

# Invitation to Bid

REFERENCE: ITB 2009-6/11/Elections

Date: 06 November, 2009

Dear Sir/Madam,

**Subject: LTA for election kits / UNDP Haiti**

1. We hereby solicit your bid for the supply of electoral kits and other electoral materials on Long Term Agreement basis as per the Schedule of Requirements (Annex V) and Technical Specifications (Annex VI).

2. To enable you to submit a bid, please find enclosed:

Annex I.	Instructions to Bidders
Annex II.	Bid Data Sheet
Annex III.	General Terms and Conditions
Annex IV.	Special Conditions
Annex V.	Schedule of Requirements
Annex VI.	Technical Specifications
Annex VII.	Bid Submission Form
Annex VIII.	Price Schedule

3. Interested Bidders may obtain further information at the following address:

Contact Person:	<u>Jouko Ala-Outinen, Procurement Specialist</u>
Name of Office:	<u>UNDP Haiti</u>
Telephone:	<u>+509 2229-1600</u>
Fax:	<u>+509 2244-9366</u>
E-Mail:	<u><a href="mailto:Jouko.Ala-Outinen@undp.org">Jouko.Ala-Outinen@undp.org</a></u>

4. Bids must be delivered to the above office on or before **11:00 (Port-au-Prince local time) on 16 November 2009**. Late bids shall be rejected.

Bids will be opened in the presence of Bidders' Representatives, who chose to attend the official bid opening at 387, Ave John Brown, Port-au-Prince, Haiti, **Haiti, on 16 November 2009 at 14:00 (local time)**.

5. This letter is not to be construed in any way as an offer to contract with your firm.

Sincerely,

Jose Medina  
Operations Manager

## INSTRUCTIONS TO BIDDERS

### A. INTRODUCTION

1. **General:** The Purchaser invites Sealed Bids for the supply of goods to the UN system
2. **Eligible Bidders:** Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Purchaser to provide consulting services for the preparation of the design specifications, and other documents to be used for the procurement of goods to be purchased under this Invitation to Bids.
3. **Cost of Bid:** The Bidder shall bear all costs associated with the preparation and submission of the Bid, and the procuring UN entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

### B. SOLICITATION DOCUMENTS

4. **Examination of Solicitation Documents:** The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Bidder's risk and may affect the evaluation of the Bid.
5. **Clarification of Solicitation Documents:** A prospective Bidder requiring any clarification of the Solicitation Documents may notify the procuring entity in writing. The response will be made in writing by posting on the UNDP Haiti web site ([www.ht.undp.org](http://www.ht.undp.org)) to any request for clarification of the Solicitation Documents that it receives *earlier than ten days* prior to the Deadline for the Submission of Bids.
6. **Amendments of Solicitation Documents:** *No later than five days* prior to the Deadline for Submission of Bids, the procuring entity may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the Solicitation Documents. All prospective Bidders that have received the Solicitation Documents will be notified in writing of any amendments. In order to afford prospective Bidders reasonable time in which to take the amendments into account in preparing their offers, the procuring entity may, at its discretion, extend the Deadline for the Submission of Bids.

### C. PREPARATION OF BIDS

7. **Language of the Bid:** *The Bid prepared by the Bidder and all correspondence and documents relating to the Bid* exchanged by the Bidder and the procuring entity shall be written in the language indicated on the Bid Data Sheet.

#### 8. Documents Comprising the Bid:

The Bid must comprise the following documents:

- (a) a Bid Submission form;
- (b) a Price Schedule completed in accordance with the Annexes V, VI and VIII and clause 11 of Instructions to Bidders;
- (c) documentary evidence established in accordance with clause 9 of Instructions to Bidders that the Bidder is eligible to and is qualified to perform the contract if its Bid is accepted,
- (d) documentary evidence established in accordance with clause 10 of Instructions to Bidders that the goods and ancillary services to be supplied by the Bidder are eligible goods and services and conform to the Bidding Documents;

#### 9. Documents Establishing Bidder's Eligibility and Qualifications:

The Bidder shall furnish evidence of its status as qualified Supplier. The documentary evidence of the Bidder's qualifications to perform the contract if its Bid is accepted shall be established to the Purchaser's satisfaction:

- (a) that, in the case of a Bidder offering to supply goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' manufacturer or producer to supply the goods in the country of final destination.
- (b) that the Bidder has the financial, technical, and production capability necessary to perform the contract.

#### 10. Documents Establishing Goods' Conformity to Bidding Documents:

The Bidder shall also furnish as part of its Bid, documents establishing the conformity to the Bidding Documents of all goods and related services which the Bidder proposes to supply under the contract.

The documentary evidence of conformity to the Bidding Documents may be in the form of literature, drawings, and data, and shall consist of:

- (a) A detailed description of the essential technical and performance characteristics of the goods;
- (b) A list giving full particulars, including available sources and current prices of spare parts, special tools, etc, necessary for the proper and continuing functioning of the goods for a period to be specified in the Bid Data Sheet, following commencement of the use of the goods.

11. **Bid Currencies/Bid Prices:** All prices shall be quoted in US dollars or any other convertible currency. The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total Bid Price of the goods it proposes to supply under the contract.

12. **Period of Validity of Bids:** Bids shall remain *valid for 120 days* after the date of Bid Submission prescribed by the procuring UN entity pursuant to clause 15 of Instructions to Bidders. A Bid valid for a shorter period may be rejected as non-responsive

pursuant to clause 19 of Instructions to Bidders. In exceptional circumstances, the procuring UN entity may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. Bidders granting the request will not be required nor permitted to modify their Bids.

#### **D. Submission of Bids**

14. **Format and Signing of Bid:** The Bidder shall prepare *two copies* of the Bid, clearly marking each "Original Bid" and "Copy of Bid" as appropriate. In the event of any discrepancy between them, the original shall govern. The two copies of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. A Bid shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the bid.

15. **Sealing and Marking of Bids:**

14.1 The Bidder shall seal the original and each copy of the Bid in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY". The envelopes shall then be sealed in an outer envelope.

14.2 The inner and outer envelopes shall:

- (a) *be addressed to the Purchaser at the address given in section I of these Solicitation Documents; and*
- (b) *make reference to the "subject" indicated in section I of these Solicitation Documents, and a statement: "DO NOT OPEN BEFORE", to be completed with the time and the date specified in section I of these Solicitation Documents for Bid Opening pursuant to clause 15 of Instructions to Bidders.*

14.3 The inner and outer envelopes shall also indicate the name and address of the Bidder to enable the Bid to be returned unopened in case it is declared "late".

14.4 If the outer envelope is not sealed and marked as required by clause 14.2 of Instructions to Bidders, the Purchaser will assume no responsibility for the Bid's misplacement or premature opening.

16. **Deadline for Submission of Bids/Late Bids:**

15.1 Bids must be delivered to the office on or before the date and time specified in section I of these Solicitation Documents.

15.2 The Purchaser may, at its discretion, extend this deadline for the submission of the bids by amending the Bidding Documents in accordance with clause 6 of Instructions to Bidders, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

15.3 Any Bid received by the Purchaser after the Deadline for Submission of Bids will be rejected and returned unopened to the Bidder.

17. **Modification and Withdrawal of Bids:** The Bidder may withdraw its Bid after submission, provided that written notice of the withdrawal is received by the procuring UN entity prior to the deadline for submission. No Bid may be modified after passing of the Deadline for Submission of Bids. No Bid may be withdrawn in the interval between the Deadline for Submission of Bids and the expiration of the Period of Bid Validity.

#### **E. OPENING AND EVALUATION OF BIDS**

18. **Opening of Bids:**

17.1 The Purchaser will open all Bids in the presence of Bidders' Representatives who choose to attend, at the time, on the date, and at the place specified in section I of this Solicitation Document. The Bidders' Representatives who are present shall sign a register evidencing their attendance.

17.2 The bidders' names, Bid Modifications or withdrawals, bid Prices, discounts, and the presence or absence of requisite Bid Security and such other details as the purchaser, at its discretion, may consider appropriate, will be announced at the opening. No Bid shall be rejected at Bid Opening, except for Late Bids, which shall be returned unopened to the Bidder pursuant to clause 19 of Instructions to Bidders.

17.3 Bids (and modifications sent pursuant to clause 16 of Instructions to Bidders) that are not opened and read out at Bid Opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn Bids will be returned unopened to the Bidders.

17.4 The Purchaser will prepare minutes of the Bid Opening.

19. **Clarification of Bids:** To assist in the examination, evaluation and comparison of Bids the procuring UN entity may at its discretion ask the Bidder for clarification of its Bid. The request for clarification and the response shall be in writing and no change in price or substance of the Bid shall be sought, offered or permitted.

20. **Preliminary Examination:**

19.1 Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each Bid to the Invitation to Bid (ITB). A substantially responsive Bid is one which conforms to all the terms and conditions of the ITB without material deviations.

19.2 The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the bids are generally in order.

19.3 Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Bidder does not accept the correction of errors, its Bid will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

19.4 A Bid determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

- 21. **Conversion to Single Currency:** To facilitate evaluation and comparison, the Purchaser will convert all Bid Prices expressed in the amounts in various currencies in which the Bid Prices are payable to US dollars at the official UN exchange rate on the last day for Submission of Bids.
- 22. **Evaluation of Bids:** Determination of compliance with the Solicitation Documents is based on the content of the Bid itself without recourse to extrinsic evidence.

Evaluation Criteria	
1.1	Compliance with pricing conditions set in the ITB.
1.2	Compliance with requirements relating to technical design features or the product's ability to satisfy functional requirements.
1.3	Compliance with Special and General Conditions specified by these Solicitation Documents.
1.5	Demonstrated ability to comply with critical provisions such as execution of the Purchase Order by honoring the tax-free status of the UN.
1.6	Demonstrated ability to honor important responsibilities and liabilities allocated to Supplier in this ITB (e.g. performance guarantees, warranties, or insurance coverage, etc).

**F. AWARD OF CONTRACT**

- 23. **Award Criteria:** The procuring UN entity will Issue the Purchase Order to the lowest priced technically qualified Bidder. The Purchaser reserves the right to accept or reject any Bid, to annul the solicitation process and reject all Bids at any time prior to award of purchase order, without thereby incurring any liability to the affected Bidder(s) or any obligation to provide information on the grounds for the purchaser's action.
- 24. **Purchaser's Right to Vary Requirements at Time of Award:** The Purchaser reserves the right at the time of making the award of contract to increase or decrease by up to 20 % the quantity of goods specified in the Schedule of Requirements without any change in unit price or other terms and conditions.
- 25. **Notification of Award:** Prior to the expiration of the period of Bid Validity, the Purchaser will send the successful Bidder the Purchase Order. The Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this purchase order, as herein specified. Acceptance of this Purchase Order shall effect a contract between the parties under which the rights and obligations of the parties shall be governed solely by the terms and conditions of this purchase order.
- 26. **Signing of the Purchase Order:** Within 15 days of receipt of the Purchase Order the successful Bidder shall sign, date and return it to the purchaser.

## BID DATA SHEET

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

Relevant clause(s) of Instruction to Bidders	Specific data complementing, supplementing, or amending instructions to Bidders		
Deadline for Submission of Bids:	<b>16 November, 2009 at 11:00 hours (Port-au-Prince local time)</b>		
Bids to be received at:/Bids to be marked:	<b>UNDP Haiti</b> 387, Ave John Brown, Port-au-Prince, Haiti	<b>“ATTENTION: REGISTRY OFFICE / PROCUREMENT SEALED BID – LTA FOR ELECTORAL KITS / UNDP HAITI - NO: _____ DO NOT OPEN BEFORE 14:00 hours, 16 November, 2009”</b>	
Language of the Bid	<input checked="" type="checkbox"/> <b>English</b> <input checked="" type="checkbox"/> <b>French</b> <input type="checkbox"/> Spanish <input type="checkbox"/> If others, specify		
Bid Price	The prices quoted shall be as per following INCOTERMS 2000 and place: <input type="checkbox"/> FOB <input type="checkbox"/> FCA <input checked="" type="checkbox"/> <b>CIP</b> <input type="checkbox"/> DDU <input type="checkbox"/> Other Place: <b>Haiti, Port-au-Prince</b>		
Documents Establishing Bidder’s Eligibility & Qualifications	<input checked="" type="checkbox"/> <b>Required</b> <input type="checkbox"/> Not required		
Bid Validity Period:	<input checked="" type="checkbox"/> <b>120 days</b> <input type="checkbox"/> If different, please specify .....		
Bid Security	<input type="checkbox"/> Required <input checked="" type="checkbox"/> <b>Not required</b>		
Preliminary Examination – completeness of bid.	<input checked="" type="checkbox"/> <b>Partial bids permitted (by complete LOTs )</b> <input type="checkbox"/> Partial bids not permitted		
Purchaser’s Right to Vary Requirements at Time of Award	<input checked="" type="checkbox"/> <b>20 percent, increase or decrease of quantity</b>	<input type="checkbox"/> Condition waived	<input type="checkbox"/> Condition applies but change limit to ..... percent.
Compliance with any other clause required	<input type="checkbox"/> No. <input checked="" type="checkbox"/> <b>If yes, specify:</b>		
	<b>Bids can be submitted either in sealed hard copy or electronically. Bids sent electronically need to be addressed to the following e-mail address: <a href="mailto:Procurement.ht@undp.org">Procurement.ht@undp.org</a> with the same mark.</b>		
	<b><u>Bids submitted electronically must be secured with the password protected ZIP archive by the Offeror, which will be given to the procuring UNDP entity upon its request during the bid opening process.</u></b>		
	<b>Bids submitted by fax will be rejected. Late bids will not be accepted.</b>		
	Requests for additional information must be received at least 10 (ten) working days before the Deadline for Submission of bids. Bidders are encouraged to raise queries as early as possible.		

## General Terms and Conditions

### 1. ACCEPTANCE OF THE PURCHASE ORDER

This Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Purchase Order, as herein specified. Acceptance of this Purchase Order shall effect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Purchase Order, including these General Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind UNDP unless agreed to in writing by a duly authorized official of UNDP.

### 2. PAYMENT

- 2.1.1 UNDP shall, on fulfillment of the Delivery Terms, unless otherwise provided in this Purchase Order, make payment within 30 days of receipt of the Supplier's invoice for the goods and copies of the shipping documents specified in this Purchase Order.
- 2.1.2 Payment against the invoice referred to above will reflect any discount shown under the payment terms of this Purchase Order, provided payment is made within the period required by such payment terms.
- 2.1.3 Unless authorized by UNDP, the Supplier shall submit one invoice in respect of this Purchase Order, and such invoice must indicate the Purchase Order's identification number.
- 2.1.4 The prices shown in this Purchase Order may not be increased except by express written agreement of UNDP.

### 3. TAX EXEMPTION

3.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for utilities services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize UNDP's exemption from such taxes, duties or charges, the Supplier shall immediately consult with UNDP to determine a mutually acceptable procedure.

3.2 Accordingly, the Supplier authorizes UNDP to deduct from the Supplier's invoice any amount representing such taxes, duties or charges, unless the Supplier has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically authorized the Supplier to pay such taxes, duties or charges under protest. In that event, the Supplier shall provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

### 4. RISK OF LOSS

Risk of loss, damage to or destruction of the goods shall be governed in accordance with DDU INCOTERMS 2000, unless otherwise agreed upon by the Parties on the front side of this Purchase Order.

### 5. EXPORT LICENCES

Notwithstanding any INCOTERM 2000 used in this Purchase Order, the Supplier shall obtain any export licenses required for the goods.

### 6. FITNESS OF GOODS/PACKAGING

The Supplier warrants that the goods, including packaging, conform to the specifications for the goods ordered under this Purchase Order and are fit for the purposes for which such goods are ordinarily used and for purposes expressly made known to the Supplier by UNDP, and are free from defects in workmanship and materials. The Supplier also warrants that the goods are contained or packaged adequately to protect the goods.

### 7. INSPECTION

- 1. UNDP shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to this Purchase Order; payment for goods pursuant to this Purchase Order shall not be deemed an acceptance of the goods.
- 2. Inspection prior to shipment does not relieve the Supplier from any of its contractual obligations.

### 8. INTELLECTUAL PROPERTY INFRINGEMENT

The Supplier warrants that the use or supply by UNDP of the goods sold under this Purchase Order does not infringe any patent, design, trade-name or trade-mark. In addition, the Supplier shall, pursuant to this warranty, indemnify, defend and hold UNDP and the United Nations harmless from any actions or claims brought against UNDP or the United Nations pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the goods sold under this Purchase Order.

### 9. RIGHTS OF UNDP

In case of failure by the Supplier to fulfill its obligations under the terms and conditions of this Purchase Order, including but not limited to failure to obtain necessary export licenses, or to make delivery of all or part of the goods by the agreed delivery date or dates, UNDP may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

- a) Procure all or part of the goods from other sources, in which event UNDP may hold the Supplier responsible for any excess cost occasioned thereby.
- b) Refuse to accept delivery of all or part of the goods.
- c) Cancel this Purchase Order without any liability for termination charges or any other liability of any kind of UNDP.

## **10. LATE DELIVERY**

Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the goods by the delivery date(s) stipulated in this Purchase Order, the Supplier shall (i) immediately consult with UNDP to determine the most expeditious means for delivering the goods and (ii) use an expedited means of delivery, at the Supplier's cost (unless the delay is due to Force Majeure), if reasonably so requested by UNDP.

## **11. ASSIGNMENT AND INSOLVENCY**

- 11.1. The Supplier shall not, except after obtaining the written consent of UNDP, assign, transfer, pledge or make other disposition of this Purchase Order, or any part thereof, or any of the Supplier's rights or obligations under this Purchase Order.
- 11.2. Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, UNDP may, without prejudice to any other rights or remedies, immediately terminate this Purchase Order by giving the Supplier written notice of termination.

## **12. USE OF UNDP OR UNITED NATIONS NAME OR EMBLEM**

The Supplier shall not use the name, emblem or official seal of UNDP or the United Nations for any purpose.

## **13. PROHIBITION ON ADVERTISING**

The Supplier shall not advertise or otherwise make public that it is furnishing goods or services to UNDP without specific permission of UNDP in each instance.

## **14. CHILD LABOUR**

The Supplier represents and warrants that neither it nor any of its affiliates is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

## **15. MINES**

The Supplier represents and warrants that neither it nor any of its affiliates is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

## **16. SETTLEMENT OF DISPUTES**

### **16.1 Amicable Settlement**

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Purchase Order or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the Parties.

### **16.2 Arbitration**

Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Purchase Order or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Section within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

## **17. PRIVILEGES AND IMMUNITIES**

Nothing in or related to these General Terms and Conditions or this Purchase Order shall be deemed a waiver of any of the privileges and immunities of the United Nations, including its subsidiary organs.

## SPECIAL CONDITIONS

The following Special Conditions shall complement, supplement, or amend the General Conditions. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions.

<b>General requirements</b>	
<input checked="" type="checkbox"/> <b>Applies</b> <input type="checkbox"/> Does not apply	a) The Bidder should guarantee that the goods offered are new and have never been used before; b) When shipping, storing and delivering the goods, the Bidder must conform with all laws, conventions and regulations pertaining to health and safety matters applicable to this type of goods; c) Descriptive literature, including User Guide(s) should be in French or English language;
<b>Warranty/Guarantee</b>	
<input checked="" type="checkbox"/> <b>Applies</b> <input type="checkbox"/> Does not apply	If, within 24 months after the goods have been put into service, any defects are discovered or arise in the normal course of usage, the Supplier shall remedy the defect either by replacement or by repair.
<b>Spare Parts for the Post-Warranty Period</b>	
<input type="checkbox"/> Applies <input checked="" type="checkbox"/> <b>Does not apply</b>	The bidder must specify the recommended spare parts, a list of which must be attached to the tender. Spare parts, including their quantities shall be estimated with due diligence to the reliability of the relevant equipment and spares for components with a high probability of failure.
<b>Liquidated damages</b>	
<input checked="" type="checkbox"/> <b>Applies</b> <input type="checkbox"/> Does not apply	If the Supplier fails to supply the specified goods within the time period(s) stipulated by the purchase order, the Purchaser shall, without prejudice to its other remedies under the contract, deduct from the Purchase Order price, as liquidated damages, a sum equivalent to 0.5 percent of the delivered price of the delayed goods for each week of delay until actual delivery, up to a maximum deduction of 10 percent of the delayed goods Purchase Order price. Once the maximum is reached, the Purchaser may consider termination of the Purchase Order
<b>Performance security</b>	
<input type="checkbox"/> Applies <input checked="" type="checkbox"/> <b>Does not apply</b>	a) Within 30 days of receipt of the Purchase Order from the purchaser, the successful Bidder shall furnish a Performance Security to the Purchaser in the amount of 10% of the Purchase Order Value. b) The Performance Security shall be valid until a date 30 days from the date of Issue of a Satisfactory Certificate of Inspection and Testing by the procuring UN entity. c) The proceeds of the Performance Security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the contract. d) The Performance Security shall be denominated in the currency of the Purchase Order and shall be in one of the following form of a bank guarantee or irrevocable letter of credit, issued by a reputable bank located in the purchaser's country or abroad in the form provided in these Solicitation Documents. e) The Security will be returned to the Supplier within 30 days of completion of the Purchase order, including any warranty obligation.
<b>Confidentiality</b>	
<input checked="" type="checkbox"/> <b>Applies</b> <input type="checkbox"/> Does not apply	The contractor will observe professional secrecy/confidentially for the entire duration of the contract and after his completion on confidential information retrieved by UNDP Haiti.
<b>Change of electoral kits prices</b>	
<input checked="" type="checkbox"/> <b>Applies</b> <input type="checkbox"/> Does not apply	The contractor will inform UNDP Haiti of any changes in electoral kits prices within 5 (five) days after such occurrence, by sending a copy of its internal order /instruction /disposition /etc.



## SCHEDULE OF REQUIREMENTS

### Background:

With the aim to support the implementation of the Electoral Support project and partners operations (CEP) in Haiti, UNDP Haiti is procuring fairly large amounts of electoral materials – electoral kits and is exploring the possibility of engaging a supplier(s) on a recurrent basis, as needs arise, in order to ensure the best value for UNDP. UNDP Haiti envisages entering into contract for one year with the option to renew for two additional years, subject to a satisfactory performance evaluation. The approximate volume of various electoral kit types procured by UNDP Haiti per year is 24,000 (twenty-four thousand) units. Present data shall be used by vendor for estimation of the bid price. UNDP Haiti does not guarantee any volumes or quantities to be ordered during next years.

### Purpose:

Timely supply of electoral kits to UNDP Haiti office and projects on a Long Term Agreement basis.

<b>Delivery terms</b>	CIP Port-au-Prince, Haiti (INCOTERMS 2000).
<b>Volumes by lots</b>	<p><u>For LOT 1:</u> - a minimum of <u>12,000 (twelve thousand)</u> of electoral kits</p> <p><u>For LOT 2:</u> - a minimum of <u>12,000 (twelve thousand)</u> of electoral kits *</p> <p><u>For LOT 3:</u> - a minimum of <u>12,000 (twelve thousand)</u> of electoral kits</p> <p><u>For LOT 4:</u> - a minimum of <u>12,000 (twelve thousand)</u> of electoral kits</p> <p><b><u>*NOTE: the volumes indicated in LOT 3 and 4 are subject to modification. No delivery dates announced yet. UNDP Haiti does not guarantee the obligation to procure the volumes indicated in LOT 3 and LOT 4.</u></b></p>
<b>Delivery dates</b>	<p><u>For LOT 1:</u> - 6 January, 2010</p> <p><u>For LOT 2:</u> - 28 February, 2010 *</p> <p><u>For LOT 3:</u> - tbc</p> <p><u>For LOT 4:</u> - tbc</p> <p><b><u>*NOTE: delivery dates to be announced in the course of the year or the next year.</u></b></p>
<b>Supplier Qualification</b>	<p><u>Profile of the company:</u> Give a brief description of the company including copy of company registration documents.</p> <p><u>Details of years in business:</u> The company must document having a minimum of two years experience in the relevant line of business.</p> <p><u>Local Dealer/Representative/Company:</u> offerors shall provide the name of the entity in Port-au-Prince, Haiti for any requests/complains, maintenance, etc. of the goods (not compulsory)</p> <p><u>Financial capacity of the company:</u> Offerors shall provide copy of the company's financial balance sheet (financial report and/or last audit report) for the last fiscal year, in order to prove its financial sustainability and provide reasonable assurance whether it can pay off its financial obligations. Based on provided documents, the quick ratio (ratio between the company's liquid assets and its current liabilities) shall be calculated in order to evaluate the financial health of the Offeror. A quick ratio lower than 1 shall be grounds to disqualify the Offeror.</p>
<b>Packing</b>	As per requirements set forth in specification description.
<b>Certificate(s) of conformity</b>	Provision of copies of the documents, confirming that goods are in compliance with compulsory requirements (norms and standards) - certificate(s)/record(s) of conformity, issued or acknowledged by relevant regulatory entity/body.

***Environmental considerations***

Offerors shall describe, as applicable, how environmental protection issues are taken into account throughout the manufacturing and/or delivery process. Eco-labels applied, if any shall be described.

***Payment terms***

Goods purchased will be paid through bank transfer to given account, upon delivery and submission of commercial invoice within 30 days.

Please note that all purchases must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes

***Organisational Settings***

The winner company shall provide the name and contact information of a Customer Relations Manager or similar, responsible for the smooth running and execution of orders placed by UNDP Haiti.

***Placement of Orders***

Long Term Agreement holder(s) shall be requested to submit quotations to UNDP Haiti for future orders.

## TECHNICAL SPECIFICATIONS

## Lot 1-4.

<u>ITEM NO).</u>	<u>DESCRIPTION</u>	<u>QTY PER UNIT</u>	<u>NUMBER OF KITS/PER LOT</u>	<u>TOTAL QTY/PER LOT</u>
1	Strong cardboard box large enough to be able to contain all the items listed below (one complete voting kit), 73 x 103 x 11cm	1	12,000	12,000
2	Corrugated plastic ballot box 39cm x39cm x39cm, to be able to contain 470 ballots, the box must have 4 transparent panels/windows	2	12,000	24,000
3	Cardboard Voting Screen, to be supplied with pictorial assembly instructions. With locking tabs so that the panels can be joined together on a table enabling 4 voters to be able to vote at the same time.	1	12,000	12,000
4	Vote tally form . Actual size : A2 (double A3)The 4 units per kit to be as follows:2 units (page 1 and page 2) to be used for each ballot box - page 1 numbered from 1 to 21 and page 2 numbered from 22 to 42, 500 voters per candidates.	2	12,000	24,000
5	Indelebile Election Ink, in a pen, 25% silver nitrate solution, sufficient for 500 voters, stain lasts 72 hours, with instruction label in English (expiration date: 6 months from order date)	1	12,000	12,000
6	TEB transparent bag for Pv's (9 in x12 in) No printing or sequential numbering	2	12,000	24,000
7	TEB transparent bag for ballots (25 in x 25 in). Printed black (1 colour) one location only, No Sequential Numbering	1	12,000	12,000
8	Box of 24 x black wax crayons (to be able to be broken in two so that 48 voters can put their crosses.)	1	12,000	12,000
9	Self Adhesive transparent sticker (square 6 in x6 in).No printing	4	12,000	48,000
10	Packs standard Ball Point Pens, blue, (3 per pack)	2	12,000	24,000
11	ID cardboard cards to identify the staff working in the voting office. Size: approx. 9 x 6 cm All to have space for ID photo. As per Artwork supplied, 9 x 6 cm.	3	12,000	36,000
12	Self Adhesive sticker for election 1 1/2 in X 12 in : 1 colour PANTONE 2728 C stating <b>SENATÉ</b> in font Arial white, 1 colour PANTONE 7419 C stating <b>DEPITE</b> in font Arial white)	2	12,000	24,000
13	Poll station sticker ( <b>BUREAU DE VOTE</b> ) 6 in X 6 in. colour blue and white	1	12,000	12,000
14	pack of 12 Candles, length 150mm.	1	12,000	12,000
15	C-Fold 24/100 Tissue Paper, absorbant	2	12,000	12,000

16	Calculator, can show minimum 8 digits on a big display, solar and battery powered includes batteries	1	12,000	12,000
17	Pack of 50 elastic bands.	1	12,000	12,000
18	Large plastic garbage bag, for collecting used and disposed items	1	12,000	12,000
19	LED Camping Lantern (Coleman Compatible) takes 4 AA batteries, 1 pkg of 4 AA included	1	12,000	12,000
20	Thick brown kraft envelop A3 size	2	12,000	24,000
21	Roll of Adhesive transparent Packing Tape with dispenser	1	12,000	12,000
22	Yellow Pad 8 1/2 x 11	1	12,000	12,000
23	Card holder for ID card with Alligator Style Clip (as supplied previously)	3	12,000	36,000
24	Clasp Envelops 10 x 13 with printed label stating: <b>Fèy prezans manb BV</b> and empty tex box to fit polling station code	1	12,000	12,000
	<b>Subtotal kits</b>			
25	Supplementary packed aside 96000 size AA batteries 1 set of 4 batteries per lantern			
	<b>Grand Total</b>			

**BID/PROPOSAL SUBMISSION FORM**

To: UNDP Haiti  
387, Ave John Brown,  
Port-au-Prince, Haiti

Dear Sir / Madam,

Having examined the Bidding Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver **electoral kits** in conformity with the said bidding documents and the offered discounts (optional) as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

We agree to abide by this Bid for a period of **120** days from the date fixed for opening of Bids in the Invitation to Bid, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept any Bid you may receive.

Name of Bidder:

Address of Bidder:

Authorized Signature:

Date:

Name of Authorised  
Signature (type or print)

Functional Title of Signatory

## PRICE SCHEDULE

1. UNDP Haiti may consider multiple Long Term Agreements (LTAs) to ensure best value for the Organization. UNDP Haiti does not guarantee that similar volumes (as stated in Annex VI) would be ordered during the next years.
2. The Price Schedule must provide a detailed cost (*and discount breakdown*) for each item.
3. In case of multiple LTAs for the same LOT, the Supplier to be placed order with, will be selected based on the **lowest price** per methodology for price calculation.
4. Technical descriptions for each proposed item must provide sufficient detail to allow the Purchaser to determine compliance of Bid with specifications as per Schedule of Requirements and Technical Specifications of this ITB.
5. The format shown on the following pages should be used in preparing the Price Schedule. **Offers received without properly filled-in tables could be rejected.**

## LOT 1 (delivery date: 6 January, 2010)

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>QTY PER UNIT</u>	<u>NUMBER OF KITS</u>	<u>TOTAL QTY</u>	<u>CIP Unit Price</u>	<u>Total</u>
1	Strong cardboard box large enough to be able to contain all the items listed below (one complete voting kit), 73 x 103 x 11cm	1	12,000	12,000		
2	Corrugated plastic ballot box 39cm x39cm x39cm, to be able to contain 470 ballots, the box must have 4 transparent panels/windows	2	12,000	12,000		
3	Cardboard Voting Screen, to be supplied with pictorial assembly instructions. With locking tabs so that the panels can be joined together on a table enabling 4 voters to be able to vote at the same time.	1	12,000	12,000		
4	Vote tally form . Actual size : A2 (double A3)The 4 units per kit to be as follows:2 units (page 1 and page 2) to be used for each ballot box - page 1 numbered from 1 to 21 and page 2 numbered from 22 to 42, 500 voters per candidates.	2	12,000	24,000		
5	Indelebile Election Ink, in a pen, 25% silver nitrate solution, sufficient for 500 voters, stain lasts 72 hours, with instruction label in English (expiration date: 6 months from order date)	1	12,000	12,000		
6	TEB transparent bag for Pv's (9 in x12 in) No printing or sequential numbering	2	12,000	24,000		
7	TEB transparent bag for ballots (25 in x 25 in). Printed black (1 colour) one location only, No Sequential Numbering	1	12,000	12,000		
8	Box of 24 x black wax crayons (to be able to be broken in two so that 48 voters can put their crosses.)	1	12,000	12,000		
9	Self Adhesive transparent sticker (square 6 in x6 in).No printing	4	12,000	48,000		
10	Packs standard Ball Point Pens, blue, (3 per pack)	2	12,000	24,000		
11	ID cardboard cards to identify the staff working in the voting office. Size: approx.9x6 cm All to have space for ID photo. As per Artwork supplied,9x6 cm.	3	12,000	36,000		

12	Self Adhesive sticker for election 1 1/2 in X 12 in : 1 colour PANTONE 2728 C stating <b>SENATÉ</b> in font Arial white, 1 colour PANTONE 7419 C stating <b>DEPITE</b> in font Arial white)	2	12,000	24,000		
13	Poll station sticker ( <b>BUREAU DE VOTE</b> ) 6 in X 6 in. colour blue and white	1	12,000	12,000		
14	pack of 12 Candles, length 150mm.	1	12,000	12,000		
15	C-Fold 24/100 Tissue Paper, absorbant	2	12,000	24,000		
16	Calculator, can show minimum 8 digits on a big display, solar and battery powered includes batteries	1	12,000	12,000		
17	Pack of 50 elastic bands.	1	12,000	12,000		
18	Large plastic garbage bag, for collecting used and disposed items	1	12,000	12,000		
19	LED Camping Lantern (Coleman Compatible) takes 4 AA batteries, 1 pkg of 4 AA included	1	12,000	12,000		
20	Thick brown kraft envelop A3 size	2	12,000	24,000		
21	Roll of Adhesive transparent Packing Tape with dispenser	1	12,000	12,000		
22	Yellow Pad 8 1/2 x 11	1	12,000	12,000		
23	Card holder for ID card with Alligator Style Clip (as supplied previously)	3	12,000	36,000		
24	Clasp Envelops 10 x 13 with printed label stating: <b>Fèy prezans manb BV</b> and empty tex box to fit polling station code	1	12,000	12,000		
	<b>Subtotal kits</b>					
25	Supplementary packed aside 96000 size AA batteries 1 set of 4 batteries per lantern					\$ -
	<b>Grand Total</b>					\$ -

## LOT 2 (delivery date: 28 February, 2010)

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>QTY PER UNIT</u>	<u>NUMBER OF KITS</u>	<u>TOTAL QTY</u>	<u>CIP Unit Price</u>	<u>Total</u>
1	Strong cardboard box large enough to be able to contain all the items listed below (one complete voting kit), 73 x 103 x 11cm	1	12,000	12,000		
2	Corrugated plastic ballot box 39cm x39cm x39cm, to be able to contain 470 ballots, the box must have 4 transparent panels/windows	2	12,000	12,000		
3	Cardboard Voting Screen, to be supplied with pictorial assembly instructions. With locking tabs so that the panels can be joined together on a table enabling 4 voters to be able to vote at the same time.	1	12,000	12,000		
4	Vote tally form . Actual size : A2 (double A3)The 4 units per kit to be as follows:2 units (page 1 and page 2) to be used for each ballot box - page 1 numbered from 1 to 21 and page 2 numbered from 22 to 42, 500 voters per candidates.	2	12,000	24,000		

5	Indelebile Election Ink, in a pen, 25% silver nitrate solution, sufficient for 500 voters, stain lasts 72 hours, with instruction label in English (expiration date: 6 months from order date)	1	12,000	12,000		
6	TEB transparent bag for Pv's (9 in x12 in) No printing or sequential numbering	2	12,000	24,000		
7	TEB transparent bag for ballots (25 in x 25 in). Printed black (1 colour) one location only, No Sequential Numbering	1	12,000	12,000		
8	Box of 24 x black wax crayons (to be able to be broken in two so that 48 voters can put their crosses.)	1	12,000	12,000		
9	Self Adhesive transparent sticker (square 6 in x6 in).No printing	4	12,000	48,000		
10	Packs standard Ball Point Pens, blue, (3 per pack)	2	12,000	24,000		
11	ID cardboard cards to identify the staff working in the voting office. Size: approx.9x6 cm All to have space for ID photo. As per Artwork supplied,9x6 cm.	3	12,000	36,000		
12	Self Adhesive sticker for election 1 1/2 in X 12 in : 1 colour PANTONE 2728 C stating <b>SENATÉ</b> in font Arial white, 1 colour PANTONE 7419 C stating <b>DEPITE</b> in font Arial white)	2	12,000	24,000		
13	Poll station sticker ( <b>BUREAU DE VOTE</b> ) 6 in X 6 in. colour blue and white	1	12,000	12,000		
14	pack of 12 Candles, length 150mm.	1	12,000	12,000		
15	C-Fold 24/100 Tissue Paper, absorbant	2	12,000	24,000		
16	Calculator, can show minimum 8 digits on a big display, solar and battery powered includes batteries	1	12,000	12,000		
17	Pack of 50 elastic bands.	1	12,000	12,000		
18	Large plastic garbage bag, for collecting used and disposed items	1	12,000	12,000		
19	LED Camping Lantern (Coleman Compatible) takes 4 AA batteries, 1 pkg of 4 AA included	1	12,000	12,000		
20	Thick brown kraft envelop A3 size	2	12,000	24,000		
21	Roll of Adhesive transparent Packing Tape with dispenser	1	12,000	12,000		
22	Yellow Pad 8 1/2 x 11	1	12,000	12,000		
23	Card holder for ID card with Aligator Style Clip (as supplied previously)	3	12,000	36,000		
24	Clasp Envelops 10 x 13 with printed label stating: <b>Fèy prezans manb BV</b> and empty tex box to fit polling station code	1	12,000	12,000		
	<b>Subtotal kits</b>					
25	Supplementary packed aside 96000 size AA batteries 1 set of 4 batteries per lantern					\$ -
	<b>Grand Total</b>					\$ -



**LOT 3**

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>QTY PER UNIT</u>	<u>NUMBER OF KITS</u>	<u>TOTAL QTY</u>	<u>CIP Unit Price</u>	<u>Total</u>
1	Strong cardboard box large enough to be able to contain all the items listed below (one complete voting kit), 73 x 103 x 11cm	1	12,000	12,000		
2	Corrugated plastic ballot box 39cm x39cm x39cm, to be able to contain 470 ballots, the box must have 4 transparent panels/windows	2	12,000	12,000		
3	Cardboard Voting Screen, to be supplied with pictorial assembly instructions. With locking tabs so that the panels can be joined together on a table enabling 4 voters to be able to vote at the same time.	1	12,000	12,000		
4	Vote tally form . Actual size : A2 (double A3)The 4 units per kit to be as follows:2 units (page 1 and page 2) to be used for each ballot box - page 1 numbered from 1 to 21 and page 2 numbered from 22 to 42, 500 voters per candidates.	2	12,000	24,000		
5	Indelebile Election Ink, in a pen, 25% silver nitrate solution, sufficient for 500 voters, stain lasts 72 hours, with instruction label in English (expiration date: 6 months from order date)	1	12,000	12,000		
6	TEB transparent bag for Pv's (9 in x12 in) No printing or sequential numbering	2	12,000	24,000		
7	TEB transparent bag for ballots (25 in x 25 in). Printed black (1 colour) one location only, No Sequential Numbering	1	12,000	12,000		
8	Box of 24 x black wax crayons (to be able to be broken in two so that 48 voters can put their crosses.)	1	12,000	12,000		
9	Self Adhesive transparent sticker (square 6 in x6 in).No printing	4	12,000	48,000		
10	Packs standard Ball Point Pens, blue, (3 per pack)	2	12,000	24,000		
11	ID cardboard cards to identify the staff working in the voting office. Size: approx.9x6 cm All to have space for ID photo. As per Artwork supplied,9x6 cm.	3	12,000	36,000		
12	Self Adhesive sticker for election 1 1/2 in X 12 in : 1 colour PANTONE 2728 C stating <b>SENATÉ</b> in font Arial white, 1 colour PANTONE 7419 C stating <b>DEPITE</b> in font Arial white)	2	12,000	24,000		
13	Poll station sticker ( <b>BUREAU DE VOTE</b> ) 6 in X 6 in. colour blue and white	1	12,000	12,000		
14	pack of 12 Candles, length 150mm.	1	12,000	12,000		
15	C-Fold 24/100 Tissue Paper, absorbant	2	12,000	24,000		
16	Calculator, can show minimum 8 digits on a big display, solar and battery powered includes batteries	1	12,000	12,000		
17	Pack of 50 elastic bands.	1	12,000	12,000		

18	Large plastic garbage bag, for collecting used and disposed items	1	12,000	12,000		
19	LED Camping Lantern (Coleman Compatible) takes 4 AA batteries, 1 pkg of 4 AA included	1	12,000	12,000		
20	Thick brown kraft envelop A3 size	2	12,000	24,000		
21	Roll of Adhesive transparent Packing Tape with dispenser	1	12,000	12,000		
22	Yellow Pad 8 1/2 x 11	1	12,000	12,000		
23	Card holder for ID card with Alligator Style Clip (as supplied previously)	3	12,000	36,000		
24	Clasp Envelops 10 x 13 with printed label stating: <b>Fèy prezans manb BV</b> and empty tex box to fit polling station code	1	12,000	12,000		
	<b>Subtotal kits</b>					
25	Supplementary packed aside 96000 size AA batteries 1 set of 4 batteries per lantern					\$ -
	<b>Grand Total</b>					\$ -

#### Lot 4

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>QTY PER UNIT</u>	<u>NUMBER OF KITS</u>	<u>TOTAL QTY</u>	<u>CIP Unit Price</u>	<u>Total</u>
1	Strong cardboard box large enough to be able to contain all the items listed below (one complete voting kit), 73 x 103 x 11cm	1	12,000	12,000		
2	Corrugated plastic ballot box 39cm x39cm x39cm, to be able to contain 470 ballots, the box must have 4 transparent panels/windows	2	12,000	12,000		
3	Cardboard Voting Screen, to be supplied with pictorial assembly instructions. With locking tabs so that the panels can be joined together on a table enabling 4 voters to be able to vote at the same time.	1	12,000	12,000		
4	Vote tally form . Actual size : A2 (double A3)The 4 units per kit to be as follows:2 units (page 1 and page 2) to be used for each ballot box - page 1 numbered from 1 to 21 and page 2 numbered from 22 to 42, 500 voters per candidates.	2	12,000	24,000		
5	Indelebile Election Ink, in a pen, 25% silver nitrate solution, sufficient for 500 voters, stain lasts 72 hours, with instruction label in English (expiration date: 6 months from order date)	1	12,000	12,000		
6	TEB transparent bag for Pv's (9 in x12 in) No printing or sequential numbering	2	12,000	24,000		
7	TEB transparent bag for ballots (25 in x 25 in). Printed black (1 colour) one location only, No Sequential Numbering	1	12,000	12,000		
8	Box of 24 x black wax crayons (to be able to be broken in two so that 48 voters can put their crosses.)	1	12,000	12,000		

9	Self Adhesive transparent sticker (square 6 in x6 in).No printing	4	12,000	48,000		
10	Packs standard Ball Point Pens, blue, (3 per pack)	2	12,000	24,000		
11	ID cardboard cards to identify the staff working in the voting office. Size: approx.9x6 cm All to have space for ID photo. As per Artwork supplied,9x6 cm.	3	12,000	36,000		
12	Self Adhesive sticker for election 1 1/2 in X 12 in : 1 colour PANTONE 2728 C stating <b>SENATÉ</b> in font Arial white, 1 colour PANTONE 7419 C stating <b>DEPITE</b> in font Arial white)	2	12,000	24,000		
13	Poll station sticker ( <b>BUREAU DE VOTE</b> ) 6 in X 6 in. colour blue and white	1	12,000	12,000		
14	pack of 12 Candles, length 150mm.	1	12,000	12,000		
15	C-Fold 24/100 Tissue Paper, absorbant	2	12,000	24,000		
16	Calculator, can show minimum 8 digits on a big display, solar and battery powered includes batteries	1	12,000	12,000		
17	Pack of 50 elastic bands.	1	12,000	12,000		
18	Large plastic garbage bag, for collecting used and disposed items	1	12,000	12,000		
19	LED Camping Lantern (Coleman Compatible) takes 4 AA batteries, 1 pkg of 4 AA included	1	12,000	12,000		
20	Thick brown kraft envelop A3 size	2	12,000	24,000		
21	Roll of Adhesive transparent Packing Tape with dispenser	1	12,000	12,000		
22	Yellow Pad 8 1/2 x 11	1	12,000	12,000		
23	Card holder for ID card with Alligator Style Clip (as supplied previously)	3	12,000	36,000		
24	Clasp Envelops 10 x 13 with printed label stating: <b>Fèy prezans manb BV</b> and empty tex box to fit polling station code	1	12,000	12,000		
	<b>Subtotal kits</b>					
25	Supplementary packed aside 96000 size AA batteries 1 set of 4 batteries per lantern					\$ -
	<b>Grand Total</b>					\$ -

- Offered discount (if any) shall be valid for the entire period of LTA.
- Note: In case of discrepancy between unit and final price, the unit price shall prevail.

Signature of Bidder .....