

INEC-2010-VR-RFQ002A



Revalidation  
Request for Quotation  
INEC-2010-VR-RFQ002A

INDEPENDENT NATIONAL ELECTORAL COMMISSION

October 4, 2010

---

## Contents

<b>1 Requester</b>	<b>3</b>
<b>2 Preamble and Intent</b>	<b>3</b>
2.1 Concept of Operations . . . . .	4
<b>3 Summary of Parameters</b>	<b>5</b>
3.1 Timelines . . . . .	7
<b>4 Commercial Terms</b>	<b>7</b>
<b>5 Delivery and fulfillment</b>	<b>8</b>
<b>6 Specifications</b>	<b>8</b>
6.1 Laptop . . . . .	8
6.2 Fingerprint Scanner . . . . .	9
6.3 Printer . . . . .	10
6.4 Web Cam . . . . .	10
6.5 Power Supplies . . . . .	11
6.6 External Hard Drive . . . . .	11
6.7 USB Hub . . . . .	12
6.8 Carrying Case . . . . .	12
<b>7 Mode of Response</b>	<b>12</b>
7.1 Format and Manner of submissions . . . . .	12
7.2 Table of Supply . . . . .	13
7.3 Confidentiality . . . . .	13
7.4 Required Supplementary Information . . . . .	14
7.5 Constraints . . . . .	14
<b>8 Selection Criteria</b>	<b>15</b>
<b>9 Compliance Checklist</b>	<b>15</b>
<b>10 Enclosures and other information</b>	<b>16</b>

## 1 Requester

The proponent of this solicitation is the Independent National Electoral Commission (INEC) of Nigeria. This is a combined synopsis/solicitation prepared in accordance with guidelines issued by the Bureau for Public Procurement of the Federal Government of Nigeria.

The Independent National Electoral Commission (INEC) is an independent arm of the Federal Government of Nigeria charged with the conduct of elections and complete management of the electoral process within the Federal Republic of Nigeria. The commission, made up of a Chairman and 12 national commissioners, is established by section 153(f) of the Constitution of the Federal Republic of Nigeria.

**Note: This is a second issue of this Request for Proposal and supersedes all previous RFQs. Bidders who responded to the previous RFQ are required to REVALIDATE their quotes in conformance to the standards herein established.** All submissions must be in full. Principal enhancements incorporated in this new release include:

1. Bid Guarantee
2. Compliance Checklist
3. Enclosed Evaluation Criteria
4. Sample Contract
5. Change of INCOTERM from DDU to DFA

## 2 Preamble and Intent

The Independent National Electoral Commission has established a requirement to hold a voter registration exercise throughout the territory of the Federal Republic of Nigeria at some point in the near future. The Federation consists of 36 states and the Federal Capital Territory, administratively divided into 774 Local Government Areas. In terms of the logistical partitioning of the national territory of Nigeria, the commission has established 120,000 (one hundred and twenty thousand) polling units homogeneously distributed over the geography of the republic. Each polling unit shall be a locus of voter registration and shall be appropriately equipped for that function during the voter registration exercise.

The Commission has established basic principles of operation during the voter registration exercise, as follows:

**Uniformity of equipment:** Each polling unit, no matter where situated, shall be equivalently equipped as all other polling units

**Uniformity of capabilities:** Each polling unit shall function at all times designated in precisely the same manner as all other polling units

**Uniformity of Data and Completeness:** All data captured shall be in the same format, of the same type, of the same quality and following the same principles as all other data collected

**Security:** Data captured shall have the status of a national asset and shall be secured and safeguarded with the utmost care

## 2.1 Concept of Operations

The envisioned system concept is a Direct Data Capture system offering an operationally feasible method of capturing the details of large numbers of voters within a restricted timeframe. It is to be assumed that a Direct Data Capture system will be used in the following way. Eligible voters will queue in single file at a polling unit for registration in sequence. When it is the voters turn, their textual data will be captured accurately, fingerprints scanned, picture taken and temporary voters ID printed. Total enrollment time should not exceed 7 minutes. This process will be repeated at least 50 million times in different terrain and conditions. Each and every single record is valuable and represents the constitutional right of a citizen to vote.

Desired optimizations required for the system include, but are not limited to:

1. Reduce registration time to a minimum (Fast processor)
2. Reduce errors in data capture (Large keyboard, Visible Display)
3. Permit operation in weather of all kinds (Weatherproof) and at high ambient temperatures
4. Permit operations in various lighting conditions including bright sunlight and low light conditions
5. Easily transportable
6. Physically rugged and will not be damaged by rough handling, or drops
7. Electronically robust and will not be damaged by uncertain or variable power conditions
8. Self contained with minimal setup or technical know how required to operate and install
9. Identifiable as an authentic INEC DDC

Each polling unit shall be equipped with a direct data capture system (DDC). The DDC shall consist of the following components:

1. Laptop Computer pre-installed with DDC Software
2. 4 Megapixel USB Camera
3. USB Fingerprint Scanner
4. USB connected Printer
5. Portable Power Supply with 2 X 3-Pin British sockets
6. Appropriate quantity of consumables (Paper, Printer Ink)
7. External Hard Disk
8. Carrying Case (for equipment and consumables)
9. Ancillary Items (Scissors, Software CD, Cleaning Cloth, White Cloth Backdrop)

Further requirements are as follows:

1. All components of the DDC shall bear an indelible, prominently displayed marking indicating that it belongs to the Independent National Electoral Commission
2. The carrying case shall contain all DDC components in a secure, transportable manner - preferably using dense foam slots for each component.
3. Each DDC shall be equipped with 2 External Hard drives which will provide immediate backup and a medium for data transport
4. Each DDC inverter/powerpack shall have 2 batteries, one will be charging while the other is in use. Each to be used on alternate days.
5. The DDC enclosure shall include a space for the storage of consumable materials to be used in the voter registration
6. The supplier shall pre-install the custom DDC Software on the laptops prior to shipment. INEC shall supply a copy of the software and operating system for mastering and pre-installation on all Laptops.

### **3 Summary of Parameters**

This is an indicative summary of highlights of this solicitation, each parameter stated here may be discussed further in the main body of this document,

1. This is an electronic solicitation from INEC. Should a potential requester require a printed copy, please send an email to the proponent requesting one.
2. This is NOT a contract nor is it an offer of any kind whatsoever, it does not bind the commission to accept any quote nor bind the commission in any way whatsoever
3. All responders will provide a **bid guarantee** in the form of a bankers cheque, pay order or irrevocable bank guarantee for 2% of the value quoted. Any attempt to change prices after the closing of the bids will result in the forfeiture of the bid guarantee. At the bidders option this may take the form of a telegraphic money transfer. In Nigeria the commission will accept Bankers cheques from First Bank Plc, UBA Plc, Zenith Bank Plc, GT Bank Plc and Access Bank Plc. Outside Nigeria the Commission will accept instruments from Standard Chartered Bank, Barclays Bank, JP Morgan Chase Bank, HSBC Bank, Lloyds Banking Group, BNP Paribas, RBS and Deutsche Bank
4. All responses will be for full, final and complete delivery of quoted items within **35 days**.
5. Partial responses are permitted. Respondents will indicate quantities deliverable in 14, 28, and 35 days.
6. The commission reserves the right to order some or all of the quantity quoted at the quoted price.
7. Responses are required by **Friday, 8th October 2010 at 17:00** Nigerian Time (West African Time)
8. Specifications given are non-prescriptive and indicate minimum requirements, responders are encouraged to suggest equipment or features that will best meet the intent of the commission. The deviation from the specifications should not be fundamental (i.e do not propose an integrated laptop/fingerprint scanner/printer device when a laptop is specified or do not propose a wireless dongle etc)
9. All interaction between responders and the commission shall be by email. Any queries, questions, suggestions may be sent to [rfq@inecnigeria.org](mailto:rfq@inecnigeria.org) and will be immediately communicated to all other potential responders.
10. Lobbying, solicitation or inducements of any kind to members or staff of the commission are specifically and expressly forbidden and will result in immediate disqualification of a responder.
11. Responders will receive acknowledgement of receipt of their submissions within 24 hours.
12. Senders of non-responsive quotes will be notified by email of the reasons for

that determination and that communication shall be final. The commission will not enter into discussion of its determination. The acceptance of this condition is a pre-requisite to response and a response indicates unconditional acceptance of this condition.

13. Responders are requested to provide as much information as possible to assist in the fair determination of their capabilities, any information not specifically requested in this solicitation should be included in an appendix. Tables and diagrams are specifically recommended as modes of communication.
14. Responders are requested to discuss their solution, outline and highlight features of their products and analyze the suitability of their proposed offering in a separate section titled "Discussion".
15. The validity of offer shall not be less than 30 days

### 3.1 Timelines

All dates are deadlined at 1700 West African Tim (WAT). This is a provisional timetable and may be changed at the commissions absolute and sole discretion.

**Issue of Request for Proposal:** Monday, 4th October 2010

**Complete Responses Required:** Friday, 8th October 2010

Upon signature of contract all deliveries will be completed in 5 weeks.

## 4 Commercial Terms

**INCOTERM** : All Quotations will be on a Firm - Fixed Price basis for goods Delivered At Frontier (DAF) with Insurance on a uniform delivery pricing basis

**Port of Delivery** : Goods will be delivered by air freight in the Federal Republic of Nigeria at the following 7 Airports: Abuja, Kano, Lagos, Port Harcourt, Sokoto, Yola and Maiduguri

**Transfer of Risk** : Transfer of risk shall only occur when goods have been loaded on buyers transport (Ex-Quay)

**Maximum Duration of Supply:** **35 days**, with a penalty of 1% of value undelivered for each 24 hours delay after a 3 day grace period. To be explicit at the start of the 4th 24 hour period of delay, as determined by the table of supply 1% shall be removed from value owing, on the start of the 5th day another 1% of the total outstanding shall be deducted. The interpretation and implementation of this deduction shall be at the commissions sole and incontestable discretion. The deduction of the delay

penalty shall not absolve the supplier of the contractual duty to deliver all goods in full at the time and in the manner specified.

The down payment on order shall NOT exceed 10% of the contract sum. Other payments will be milestone based. Payment terms are 30 days Nett from receipt of invoice, unless otherwise agreed.

## 5 Delivery and fulfillment

**Packaging:** All products will be appropriately packed for transport by road over rough terrain, singly and in bulk. Pallets, where used, shall be wrapped in weatherproof material. Bulk materials may be exposed to inclement weather for extended periods and responders are required to provide packaging that will protect the goods.

**Effective Date and Time of Delivery:** The effective date and time of delivery shall be the date and time at which the commission or its nominated agent signs for receipt of Goods at a designated port. All dates and times shall be in Nigerian Time (West Africa Time)

## 6 Specifications

Components of the DDC shall meet the following minimum specifications. Equivalent or alternate products that meet or exceed the same specifications are specifically welcomed. The specifications hereunder are broad and deliberately focus on capabilities and functionality and are NOT vendor specific.

### 6.1 Laptop

**Processor:** Intel Pentium Duo Core 2.0GHz **or** AMD Athlon 2.0GHz Processor **or** Better

**Operating System:** Free DOS, Custom Linux Image. Responder to advise on capacity to master custom OS+Application image

**Cache:** A minimum of 1MB L2 cache

**Memory:** 2 GB SDRAM

**USB Ports:** 3 or more USB Ports

**LCD Video display:** 14.0 to 15.6 inch True Colour

**Hard Drive:** 250GB (5400 rpm)

**CD ROM Drive:** DVD+/-RW

**Communications:** 10/100 GB NIC, Wireless (802.11 b/g/n)

**Video Adapter:** Graphics controller video memory to guarantee true colour

**Power:** Minimum of 6 cell Lithium-ion Battery

**Pointing device:** Touchpad

**Input devices:** 101/102-key compatible keyboard

**AC Power Supply :** British BS 1363 3 -Pin Plug

**Warranty:** 5 years warranty

**Time Lock:** The BIOS of the laptop will be passworded by default from the factory

## 6.2 Fingerprint Scanner

A single-finger livescan fingerprint scanner with the following specifications: The fingerprint scanner proposed should conform to Appendix F of the FBI's Electronic Fingerprint Transmission Specification (EFTS/F) Level 2. This specifies that the scanner shall provide:

- Quality Level: 2
- Pixels per cm: 197
- Pixels Per Inch: 500
- Pixel Depth: 8
- Dynamic Range (gray levels) 220
- Certified by: EFTS/F
- USB 2.0 Interface
- The platen (screen) size shall be minimum 1 inch (25.4mm) Long and 3/4 inch wide, while the sensor shall not be less than 17mm X 12mm larger is strongly recommended if available

The scanner shall deliver raw images in either jpeg2000, png and/or wsq and shall have Linux drivers. The scanner shall not be required to produce templates nor to perform minutiae detection. The chip shall be one of:

- Authentec AES2501 (NOT AES2550 or AES2810 which do hardware encryption)
- AuthenTec AES4000
- SecuGen FDU 2000
- UPEK TouchChip
- UPEK TouchStrip with biometric co-processor
- Digital Persona U.are.U 4000/4000B
- Veridicom 5thSense

### 6.3 Printer

**Portable Printer:** Color ink-jet

**Printer Type:** Compact Ink-jet - Color capable of printing on A4 paper

**Inkjet Technology:** Thermal or Piezoelectric Inkjet

**Connectivity Technology:** Wired

**Interface:** USB 2.0

**Max Resolution (B and W):** 1200 dpi x 1200 dpi

**Max Resolution (Colour):** 4800 dpi x 1200 dpi

**RAM Installed:** Minimum 8MB

**Media Types:** Photo paper, Index Paper, Plain Paper

**Media Capacity:** 50 sheets

**Media Feeder(s):** 1 x Manual load

**Connections:** 1 x Hi-Speed USB - 4 pin USB Type B

**Spare Ink:** Each printer will have 2 complete sets of extra ink

**Dimensions:** L:380mm W: 200mm, H: 200mm (Variations from these guidelines not to exceed +5%)

### 6.4 Web Cam

The supplier shall quote for a USB camera with the following **minimum** specifications:

- 4 mega pixel resolution
- High quality lens suitable for biometric facial image capture
- The lens size shall be bigger than the CCD or CMOS size
- The camera shall be capable of 1/100 sec exposure
- LED Light to permit low-light image capture
- USB 2.0 Support
- Independent mount

## 6.5 Power Supplies

The independent power supply shall be mains/generator chargeable and shall provide for at least 10 hours continuous power for both the printer and laptop. The printer will be assumed to have a duty cycle of 300 pages per day. The power supply shall consist of an integrated inverter/battery pair with the following specifications:

- 500VA charger/inverter with a minimum 12v/40AH deep cycle battery. Only Gelled or Absorbed Glass Mat batteries are acceptable.
- Inverter/Charger specification 12VDC/240VAC (input/output), 60Hz Sine wave output,
- 2 x British socket (BS 1363 Socket)
- Will have both audible and LED indicators of low charge
- Integrated robust carriageable conformation
- On/Off Switch, charge indicators,
- Portability, a preference for an integrated, portable solution is emphasized
- The Batteries will not be included in the case, a back pack will be provided for carrying the battery.
- 1 Inverter, 2 Batteries

## 6.6 External Hard Drive

The laptop will be equipped with an external hard drive that is continuously connected for redundancy of data storage and for data transport. The hard drive shall be:

- 500 GB Raw storage
- USB 2.0 Support
- Plug and Play support
- Powered solely by USB
- Rubberized casing for protection
- LED Data transfer indicators

## 6.7 USB Hub

If the proposed laptop has only 3 ports it will be provided with a USB Hub

- The hub will be USB 2.0 compatible and will not itself require external power
- The hub will have at least 3 ports.

## 6.8 Carrying Case

The carrying case shall be of a light, tough, weather-proof construction with rounded edges and corners, with ergonomic features. The carrying case will have a dense foam interior to enable secure packing of materials and soft foam slips for padding to accommodate variations in size from moldings. The case shall have the following characteristics:

- Stacking - Features to permit secure tessellation and stable stacking
- Portability - will have appropriate handles on at least 2 axes
- Grooved - to facilitate water run-off
- Standards - should meet at a minimum Mil-Spec 810F 501.4 (hot temperature) and IP Standards 55 (Solid and liquid ingress protection - medium)
- Size - The case shall be of a size to contain a laptop computer 15 inch, Web cam, portable printer, fingerprint scanner and external hard drive
- Straps and Fastenings - The case shall be lockable and have an encircling secure strap of tough material
- Silica Gel: The case shall be provided with pockets of Silica Gel to keep the equipment dry
- Scissors: The case shall provide slots for the placement of scissors (Minimum 7 inch full hand grip), Extra Ink, Paper, and Cold Pouch Laminate

# 7 Mode of Response

## 7.1 Format and Manner of submissions

Quotations are required in 2 formats, Electronic and Paper. All quotations must be submitted in both formats.

**Electronic Bids:** Electronic bids will be submitted by email and/or fax by Friday 8th October 2010 at 17:00 Nigerian Time. Bidders will ensure that within 24 hours of electronic bid submission, they furnish the commission with proof that they have dispatched hard copy to the commission by form of a scanned courier receipt and a parcel tracking number AND a scanned stamped table of supply. Hand Deliveries are required on Monday, 11th October 2010.

**Portable Document Format:** All responses will be in immutable Portable Document Format (pdf with change restrictions, **allowed to print and copy**)

**Hard Copy:** Responders will submit 3 printed individually sealed copies of their quotation by courier or hand delivery, to arrive at the commission not later than 7 days after the electronic bid submission. The deadline for receipt of hard copy is Friday, 15th October 2010 at 17:00 Nigerian Time. The content of the hard copy will be an **exact** reproduction of the electronic submission. **Each page shall be signed by a named officer of the company AND bear a company stamp.**

## 7.2 Table of Supply

Respondents are asked to fill this simple table and include as the **first page** of their submission.

1	Full Name of firm				
2	Principal Contact				
3	Signature Contact				
4	Item	Unit Price(US\$)	Qty(14d)	Qty(28d)	Qty(35d)
5	Laptop				
6	Webcam				
7	Fingerprint Scanner				
8	Mobile Printer				
9	Case				
10	Power Supply				
11	External Hard Drive				
12	Lint free cloth				
13	Silica Gel				
14	Integration Cost				
15	Five Year Warranty				
16	Date of Offer				
17	Validity of Offer				

## 7.3 Confidentiality

Receipt of this request for quote is strictly confidential. The commission may at its sole, absolute and incontestable discretion disallow one, any or all submissions for violation of this understanding of confidentiality.

## 7.4 Required Supplementary Information

Each quotation shall be accompanied by the following mandatory supplementary information:

**Company Profile:** Each responder must provide a company profile including

- Proof of incorporation
- Last 3 years Financial Performance/Reports
- A tax clearance certificate (If domiciled in Nigeria)
- Production capacity/units supplied over the last 3 years of each component quoted
- Location of factories, production plants or assembly plants indicating capacity of each
- Proof of capacity to supply quoted items in time (e.g. Inventory in stock, manufacturing capacity)

**Product Data Sheets:** The responder shall supply detailed data sheets for all items quoted

**Product References:** The responder shall supply product references and/or attestations of product users who have used the product for more than 1 (one) year

**Financial References:** The responder shall provide proof of financial capacity to supply the goods quoted in the quantities quoted. This may take the form of a letter from a reputable bank

**Nominated Contact Person:** The responder shall provide details and contact information of a person who shall be the single point of contact and who is by nomination capable of entering into agreements and making commitments on behalf of the responder. The single point of contact shall speak fluent English and be available, at a minimum between 9:00 AM and 17:00 PM Nigerian time, every day of the week until supply is concluded.

## 7.5 Constraints

1. Any attempt to contact, canvas or lobby the Chairman of the commission, a National Commissioner or member of the commissions staff will result in immediate and irrevocable disqualification.
2. Any queries, comments or discussion will be conducted over email and will

be immediately published to all other potential responders. All communications will be solely by email.

3. The Vendor must certify that it will support the quoted systems for a minimum of 5 years
4. Partial Bids are allowed, a Vendor may bid for one, some or all items requested by this solicitation,

## 8 Selection Criteria

The following are some of the selection criteria that will be used in the short-listing of vendors:

1. The quoted quantity should not be more than 10% of the responders yearly production/supply volumes as calculated over the last year. i.e. if in 2009 the responder sold 1M units, the responder may not quote for more than 100k units.
2. The responder must provide proof/credible assurance that they can supply the quoted quantity in the specified number of days. (See Section 7.2 )
3. Technical responsiveness: The responder must demonstrate that the item quoted for will perform to at least the minimum specification required
4. Product Quality: The responder may be asked, if short listed, to provide performance, quality and failure rate data and to factor projected failures into calculation.
5. Precedence will be given to respondents who offer the largest volume/quantity within the timeframe
6. Price is a critical determinant for selection
7. Preference will be given to suppliers who can supply the most items in the largest quantity
8. Integration of all devices into a single package is an essential requirement

## 9 Compliance Checklist

Please complete the compliance checklist below.

No	Item	Page	Office Use
0	Company Identity		
1	Table of Supply		
2	Bid Guarantee		
3	Production Statistics		
4	Factory Locations		
5	Principal Contact Person		
6	Signature Contact Person		
7	Product Data Sheets		
	- Laptop		
	- Printer		
	- Fingerprint Scanner		
	- Web Cam		
	- External HDD		
	- Case		
	- Power Supply		
	- Indelible Marking		
	- Lint free cleaning cloth		
8	Five Year Warranty		
8	Proof of Incorporation		
9	3 Years Financials		
10	Tax Clearance Certificate		
11	Proof of capacity		

## 10 Enclosures and other information

Enclosed with this Request for Quote are the following documents:

1. Evaluation Criteria
2. Sample Contract
3. Sample Proforma Invoice
4. Distribution Volumes (Quantity to which airport)