

# Answers to Questions: Batch 1

Independent National Electoral Commission

October 5, 2010

## 1 Preamble

This document is an addendum to the RFQ sent to you and amplifies and clarifies statements in the RFQ. Included is a list of questions asked and the commissions responses to them. They have been anonymized but retain the spirit and content of the original questions. Should you have further questions please send them to rfq@inecnigeria.org.

## 2 Questions and Answers

1. **Question:** China is on holiday this week and banks will be closed. Can we submit our bid guarantee on Monday or Tuesday? Can we use a bank outside of the list mentioned in the RFQ?

**Answer:** After consultation it has been decided to extend the deadline for all responders to **close of business on Tuesday, 12th October 2010 at 1700 Nigerian Time**. All bid guarantees must be submitted by that time. Responders who have not submitted their bid guarantees by that date will considered to be unresponsive and will NOT be further considered. You may **NOT** use a bank outside of the approved list.

2. **Question:** , RFQ 6.1 The BIOS of the laptop will be passworded from the factory. Kindly clarify the aim of this password? and please provide the password you wish to use.

**Answer:** We record the time a voter is registered. The time is taken from the BIOS of the laptop. In order to ensure that users/operators cannot change the time, we require that access to the BIOS is limited. We will provide a password generation scheme to shortlisted bidders next week when we have shortlisted bidders.

3. **Question:** RFQ 6.2, Finger scanner chip: Can we use a chip not in the list if your supplied chips?

**Answer:** NO

4. **Question:** RFQ 6.5, Power supplies: What is the frequency of the power supply, is it exactly 60Hz?

**Answer:** Nigeria uses a 240VAC 50Hz. There are occasionally grid fluctuations of  $\pm 10\%$ . We expect that the batteries/laptops will be charged using generators and require that all power equipment be resilient, robust and protected from surges, over-current and voltages and also that they be **usable outdoors**. Power supplies specified only for indoor use are NOT acceptable. We reiterate that only gelled and/or absorbed glass mat (AGM) batteries are acceptable in this application - we wish to prevent spills, burns and harm to operators.

5. **Question:** Please confirm if the back pack shall carry one or two batteries. Is this back pack just a common back pack (such as students and tourists use) or does it have a special design?

**Answer:** The back pack shall be suitable for carrying ONE battery of 7-8 Kgs. We do not require a special design but do require that the loaded bag will be comfortable to carry = wide straps, that the inner back (towards the person) shall be padded and that it will be made of tough durable material.

6. **Question:** RFQ 6.6, External harddrive: How many external hard drives need to be supplied? The RFQ seems to imply only one.

**Answer:** You are asked to supply 2 (two) external hard drives per DDC. You are also asked to supply 2 (two) batteries per DDC BUT only 1 (one) inverter/charger.

7. **Question:** RFQ 6.8, Carrying case: Why do you specifically mention silica gel in your RFQ? Is it the standard Silica Gel used to keep things dry?

**Answer:** We wished to highlight the fact that the case shall be supplied with sachets of Silica Gel. You must supply Silica Gel in the carry case in a quantity sufficient to ensure that the equipment within does not suffer moisture/water damage. We recognize that this is a low monetary value item, BUT we require it.

8. **Question:** The RFQ States: The case shall provide slots for the placement of scissors (minimum 7 inch, full hand grip), Extra ink and paper: Does this mean that we have to supply all these items or do we just leave space in the case for them?

**Answer:** NO you do not have to supply scissors, paper or ink outside to the specified 2 extra sets required with the Printer. The printer WILL be provided with 2 sets of extra ink. You are required to leave a slot for them in the case.

9. **Question:** What is a Cold Laminate Pouch? Is this a kind of machine? Who will supply this? If we are not supplying this, please provide exact dimensions so that we can leave an appropriate space in the case.

**Answer:** A cold pouch laminate is used to provide a water-proof, dust-proof and insect proof coating for voter registration cards. You are not required to supply this or other consumables. The average dimensions that we intend to use are 4 x 2.5 inches (approx 100 x 63mm). They will be delivered in packs of 100 each of width approx 2 inches. We expect the case to carry 500 pouches.

10. **Question:** Laptop computer pre-installed with the DDC software: Could you supply us with a copy of the software and OS in order for us to test the system. ALSO asked: Can we have a sample of the DDC SW and OS that will be used for testing?

**Answer:** We will supply short listed suppliers with copies of the software. It is a little premature to ask for the software.

11. **Question:** RFQ 2.1 The RFQ mentions ancillary items such as Scissors, Software CD, Cleaning cloth and backdrop. Do we need to supply these items?

**Answer:** NO, you will not have to supply them.

12. **Question:** RFQ 2.1 Please provide us with the Logo of INEC so that we can plan to print it on our equipment.

**Answer:** We shall send a high resolution image of the INEC logo to all respondents shortly.

13. **Question:** RFQ 2.1, Could we have a complete list of all the DDC components that will to be included in the case?

**Answer:** The batteries DO NOT have to be included in the case. The equipment required to be encased (included in the case) are as follows:

- (a) Laptop and laptop power pack
- (b) Printer and printer power pack and USB Printer Cable
- (c) Webcam and USB cable
- (d) Finger Print scanner and USB cable
- (e) 2 x External hard disk and USB Cable
- (f) Inverter
- (g) 2 x Extra Printer Ink
- (h) Lint Free Cleaning cloth
- (i) Cloth backdrop
- (j) Scissors
- (k) 1 ream of paper
- (l) Cold pouch laminate
- (m) Polling Unit Signage (1M Canvas Folded)

14. **Question:** Could you please give us insight into INECs? payment terms. We need this for our bank guarantee.

**Answer:** The Public Procurement Act of Nigeria of 2007, as amended and the Bureau for Public Procurement guidelines specify the following maxima:

- (a) For Nigerian Companies: With an advance payment guarantee, a maximum payment on order of 15% of the contract sum
- (b) For Companies domiciled/registered outside Nigeria: With the provision of an Advance payment guarantee, a maximum payment on order of 10% of the contract sum
- (c) All other payments to be based on mutually agreed milestones.