorporated on each ballot paper as well (Refer to Artwork). The NEC identification may be a watermark printed. **Initial Design** The Ballot paper is of tabular form and shall be divided into three rows and three columns. A gap of 1 cm shall divide the rows. A thick black solid line shall separate columns. Each row shall contain from left to right three boxes of equal size for the name of the political party emblem of the the political party and, A blank space for marking by the voter. One Design - All ballot papers follow the same design. There are no regional or district variations; it is a single national ballot paper. Counterfoil and ballot paper will be serially numbered with a sevendigit serial number starting from 8000001 and ending with 8xxxxxx. The artwork for the ballot will be finalized between the Printer and the NEC The light card Cover Sheet and backing for each of the pads shall be one color. Ballot Pads shall be plastic wrapped and packaged in single bundle for each polling station: The bundles shall then be placed in sturdy cardboard boxes. The volume per box should be based on weight. Weight not to exceed 33 lb or 15kg. Each cardboard box should contain a single district.

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2	Ballot Paper — Political parties' elections	No space/void is to be allowed in each box. Filler/dunnage is to be used to ensure the box is full and stacked boxes cannot be crushed. The boxes shall be labeled with the number of ballot papers, serial number range, names of polling stations and name of the district. A packing list per pallet, with serial numbers will be provided Labels are to be on five sides of the box All boxes shall be securely sealed so that any tampering is evident. Boxes shall be placed for shipment on pallets which will also be wrapped in waterproof plastic. Pallet contents shall be clearly marked on all four sides with number of polling stations and district names Final approval of ballot design will be provided by 3 x Commissioners from the NEC at the printer's location The ballot papers for the political parties' election will follow the same specifications as those outlined for the Presidential Election ballot papers. However, the size of the ballot will be A4, with different colors and designs to distinguish between the political parties. Counterfoil and ballot paper will be serially numbered with a seven-	Total ballot papers 1,351,588		
		digit serial number starting from 9000001 and ending with 9xxxxxx.			
3	Polling Station Record Book and Forms	The Polling station record book shall be bound by a thick card stock divider. The first part of the booklet consists of four pages of a stock of A4 size standard plain white papers.	3,000		
4	Polling Station Results Forms. D-1A & D1B	The result form D1-A & D1-B Form is a stock of A4 size NCR paper (i.e. one original and five copies; original on white paper, copies on paper of five distinct colors).	3,000 each form D1-A and D1-B		

					,
		One color (black) print on each of the 6 plies. The bottom copy of the results form must have 7 perforations dividing the paper into 7 separate sheets. One sheet provided for each political party. Each ply will be unique.			
		Writing exerted with normal pressure on the top ply must be clearly legible through all plies. The NRC form in the booklet will be glued on the left side and have a perforated spine running down the right side no more than 0.5 cm to ensure no movement in copies while writing.			
		There will be two sets of Polling Station Results Forms – one for the presidential election (D1-A) and one for political parties' election (D1-B). High quality NCR form.			
		Security features			
		Artwork will be provided by NEC for final design. Packages D1-A & D1-B should be packaged with the polling station ballot papers for each station.			
5	District Election Tally Book D-2A D-2B	District election tally booklet is a bound booklet consisting of A4 size Forms using six (6) ply NCR paper (i.e. one original and five copies; original on white paper, copies on paper of five distinct colors).	66 D2-A 66 D2-B		
		The total number of forms for the 23 booklets will vary; however, each booklet will have a specific number based on the district it represents.			
		One color (black) print on each of the 3 plies. Each ply will be unique. Writing exerted with normal pressure on the top ply must be clearly legible through all plies. The NCR form in the booklet will be glued on the left side and have a perforated spine			

				1	
		running down the right side no more than 0.5cm to ensure no movement in the copies while writing. Each form will be separated by thick card stock to protect lower NCR forms. The district election tally books shall be delivered as booklets in two packages of 23 sets each. Further design specifications will be provided by the contracting authority and shall be finalized by the contractor.			
6	Regional Election Tally Book. D-3	Regional election tally form is a bound booklet consisting six (6) sets of forms on A4 size five (5) ply NCR paper (i.e. one original and four copies; original on white paper, copies on paper of four distinct colors).	18 D3A & D3B forms		
		One color (black) print on each of the five (5) plies. Each ply will be unique. Writing exerted with normal pressure on the top ply must be clearly legible through all plies. The NCR form in the booklet will be glued on the left side and have a perforated spine running down the right side no more than 0.5cm to ensure no movement in the copies while writing. Each form will be separated by thick card stock to protect lower NCR forms.			
		Regional election tally books shall be delivered as booklets in two packages of 6 booklets each. Design will be provided by the contracting authority and shall be finalized by the contractor.			
7	National Election Tally Booklet. D-4	National election tally form is a bounded booklet consisting of A4 size five (5) ply NCR paper (i.e. one original and four copies; original on white paper, copies on paper of four distinct colors). One color (black) print on each of the five (5) plies. Each ply will be unique.	5 D4 A and D4B forms		
		Writing exerted with normal pressure on the top ply must be clearly legible through all plies. The NCR form in the booklet will be glued on the left side and have a perforated spine running down the right side no more than 0.5cm			

				1	
		to ensure no movement in the			
		copies while writing. Each form			
		will be separated by thick card			
		stock to protect lower NCR forms.			
		National election tally books shall			
		be delivered as one package of one			
		booklet. Design will be provided			
		by the contracting authority and			
		shall be finalized by the contractor.			
8	Tracking/han	Tracking/handover form is A4 size	66 Form H-1		
	dover form 1	four ply NCR paper (i.e. one	A		
	(Warehouse	original and three copies; original	66 H-1 B		
	to DEO)	on white paper, copies on paper of	001112		
	10220)	three distinct colors). One color			
		(black) print on each of the 4 plies.			
		Each ply will be unique. Writing			
		exerted with normal pressure on			
		the top ply must be clearly legible			
		through all plies.			
		Delivered as forms in 2 packages			
		of 25 boxed in sturdy cardboard,			
		minimum 400 sets to a box.			
		Further design specifications will			
		be provided by the contracting			
		authority and shall be finalized by			
		the contractor.			
9	Tracking/han	Tracking/handover form is A4 size	200 NCR set		
	dover form 2	four ply NCR paper (i.e. one	of 50 sheets		
	(DEO to PS	original and three copies; original	form		
	Chair)	on white paper, copies on paper of	TOTHI		
	Chuir)	three distinct colors). One color			
		(black) print on each of the 4 plies.			
		Each ply will be unique. Writing			
		exerted with normal pressure on			
		the top ply must be clearly legible			
		through all plies.			
		Delivered as loose leafs in			
		packages of 50 sets (400 sheets),			
		boxed in sturdy cardboard,			
		minimum 400 sets to a box.			
		Further design specifications will			
		be provided by the contracting			
		authority and shall be finalized by			
		the contractor.			
10	Trac	Tracking/handover form is A4 size	200 NCR set		
10	king/handove	four ply NCR paper (i.e. one	of 50 sheets		
	r form 3 (PS	original and three copies; original	form		
	Chair to	on white paper, copies on paper of	101111		
	DEO)	three distinct colors). One color			
		(black) print on each of the 4 plies.			
		Each ply will be unique. Writing			
		exerted with normal pressure on			
		the top ply must be clearly legible			
		through all plies.			
		Delivered as forms in packages of			
		100 sets (400 sheets), boxed in			
		sturdy cardboard, minimum 400			
		sets to a box. Further design			
		specifications will be provided by			
1		specifications will be provided by			

			1		
Tracking/han		66			
	<u> </u>	00			
,	three distinct colors). One color				
	(black) print on each of the 4 plies.				
	1 0				
	be provided by the contracting				
	authority and shall be finalized by				
	the contractor.				
Envelopes		,			
		each			
		Total			
	to be provided on one side and the	6000 of set			
	NEC title and logo will be printed	of 9			
	on the front top center.				
	•				
	•				
	envelopes				
	Code of Envelopes				
	• For presidential election (
Complaints		3 000			
Form	(i.e. one original and two copies;	booklet of 10			
(Booklet)	original on white paper, copies on	NCR forms 3			
	paper of two distinct colors).	ply)			
		dover form 2 (DEO to Warehouse) Form 2 (DEO to Warehouse) four ply NCR paper (i.e. one original and three copies; original on white paper, copies on paper of three distinct colors). One color (black) print on each of the 4 plies. Each ply will be unique. Writing exerted with normal pressure on the top ply must be clearly legible through all plies. Delivered as forms in 2 packages of 25 boxed in sturdy cardboard. Further design specifications will be provided by the contracting authority and shall be finalized by the contractor. Envelopes Open ended plain standard B4 envelopes will come in sets of 9, preferably in 9 distinct pastel colors. Single color (black) print is to be provided on one side and the NEC title and logo will be printed on the front top center. Envelope will open at the top (portrait style). Envelope labels will be provided by NEC. One of the envelopes (E-9) size will be A5. NEC will provide the artwork of envelopes Code of Envelopes • For presidential election (E-1 A- E-9 A) series A • For political parties election (E-1 B- E-9 B) series B Complaints Form (Booklet) Governments A4 size three (3) ply NCR paper (i.e. one original and two copies; original on white paper, copies on	Definalized by the contractor. Tracking/han Tracking/handover form is A4 size Gor ply NCR paper (i.e. one original and three copies; original on white paper, copies on paper of three distinct colors). One color (black) print on each of the 4 plies.	Tracking/ham dover form 2 (DEO to Warehouse) Tracking/ham ply NCR paper (i.e. one original and three copies; original on white paper, copies on paper of three distinct colors). One color (black) print on each of the 4 plies. Each ply will be unique. Writing exerted with normal pressure on the top ply must be clearly legible through all plies. Delivered as forms in 2 packages of 25 boxed in sturdy cardboard. Further design specifications will be provided by the contracting authority and shall be finalized by the contractor. Envelopes Open ended plain standard B4 envelopes with self-stick peel and seal flap. Envelopes will come in sets of 9, preferably in 9 distinct pastel colors. Single color (black) print is to be provided on one side and the NEC title and logo will be printed on the front top center. Envelope will open at the top (portrait style). Envelope labels will be provided by NEC. One of the envelopes (E-9) size will be A5. NEC will provide the artwork of envelopes Code of Envelopes For presidential election (E-1 B-E-9 B) scries B Complaints Form (i.e. one original and two copies; original on white paper, copies on paper of two distinct colors. One color (black) print on each of the three (3) plies. Each ply will be unique. Writing exerted with normal pressure on top ply shall be legible through all plies.	Tracking/hand Tracking/handover form is A4 size four ply NCR paper (i.e. one four plus the clearly legible furough all plies. Delivered as forms in 2 packages of 25 boxed in sturdy cardboard. Further design specifications will be provided by the contracting authority and shall be finalized by the contractor.

Financial Offer (Budget Breakdown) Form III Election Equipment (Lot -2)

No	Item	Specification	Qty	Unit Price	Total Amount	Remarks/ Discount
1	Large Ballot Boxes – 65 L	Ballot boxes should be durable, transparent, plastic ballot boxes with security seal locking provision. The ballot boxes must have six sealing points on a removable lid and an additional sealing point on the cleft that covers the ballot slot. The folded ballot paper must pass easily through the insertion slot. The holding capacity of the ballot box should not be less than 1000 folded A2 ballot papers. 65 Liters Size:	500			
		 Top aperture to be 380mm square – internal measurements Bottom of Box: 300mm square – internal measurements Depth of box: 500mm 				
2	Small Ballot Boxes – 45L	Ballot boxes should be durable, transparent, plastic ballot boxes with security seal locking provision. The ballot boxes must have six sealing points on a removable lid and an additional sealing point on the cleft that covers the ballot slot. The folded ballot paper must pass easily through the insertion slot. The holding capacity of the ballot box should not be less than 1000 folded A3 ballot papers. 45 Liters Size:	200			
		 Top aperture to be 380mm square – internal measurements Bottom of Box: 300mm square – internal measurements Depth of box: 300mm 				
3	Patrol Boxes	The patrol boxes shall be sturdy, strong, and lightweight material for transporting in rough terrain. Lid must remain attached and open on hinges to the full dimension of all sides. The box must be lockable using a minimum of one pull tight security seal or padlock (supply of seals or locks not required). The lid shall also be flat for easy stackable storage. The patrol box shall be fully sealable to exclude dust and	200			

		T	ı		1
		dirt. It shall have a carry handle on each			
		end.			
		Dimensions:			
		• 400x400x600mm (lid will be			
		400x600mm)			
4	Stamps	Stamps shall be a standard rubber stamp	2637		
	(Polling	furnished with a handle and must have	Indiviual		
	Station,	a durable surface. Impression size shall	stamps		
	REO and	be 35mm by 50mm and <u>Traiangle.</u>			
	DEO)	Each stamp will have a unique	100		
		identification number (unique polling	Generic		
		station number),	stamps		
		The design and number range will be			
		provided by NEC in excel sheet.	23		
		Specs	District		
		• 2637 Unique polling station			
		stamps	6 Region		
		• 100 Unique stamps with serial			
		numbers starting 9001 ending			
		9100			
		• 23 Unique District name stamps			
		6 Unique regional name stamps			
5	Ink pad and	Stamp pad: shall be pre-inked linen	6,000		
	refill	stamp pad to be used with handled	(stamp		
	regiti	rubber stamps. The casing must be	pads)		
		metal with a foldable lid. Stamp pad	pads)		
		dimensions shall be a minimum of	3,000		
		45mmx65mm (regular size). The stamp	(red ink)		
		pad color should be red	(red link)		
		Ink: shall be red in color. Ink should be			
		non-toxic, non-flammable fast drying			
		ink. One 2-ounce refill of ink for			
		inkpad in a resealable air-tight bottle			
		that will not leak or dry up in hot, dry			
		conditions.			
6	Pull-tight	Plastic security seals for use with ballot	90,000		
	plastic seals	boxes detailed above.	, ,,,,,,,,,		
	prosect seems	Seals shall be tamper-evident, sturdy,			
		serially numbered, and non-brittle			
		plastic.			
		Seals shall be 30 cm long by 2cm wide			
		and shall be of one color with high			
		locking strength.			
7	Tamper	Tamper evident bags shall be C2 size	6,000		
	Evident	(458mmx648mm).	-,		
	Bags	They should be soft plastic, and not			
	G.	transparent.			
		Bags should be serially numbered with			
		4 digits, starting from 0001.			
		Bags should be self-sealable, with a			
		5cm adhesive flat top along the full			
		length of the opening.			
		Adhesive should be high-strength and			
		immediately sealable. Adhesive should			
		also be weather and temperature proof.			
		Bags cannot be smaller than C2 size.			
	Small	Small tamper evident bags shall be A4	3,000		
	Tamper	size (A4 size)			
	Evident	They should be soft plastic, and not			
	Bags	transparent.		 	<u> </u>

				T	,
		Bags should be self-sealable, with an			
		adhesive flat top along the full length of			
		the opening.			
		Adhesive should be high-strength and			
		immediately sealable. Adhesive should			
		also be weather and temperature proof.			
		Bags cannot be smaller than A4 size.			
-	T11		6,000		
8	Thumb	Non-smudge, non-wicking ink pad for	6,000		
	print ink	thumbprint signature on voters list.			
	pad	Must provide a minimum of 750 thumb			
		prints per pad.			
9	Voting	One-Piece cardboard stand-	XXX		
	Booth	alone Voting Booth			
		(minimum 3 ply).			
		o (not Plastic, Corflute or			
		· · · · · · · · · · · · · · · · · · ·			
		Waxed Cardboard)			
		• Easy to Assemble.			
		 Folded up and flat for easy 			
		delivery and storage.			
		 Step by step setup instructions 			
		to be provided to the NEC for			
		translation as soon as possible.			
		Translated Setup instructions			
		to be printed on back of			
		Voting Booth. (or on an			
		adhesive label applied).			
		Refer Annex A for sample			
		picture.			
10	Indelible	Ink	6,000		
	Ink	Solution containing 25% silver nitrate			
		by weight (or other property to ensure			
		indelible ness. Color purple (can turn			
		darker at exposure to sun/UV light).			
		Shall dry on skin under normal			
		conditions in no more than 30 seconds.			
		Must not smudge or smear after drying.			
		Must stay visible on cuticle no less than			
		three days (72 hours).			
		Must not create rash or irritation when			
		applied to human skin and nails.			
		Batch record to be included in delivery.			
		Source of ink to be informed at time of			
		tender.			
		Must retain above qualities for no less			
		than one year after delivery.			
		Tenderer may offer ink with other			
		active ingredients than silver nitrate if			
		the ink has the properties described			
		above. If so, the tenderer must clearly			
		state that the ink is not based on silver			
	I				
		nitrate and document its properties.			
		Bottle:			
		Bottle: Must carry a minimum of 50 milliliters			
		Bottle: Must carry a minimum of 50 milliliters of ink, must be an opaque plastic bottle			
		Bottle: Must carry a minimum of 50 milliliters of ink, must be an opaque plastic bottle with opening of no less than 25mm			
		Bottle: Must carry a minimum of 50 milliliters of ink, must be an opaque plastic bottle			
		Bottle: Must carry a minimum of 50 milliliters of ink, must be an opaque plastic bottle with opening of no less than 25mm			
		Bottle: Must carry a minimum of 50 milliliters of ink, must be an opaque plastic bottle with opening of no less than 25mm width and distance from top of open bottle to bottom no more than 50mm (to			
		Bottle: Must carry a minimum of 50 milliliters of ink, must be an opaque plastic bottle with opening of no less than 25mm width and distance from top of open			

Sponge insert affixed to bottom of	
bottle, cut in quarters.	
Each bottle shall be marked with Name	
of the material and its colour, Volume	
in ml, Date of manufacture. Delivered	
vacuum sealed with tamper evident seal	
and re-sealable screw top cap.	
The re-sealing must allow for turning	
and shaking of the bottle.	
Bottles packed in boxes of no more than	
24 bottles. (Assumption: Each bottle	
sufficient for 350 voters).	
All bottles should be durable and not	
susceptible to leaking. Given the hot,	
dry conditions, the bottles must be	
airtight re-sealable.	

Note: Shipment Cost

Please make sure to take note of the following.

- Bidders should quote two shipment options at the bottom of the financial offer form III. The quote should cover these two options:
- 1. Direct chartered flight from the contractor's nearest airport to Egal International Airport (Hargeisa, Somaliland).
- 2. Cargo flight from the contractor's nearest airport to major airline hubs, either Dubai (UAE) or Addis Ababa, Ethiopia, followed by a direct chartered flight from one of that major hubs to Egal International Airport (Hargeisa, Somaliland).

I- Tender Submission Form

One signed form must be supplied (for each lot, if the tender procedure is divided into lots), together with the number of copies specified in the instructions to tenderers.

Applications being submitted by a consortium (i.e. either a permanent, legally-established grouping or a grouping which has been constituted informally for a specific tender procedure) must follow the instructions applicable to the consortium leader and its members.

The attachments to this submission form (i.e. declarations, statements, proofs) may be in original or copy. If copies are submitted, the originals must be dispatched to the contracting authority upon request.

1 **SUBMITTED BY**

	Name(s) of tenderer(s)	Nationality ²
Leader ³		
Member		
Etc		
Ltc		

2 CONTACT PERSON (for this tender)

	(
Name	
Address	
Telephone	
Fax	
E-mail	

² Country in which the legal entity is registered.

³ Add/delete additional lines for members as appropriate. Note that a subcontractor is not considered to be a member for the purposes of this tender procedure. Subsequently, the data of the subcontractor must not appear in the data related to the economic, financial and professional capacity. If this tender is being submitted by an individual tenderer, the name of the tenderer should be entered as 'leader' (and all other lines should be deleted).

3 ECONOMIC AND FINANCIAL CAPACITY⁴

Please complete the following table of financial data⁵ based on your annual accounts and your latest projections. If annual closed accounts are not yet available for the current year or past year, please provide your latest estimates in the columns marked with **. Figures in all columns must be calculated on the same basis to allow a direct, year-on-year comparison to be made (or, if the basis has changed, an explanation of the change must be provided as a footnote to the table). Any clarification or explanation which is judged necessary may also be provided

explanation which is judged necessary	may also	oc provided	•	1	1	
Financial data	2 years	Year	Last	Averag	Past	Current
	before	before	year	e^7	year	year
	last	last year	<specif< td=""><td></td><td>USD **</td><td></td></specif<>		USD **	
	year ⁶	<specify< td=""><td>y></td><td>USD</td><td></td><td>USD</td></specify<>	y>	USD		USD
	<specif< td=""><td>></td><td></td><td></td><td></td><td></td></specif<>	>				
	y>		USD			
		USD				
	USD					
Annual turnover ⁸ , excluding this						
contract						
Current assets ⁹						
Current liabilities ¹⁰						

⁴ Natural persons have to prove their capacity in accordance with the selection criteria and by the appropriate means.

⁵ If a consortium submits this application, the data in the table above must be the sum of the data in the corresponding tables in the declarations provided by the consortium members —. Consolidated data are not requested for financial ratios.

⁶ Last year=last accounting year for which the entity's accounts have been closed.

⁷ Amounts entered in the 'Average' column must be the mathematical average of the amounts entered in the three preceding columns of the same row.

⁸ The gross inflow of economic benefits (cash, receivables, other assets) arising from the ordinary operating activities of the enterprise (such as sales of goods, sales of services, interest, royalties, and dividends) during the year.

⁹ A balance sheet account that represents the value of all assets that are reasonably expected to be converted into cash within one year in the normal course of business. Current assets include cash, accounts receivable, inventory, marketable securities, prepaid expenses and other liquid assets that can be readily converted to cash.

¹⁰ A company's debts or obligations that are due within one year. Current liabilities appear on the company's balance sheet and include short term debt, accounts payable, accrued liabilities and other debts.

4 STAFF RESOURCES

Please provide the following personnel statistics for the current year and the two previous years¹¹.

Annual manpower	Year before past year		Past year		Current year		Period average	
-	Overall	Relevant fields ¹²	Overall	Relevant fields ¹¹	Overall	Relevant fields ¹¹	Overall	Relevant fields ¹¹
Permanent staff ¹³								
Other staff ¹⁴								
Total								
Permanent staff as a proportion of total staff (%)		%	%	%	%	%	%	%

¹¹ If this tender is submitted by a consortium, the data in the table above must be the sum of the data in the corresponding tables in the declarations provided by the consortium members —of this tender form. Consolidated data are not requested for financial ratios.

¹² Corresponding to the relevant specialisms.

¹³ Staff directly employed by the tenderer on a permanent basis (i.e. under indefinite contracts).

¹⁴ Other staff not directly employed by the tenderer on a permanent basis (i.e. under fixed-term contracts).

5 FIELDS OF SPECIALISATION

Please use the table below to indicate the specialisms relevant to this contract of each legal entity making this tender by using the names of these specialisms as the row headings and the name of the legal entity as the column headings. Show the relevant specialism(s) of each legal entity by placing a tick (\checkmark) in the box corresponding to those specialisms in which the legal entity has significant experience. [Maximum ten specialisms]

	Leader	Member 2	Member 3	Etc
Relevant specialism 1				
Relevant specialism 2				
Etc ¹⁵				

6 EXPERIENCE

Please complete a table using the format below to summarise the major relevant supplies carried out over the past three years ¹⁶ by the legal entity or entities making this tender. The number of references to be provided must not exceed 15 for the entire tender.

Ref	#	Project title		•••					
(maximu	1								
m 15)									
Name legal entity	of	Countr	Overall supply value (USD)	Proportio n supplied by legal entity (%)	No of staff provide d	Nam e of client	Origin of fundin g	Date s	Name of member s if any
				•••					
Detailed description of supply					Related	ated services provided			
•••									

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¹⁵ add/delete additional lines and/or rows as appropriate. If this tender is being submitted by an individual legal entity, the name of the legal entity should be entered as 'Leader' (and all other columns should be deleted).

¹⁶ In the case of framework contracts (without contractual value), only specific contracts corresponding to assignments implemented under such framework contracts will be considered.

¹⁷ Amounts actually paid, without the effect of inflation.

Annexe – Photo of Sample

