

Dear Sir/Madam,

Date: 25 February 2013

Subject: Request for Proposals (RFP):

“Provision of Voter Registration Digitization for the Libyan High National Election Commission (HNEC)”.

Reference Case No. (LIBYA/RFP/2013-001)

1. The United Nations Office for Project Services (UNOPS) is seeking qualified proposals for the VR Digitization for the Libyan High National Election Commission (HNEC); your firm is kindly invited to submit your best technical and financial proposal for the requested services. Your proposal could form the basis for a contract between your firm/institution and the United Nations Office for Project Services (UNOPS).
2. To enable you to submit a proposal, please find enclosed:
 - a) Annex I: Terms of Reference (TOR), containing a description of UNOPS requirements for which these services are being sought;
 - b) Annex II: Price Schedule, to be completed and returned with your proposal; and
 - c) Annex III: Proposal Submission Form, to be completed and returned with your proposal.

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

Manner of Submission

3. Your proposal shall be prepared in the English Language.
4. Your proposal shall comprise the following documents:
 - (a) Proposal Submission Form;
 - (b) Technical Component; and
 - (c) Price Component.
5. **Submission by e-mail:**

Technical and financial documents must be clearly separated in a single e-mail i.e. two separate and marked attachments. Your proposal shall be firstly submitted by e-mail to the following secure e-mail: procurementigoc@unops.org and must not exceed 10MB. Your proposal must be signed and stamped in all relevant places. UNOPS recommends that company brochures and other information data are sent with your proposal. Offers sent to any other e-mail address will be rejected.
6. Proposals must be received by UNOPS on or before **28 March 2013 at 1200 hours Tripoli time**. Any proposal received after this date will be rejected. UNOPS may, at its discretion, extend the deadline for the submission of proposals, by notifying all prospective proposers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by UNOPS at its own initiative or in response to a clarification requested by a prospective proposer.

7. You are requested to hold your proposal valid for 90 calendar days from the deadline for submission. UNOPS will make its best effort to select a firm/institution within this period.

8. The maximum timeframe for the completion of data entry and delivery of the entire project may not exceed 90 calendar days, beginning with the signature of the Contract. Further details are within "ANNEX I- Terms of Reference, VR Digitization Parameters, Timeframe" section.

9. If you consider that your firm/institution does not have all the expertise for the assignment, there is no objection to your firm/institution associating with another firm/institution, to enable a full range of expertise to be proposed. UNOPS encourages association with a local firm/institution in Libya. However, any invited firm/institution may not participate in more than one consolidated proposal. Similarly, a local firm/institution may associate with only one invited firm/institution that is making a proposal.

Any consulting, manufacturing or construction firm/institution with which you might be associated may not be eligible to participate in proposing/bidding for any services, goods or works which may result from or be associated with the project of which this assignment forms a part

10. Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

11. **Clarification of solicitation documents:** Any requests for clarification of the solicitation documents should be directed to:

Dominic Grant,
UNOPS Project Manager (Libya)
DominicG@unops.org

UNOPS will respond in writing to any request for clarification of the solicitation documents that it receives at least ninety six (96) hours prior to the deadline for the submission of proposals. Written copies of UNOPS' response (including an explanation of the query but without identifying the source of inquiry) will be posted on UNOPS website under the respective business opportunity and all prospective Offerors that have acknowledged the receipt of the solicitation documents shall be notified accordingly. Oral explanations or instructions provided by UNOPS shall not be binding on UNOPS, except to the extent confirmed in writing by the UNOPS contact person.

UNOPS will endeavour to provide the above clarifications expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date of a proposal.

12. **Acknowledgement of solicitation documents:** The Offeror is requested to acknowledge receipt of the solicitation documents to UNOPS in writing via e-mail and to confirm participation or non-participation.

13. **Clarification of solicitation documents:** A prospective Offeror requiring any clarification of the solicitation documents may notify the UNOPS contact specified above in writing at his e-mail address. UNOPS will respond in writing to any request for clarification of the solicitation documents that it receives at least ninety six (96) hours prior to the deadline for the submission of proposals. Written copies of UNOPS' response (including an explanation of the query but without identifying the source of inquiry) will be posted on UNOPS website under the respective business opportunity and all prospective Offerors that have acknowledged the receipt of the solicitation documents shall be notified accordingly. Oral explanations or instructions provided by UNOPS shall not be binding on UNOPS, except to the extent confirmed in writing by the UNOPS contact person.

UNOPS will endeavour to provide the above clarifications expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date of a proposal.

14. **Amendments of solicitation documents:** At any time prior to the deadline for submission of proposals, UNOPS may, whether at its own initiative or in response to a clarification requested by a prospective Offeror, modify the solicitation documents by amendment. Amendment(s) to the solicitation documents will be posted on UNOPS website under the respective business opportunity and all prospective Offerors that have acknowledged the receipt of the solicitation documents shall be notified accordingly. In order to afford prospective Offerors reasonable time to take the amendments into account in preparing their proposals, UNOPS may, at its discretion, extend the deadline for the submission of proposals.

15. **Eligible Offerors:** An Offeror may be a private, public or government-owned legal entity or any combination of them in the form of associations(s) including joint ventures or consortiums with a formal intent to enter into an agreement. The following eligibility criteria shall apply to this RFP:

Offeror shall not be eligible to submit an offer when at the time of bid submission:

- a) Offeror is already suspended by UNOPS, or,
- b) Offeror's name is included in the list (<http://www.un.org/sc/committees/1267/consoltablelist.shtml>) established and maintained by the United Nations 1267 Committee pursuant to the UN Security Council resolution 1267, which establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban, or,
- c) Offeror is suspended by the UN Procurement Division (UN/PD), or,
- d) Offeror has been declared ineligible by the World Bank, or
- e) Offeror has any pending disputes or litigation with United Nations organizations, specialized agencies or any United Nations member states.

Joint venture, consortium or association: If you consider that your entity does not

have all the expertise required for the delivery of the goods/works/services, there is no objection to your entity sub-contracting or associating with other entities, particularly with a firm in the country where the goods are to be delivered or the services/works to be undertaken. However, any invited entity may not participate in more than one consolidated proposal. Similarly, a local entity may associate with only one invited firm/institution that has been invited to offer.

In the case of a joint venture, consortium or association:

- (a) All parties shall be jointly and severally liable to UNOPS for the fulfilment of the provisions of the contract; and
 - (b) The parties shall nominate one party who shall act as a leader with the authority to bind the joint venture, association or consortium during the solicitation process and, in the event a contract is awarded, during contract execution. The composition or the constitution of the joint venture, consortium or association shall not be altered without the prior consent of UNOPS.
16. **UNOPS General Conditions of Contract:** Offerors are requested to refer to the UNOPS General Conditions for Contracts for Professional Services for the provisions under which the contract will be performed.

Information regarding Bid Protest can be found at:

www.unops.org/english/whatwedo/procurement/Pages/Procurementpolicies.aspx

Content of Proposal

Technical Component

17. The technical component of your proposal should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

- a) **Description of the Firm and the Firm's Qualifications**
A brief description of your firm/institution and an outline of recent experience on projects of a similar nature and scale, including experience in the country and language concerned. You should also provide information that will facilitate our evaluation of your firm/institution's substantive reliability, technical and infrastructure assets, locations and financial and managerial capacity to provide the services.
- b) **Understanding of the Requirements for Services, including Assumptions**
Include any assumptions as well as comments on the data, support services and facilities to be provided by the Commission (HNEC) as indicated in the TOR, or as you may otherwise believe to be necessary.
- c) **Proposed Approach, Methodology, Timing and Outputs**
Any comments or suggestions on the TOR, as well as your detailed description of the manner in which your firm/institution would respond to the TOR. You should include an overview of procedures, details of technologies to be used in the project, work plan with the estimated assets (technical and staff) that will be assigned to each task and the number of person-months in each specialization that you consider necessary to carry out all work required.
- d) **Proposed Team Structure**
The composition of the team which you would propose to provide in the country of assignment and/or at the home office, and the work tasks (including supervisory) which would be assigned to each. An organogram illustrating the reporting lines, together with a description of such organization of the team structure, should support your proposal. The curriculum vitae of the senior professional members of the team shall be included.
- e) **References:**

The Contractor must provide three (3) references that it has received for providing services of the type proposed in this RFP, including current contact details and the details of the services provided.

Price Component

18. Your separate price component must contain an overall quotation in a single currency, which may be either in US Dollars or in any convertible currency. If you opt for the latter, and for evaluation purposes only, your proposal will be converted into US dollars using the United Nations rate of exchange in effect on the date submissions are due.

19. The price component shall have a cover letter wherein your firm/institution's authorized representative affirms the following:

(a) a summary of the price

In preparing your financial proposal bidders are requested to complete the pricing schedule Annex II. Offers (technical and financial) must be valid for a minimum of 90 calendar days

20. In addition, the price component must cover all the services to be provided in Annex II and to state the summery of total cost for the proposed services.

21. You should also indicate any comments or reservations to the draft form contract.

Payment Provisions

22. UNOPS' general policy is to pay for the performance of contractual services rendered or to effect payment upon the achievement of specific milestones described in the contract.

23. Please note that UNOPS' policy is not to grant advance payments except in unusual situations where the potential contractor/tenderer, whether a private firm, NGO or a government or other entity, specifies in the proposal that there are special circumstances warranting an advance payment. UNOPS, at its discretion, may, however, determine that such payment is not warranted or determine the conditions under which such payment would be made.

24. Any request for an advance payment is to be justified and documented and must be submitted with the financial proposal. This justification shall explain the need for the advance payment, itemize the amount requested and provide a time-schedule for utilization of said amount. In addition, you must submit documentation regarding your financial status - e.g. audited financial statements at 31 December of the previous year and include this documentation with your financial proposal. Further information may be requested by UNOPS at the time of finalizing contract negotiations with the selected proposer.

Evaluation of Proposals

25. Clarification of proposals:

To assist in the examination, evaluation and comparison of proposals, UNOPS may at its discretion, ask the Offeror for clarification of its proposal. The request for clarifications and the responses shall be in writing and no change in price or substance of the proposal shall be sought, offered or permitted.

26. Assessment Visit

Evaluation of submitted tenders will be undertaken within 2 weeks of the closing date of the bid. During the evaluation it is expected that the Client may choose to make visits to potential bidders as part of the process to assess the suitability thereof.

27. Preliminary examination:

Prior to the detailed evaluation of each proposal UNOPS will undertake a preliminary examination by completing the checklist for preliminary examination as shown below:

Sr.#	Checklist Compliance	(YES or NO)
1	Proposal submitted before the deadline	
2	The proposal is complete - not include all required documents as specified in Clause 13 (Content of proposal)	
3	Proposal submitted in English language	
4	Proposal submission form is completed correctly and has been properly signed and stamped	
5	The offer validity is in accordance with the requirements	
6	Documentation confirming eligibility of the Offeror is included in the Technical Proposal [Letter of incorporation, statement confirming absence of litigation or disputes with UN, etc]	
7	Documentation confirming Offeror's qualifications provided in the Technical Proposal	
8	CVs of proposed substantive management team members provided (including key IT staff)	
9	Technical and financial documents have been submitted by one e-mail with a separate attachment for each.	

28. A two-stage procedure will be utilized in evaluating the proposals, with evaluation of the technical component being completed prior to any price component being opened and compared. The Price Component will be opened only for those firms/institutions whose Technical Component meets the requirements for the assignment. The total number of points which a firm/institution may obtain for both components is [400].

29. The technical component, which has a total possible value of [300] points, will be evaluated using the following criteria:

a) the firm/institution's general reliability as well as experience and capacity in the specific field of the assignment (100 points);

i)	Organizational capability, size, general reputation	50 points
ii)	Relevant experience in similar tasks and similar scale	15 points
iii)	Similar tasks for other major clients – References	15 points
iv)	Relevant experience in similar tasks in Arabic language (In comparison with exact requirement listed in Annex I /TOR)	20 points

b) Understanding of the assignment and feasibility of the proposed comments, modifications and assumptions to the Terms of Reference: (50 points); with the following breakdown:

(i)	To what degree does the Offeror understand the task?	10 points
(ii)	Is the conceptual framework adopted appropriate for the task including any proposed comments, modifications or assumptions made to the TOR?	20 points
(iii)	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	20 points

C) Suitability of approach and methodology (100 points);

(i) Is the scope of task (service provision methodology) well defined and does it correspond to the TOR?	50 points
(ii) Have the important aspects of the task been addressed in sufficient detail?	25 points
iii) Time schedule and manpower estimates line with Annex I (TOR)	25 points

D) the qualifications and competence of the personnel proposed for the assignment (50 points).

i) Team composition, CVs of key proposed team members providing their education and general qualifications	10
ii) Work experience and suitability for the assignment	30
iii) Key competences and language qualifications.	10

30.

a) The Price Component of any proposal will only be evaluated if the Technical Component of that proposal achieves minimum of [225] points. Proposals failing to obtain this minimum threshold will not be eligible for further consideration.

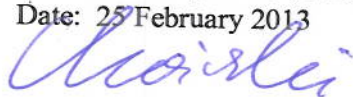
b) The maximum number of points for the Price Component is [100]. This maximum number of points will be allocated to the lowest price proposal. All other price proposals will receive points in inverse proportion according to the following formula:

Points for the Price Component of a proposal being evaluated =

$$\frac{[\text{Maximum number of points for the Price Component}] \times [\text{Lowest price}]}{[\text{Price of proposal being evaluated}]}$$

31. Please note that the UNOPS is not bound to select any of the firms/institutions submitting proposals. Furthermore, since a contract will be awarded in respect of the proposal which is considered most responsive to the needs of the project concerned, due consideration being given to UNOPS's general principles, including economy and efficiency, UNOPS does not bind itself in any way to select the firm/institution offering the lowest price.

Pre-cleared by:
 Kristof CHOINSKI
 Procurement Specialist, AEMO RO
 Date: 25 February 2013





Approved by:
 Moin KARIM
 Deputy Regional Director, AEMO RO
 Date: 25 February 2013


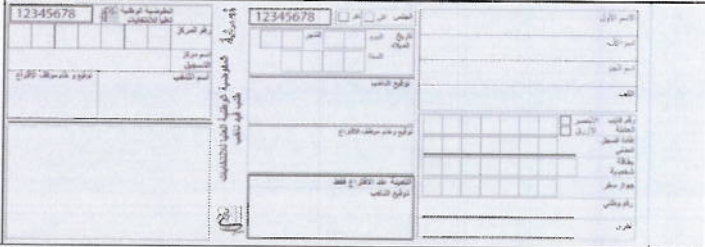


ANNEX I - Terms of Reference

VR Digitization Parameters

Scope of Work	The right to amend/add/delete/ edit any of the following items of the scope of work at the cost of the bidder is reserved, which shall be binding on the successful bidder	
Project Brief	<p>The objective of this project is to;</p> <ol style="list-style-type: none"> Digitize the information contained in the paper voter registration materials into machine coded text stored within a database. As a secondary objective, form a catalogue of the scans of all the forms, indexed in a manner and format which facilitates easy retrieval as and when required. <p>This project is being conducted on behalf of the Libyan High National Election Commission (HNEC).</p> <p>For the above purpose, UNOPS invites proposals from contractors for a full solution for digitizing its documents, scanning services, quality assurance, etc. The contractor will be expected to fully implement the process, including transport, staffing, equipment, software, locations, management and design of the process.</p>	
Scale of Data Entry	<p>Approximately 2,800,000 persons were registered for the recent 2012 General National Congress election. Each registration should be represented by a unique completed form (and a carbon copy sheet of this form). The paper voter registration materials were recalled to Tripoli, where it was found the following materials were available to represent the 2,800,000 registrants;</p> <ul style="list-style-type: none"> 30,059 books, with 30,059 covers and containing 2,800,000 completed forms (approx.) The quantity of books should vary by more or less than 20% of this. Approx. 200,000 loose copy sheets. These copy sheets are carbon copies of the completed forms and will be used only in the absence of completed forms. The quantity of copy sheets should vary by more or less than 20% of this. <p>The proposal should provide quotations for additional entry/scanning of such materials above this range.</p> <p>Voter registration activities were conducted in over 1500 locations. While rules were stipulated in how the materials were filled in and handled, in some cases the materials will not conform to expectations.</p>	
Data Entry Material Specifications	Voter Registration Books and Forms Description	<p>Voter Registration Books has the capacity for 100 voter registrations.</p> <ul style="list-style-type: none"> The books are bound by staples. A book will have a cover, completed with information about the center in which it was completed. Each page contains the registration details of one person. Before being used, there was a detachable voter registration card which should have been removed; this page shall be referred to as Original and this will be <u>the primary source of data to be entered</u>. Each page was bound with a detachable copy sheet behind it which should have been automatically completed as the original is completed; this page shall

		<p>be referred to as Copy.</p> <p>Where the copy forms have been completed as a result of a completed Original, the copy forms should have been detached from the books. These completed copies were sent for storage.</p> <p>Where Copy and Original are blank, the copy should remain in the book.</p> <p><u>In some cases where the books are not available, the loose Copy forms will be provided.</u></p> <p><u>Materials have been used in the field, and it should be expected that that they will display some wear. Further, it is expected that the level of wear will vary.</u></p> <p><u>Used operational materials may be provided where a prospective contractor makes a request in order to support their assessment and design for a proposal. However the materials should be returned in the same condition as sent within a prescribed timeframe. It is critical that all materials are returned.</u></p>
	Book Cover Dimension	<p>300mm x 105mm (See Annex IV – Translation of Key Forms)</p>  <p>Image with Book number and Voter Registration Form Number Range within Book printed</p> 
	Original forms (with card section detached)	<p>210mm x 105mm (See Annex IV – Translation of Key Forms)</p>

		
	Copy Sheet Dimensions	300mm x 105mm (See Annex IV – Translation of Key Forms)
		
	Book Cover Colour	Text against white
	Original Forms Colour	White
	Copy Sheet Colour	Pale Blue
	Book Cover Paper Type	Normal paper of 200 gsm
	Original Paper Type	Normal with Red carbon security copy reverse of 80 gsm
	Copy Paper Type	Normal paper of 55 gsm.
	Book Cover Serial Number	Pre-printed unique books serial number Pre-printed range of form serial numbers
	Original Serial Number	Pre-printed unique and sequential form serial number
	Copy Serial Number	Pre-printed form serial number –corresponding to unique original serial number
	Front Cover and Original Sheet Completion	Expected to be Ball Point – Blue, though may vary
	Copy Sheet	Red Carbon Copy
Data Entry Material Language	Text	Expected to be hand written Arabic characters
	Number	Expected to be digits – 0, 1, 2, 3, 4, 5, 6, 7, 8, 9
Transport of Paper Data Entry Material	Responsibility	The Contractor shall organize the secure transport of paper materials from the HNEC warehouse in Tripoli to the location of data entry, and their return.
	Handover	Materials handovers between the contractor and client will take place at the Tripoli warehouse in accordance with procedures determined by the Client.
	Estimated Volume	Total Weight: 10,422 kg Total Volume: 22 cbm
	Termination of Contract transport	If for any reason the contract is terminated, the contractor may be requested to organize transport of materials to the HNEC warehouse in Tripoli, within three weeks of notice. Where such transport is required the costs shall be borne by the client, based on the provision of quotes by three reputable freighters.
Additional Process Parameters	Procedures for Data Entry	The Contractor must develop and provide the client with proposed policies and procedure that describe the data entry process and ensure a process that provides for the highest standards of accuracy and completeness of data entry, along with security measures for both the data and the paper materials. The Contractor will submit proposed data entry process policies and accuracy policies and procedures with the technical proposal.

		<p>Final procedures will be developed, submitted to the client prior to the commencement of data entry. These must be approved by the client. The client will deploy personnel to assist in the development of procedures with the Contractor.</p> <p>Any changes at any point in the process must be approved by the client.</p>
	Data Entry Language	The procedures and process must be capable of conducting data entry of Arabic characters.
	Material Preservation	<p>The printed material must be returned to the client with all materials accounted for and in a usable manner, organized in the fashion it was delivered or in another agreed manner.</p> <p>During the data entry process, the books may be dismantled, however they must be rebound in a similar fashion with the forms remaining in the correct order and with the correct books covers before their return.</p>
	Database Structure	The final database structure must be submitted to the client prior to the commencement of data entry. These must be approved by the client. The client may deploy personnel to assist in the development of final database structure with the Contractor.
	Technologies	Any technologies to be used must be described in the proposal, including database, programming languages, software packages, OCR, hardware, scanning machines. Where any of these have a direct impact upon the speed or accuracy of the digitization, this should be mentioned and rated.
	Scanned Image Indexing	The catalogue should be indexed in a manner that images can be located by the form serial number, voter registration station number, if the form is an original or copy, and where relevant, book number.
	Identification of Scanned Copy sheets within Books	<p>There will be cases in books where the Original form and the corresponding Copy sheet are attached in a book. This should generally be the case where the Original is blank, and so the registration staff did not detach the Copy.</p> <p>The two forms will have the same Voter Registration Form Number. They will differ visually in a number of ways, including dimension, colour, design, gsm (see Data Entry Material Specifications).</p> <p>It is desired that in no case should two forms be identified twice under the same Voter Registration Form number.</p> <p>In these cases where within a book an Original form is accompanied by a corresponding Copy sheet, the Copy must either;</p> <ol style="list-style-type: none"> not be scanned, or identified as a "duplicate copy sheet scan" within the image database and name.
	Scanned Images Type	Scans should be in pdf and of sufficiently high quality that the text is clear and sharp at 200% magnification.

Training	Data Entry Centre Processes and Quality Control Methods	<p>Any HNEC staff deployed as monitors will be trained in the methods of quality control, and in any tool that will be used to facilitate these actions.</p> <p>Further to this, HNEC staffs deployed as monitors are to be trained by the firm in data entry processes, management and the technologies through dedicated activities.</p> <p>Those assigned as database experts will be required to have additional training and orientation which will allow them to navigate the database and, after the contract is completed, perform actions upon it.</p>
	Database	<p>It is required that the selected HNEC Data Management Experts are fully trained and informed of all aspects of the database administration and design during the process. Staff should be able to properly operate and manage the database after the project is completed. It is anticipated that this will be for up to 5 staff.</p>
Quality Assurance	<p>The process should involve standards to ensure that the data entered into the database correctly reflect the information written and printed on the forms and books. The methods imposed to ensure accuracy and completeness will be a key determinant to the award of the contract.</p> <p>The Contractor will be subject to meeting performance standards. A comparison of the Contractor's performance against these standards will be made.</p>	
	Completeness	<p>All forms (100%) delivered should be accounted for within the data entry databases (machine readable entries and scans), including completed or blank.</p> <p>The only exception will be copy sheets which are bound inside the books – it is expected that these will be a reflection of the corresponding original and blank.</p> <p>There should be no duplicated entries of the same physical form or sheet, either machine readable entries and scans.</p>
	Accuracy	<p>All the information in the database should accurately reflect the information in the forms.</p> <ul style="list-style-type: none"> • Numerals should be to 100% Accuracy • Check Boxes should be to 100% Accuracy • Determinations of Cancelled forms and Voting status should be 100% Accuracy. • Text should be at least 98% accuracy – measured at the level of individual characters.
	Penalties	<p>Penalties shall be assigned where the measures of accuracy, completeness and correctness are breached. Penalties will also be applied in the case that materials are lost or damaged</p>
	Audit	<p>The Contractor will be expected to implement and operate an on-going audit to measure and report its performance to the client against these data entry standards.</p> <p>The client will deploy a Quality Assurance Specialist along within the team of monitors.</p> <p>The client will specify standard performance measurement reports to be prepared by the Contractor's own Quality Assurance Specialist on a weekly basis. The report parameters and format will be finalized prior to start of the digitization process. The client Quality Assurance Specialist should be deployed in order to support the design and implementation.</p>

		The client may also audit these reports and conduct its own audits of Contractor performance at its sole discretion. The contractor will validate the mid-process and final reports.	
Reporting format	All requested reports must be submitted both electronically (as an attachment to email) and hard copy to identified Client staff. All reports must be provided in Microsoft Word format. Tables and charts must be provided in Microsoft Excel.		
Data Entry Fields - Covers	Book Number	Pre-Printed Black – 5 digits	
	Voter Registration Form Number Range within Book	Pre-Printed Black – 8 digits (first form number) + 8 digits (last form number)	
	Voter Registration Station Number	Boxes – Box per digit – 7 digits	
	Gender	Tick Box – Male or Female	
	Voter Registration Centre Name	Open Box	
	Area Level 1	Open Box	
	Area Level 2	Open Box	
Data Entry Fields - Forms	First Name	Open box	
	Father Name;	Open box	
	Grandfather Name;	Open box	
	Family Name	Open box	
	Gender;	Tick Box – Male or Female	
	Date of Birth – Day	2 boxes – Box per digit	
	Date of Birth – Month	2 boxes – Box per digit	
	Date of Birth – Year	4 boxes – Box per digit	
	Eligibility Document Type	Tick Box	
	Eligibility Document Number - Type 1 (option)	Expected only one to be used	Boxes – Box per digit
	Eligibility Document Number - Type 2 (option)		Open Box
	Identification Document Number – Option 1	Expected only one to be used	Boxes – Box per digit
	Identification Document Number – Option 2		Boxes – Box per digit
	Identification Document Number – Option 3		Open Box
	Identification Document Number – Option 4		Open Box
	Voter Registration Station Number	Boxes – Box per digit – 7 digits	
	Voter Registration Form Number	Pre-Printed Black – 8 digits	
	Voted Status – yes/no (only relevant on originals not copies)	Signature Box	
	Cancelled Forms	Marked by crossing out the form	
Timeframe	<p>The bidder must provide the required timeframe, beginning with the signature of the Contract, including but not limited to the stages;</p> <ol style="list-style-type: none">1. Transport of paper VR materials to the site;2. The delivery of the scanned catalogue (digital database/images)3. Return of paper VR materials to the HNEC warehouse in Tripoli.4. Preparing for the initiation of data entry;5. The start of data entry;6. The completion of data entry;7. The delivery of the machine coded digitization product of digitization. <p>However, the maximum timeframe for the completion of data entry and delivery of the the entire project may not exceed 90 calendar days, beginning with the signature of the Contract.</p> <p>Given the tight electoral timeframe, proposed project timeframes, which can reputably and realistically deliver in shorter timeframe than the maximum of 90 calendar days, may be given strong additional consideration.</p>		

	The return of the paper VR materials and the delivery of the scanned catalogue to the HNEC warehouse in Tripoli (Stages 2 and 3) should take place within 30 calendar days from the client approval of final procedures and database structure, and delivery of materials. Once stage 3 has begun, the contractor will need to work from the scanned copies. Only where essential may limited paper copies later be referred to.	
Staffing	The Contractor must provide adequate staffing for effective management and performance of its obligations for data entry processing services. Staffing numbers should be proposed within the proposal. CVs are to be provided for key management staff.	
Sub-Contracting	The contractor may outsource activities to other companies; however, it must request approval from the client in each case and show that its sub-contractor has sufficient experience and capacity. Sub-contractors will be expected to operate under the same terms as described within this request.	
Client On-Site Presence	The client will deploy personnel to continuously monitor the all components process. These personnel should be deployed during the setup phase until the end of the digitization process. They should be allowed 24/7 access to any relevant site, including the locations of data entry, data storage and material storage. This includes any sub-contractor sites. No more than 6 monitors are expected to be deployed at any one time. The Contractor is expected to provide transport, office space within data centre premises and internet access (office and mobile).	
Identification of Locations of Data Entry	Proposals must state the number and location of all sites where data entry will be performed and materials stored. Proposals with fewer sites and which are more geographically concentrated will be preferred.	
Observation	The client may arrange for observers to visit the data entry centre, these may include members of Libyan Civil Society, Libyan Government Representatives and Media. Such visits will be approved and accompanied by representatives of the client and shall be arranged with minimal notice. Observers may view the process through tours of all sites and be assigned seating space. Observers may not interfere with the process nor have access to any data.	
Data Access and Security	Monitor Access	On-site monitors will be given full read-only access to the database in real time. They will be able to take copies.
	General Access	Direct access to the database will be limited to only those persons authorized and who are required in order to ensure the success of the data entry process. No non-staff members will be given access and no copies will be allowed to be taken from outside of the data entry centre, with the exception of monitors.
	Reports	Progress reports will be generated on the digitization process on a daily, weekly and monthly basis and given to the monitors. Reports should include, but not be limited to: Progress Reports per stage/section Performance Reports per stage/section General Overview Report Report detailing other issues and/or discrepancies/problems
	Digitized Data	Final data will be provided in digital copy and encrypted for security. It will be transferred to the Client in Tripoli. Upon the request of the client, the Contractor will delete all data. The client may request interim data sets to be provided on an ad hoc basis, and will bear the cost for transport
	Confidentiality	Staff will have access to confidential information. Therefore, the successful Contractor and staff members must sign a Confidentiality/Non-Disclosure Agreement.
	Ownership	All data that is digitized and paper materials are the property of the Client. The Contractor may not allow any party access who is not authorized by the client. The Contractor will delete all digitized materials upon the request of the Client.
	Backup	Provide solution for back-up of all digital data to be used in case of problem.
Site and Material Security	All sites involved in the data entry, data storage and paper material storage will be secured 24/7. Logs will be maintained of all persons accessing these locations and the movement of	

	materials between them. No paper voter registration materials may be removed from these sites without express approval from the client headquarters.
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Annex II - Price schedule

"Bidders to complete the price schedule shown below and insert it in the separate envelope and write in the outer envelope financial proposal to the RFP Reference LIBYA/RFP/2013-001, name of the bidder. A more detailed pricing schedule may be submitted in addition to the pricing schedule below. In completing the pricing schedule below where an entry may not be applicable then N/A should be inserted."

Material Handling/Document Preparation	Cost
Transportation from Tripoli to Data Entry Location	
Handling and Counting Books / Handover	
Analysis of Documents and Forms and Solution Outline	
Sorting/Preparation of Documents incl Binder Removal, Batches Preparation	
Pages Scan	
Export of files/images in PDF/JPEG	
Quality Control and Re-Scan/Re-Entering of Information	
OCR Technology for Auto Recognition of Arabic Characters/Numerals	
Rebinding the Books	
Sorting/Preparation of Documents , Books	
Specialized Book Scanning Equipment	
Export of files/images in PDF/JPEG	
Quality Control and Re-Scan/Re-Entering of Information	
OCR Technology for Auto Recognition of Arabic Characters/Numerals	
Entering/Correcting Information Electronic Registry in the Database	
Books/Batches handling and Counting / Preparing for return handover	
Return Transportation back to Tripoli	
Data Entry Services	Cost
Preparation of Procedures	
Form Analysis and Process Outline	
Training of Data Entry Personnel/Supervisors	
Electronic Registry	Cost
Design and Development of Data Entry Application	
Design and Development of SQL Database	
Form Input	
Defining Verification Criteria	
Verification/Quality Assurance of Entered Information	
Client Training and On Site Presence	Cost
Training of up to 10 HNEC Staff	
Training of up to 5 HNEC Data Management Experts	
Facilities and On Site Presence of up to 6 Monitors	
Miscellaneous/Additional Costs	Cost
Travel of Contractor's Staff to Tripoli (provide breakdown of numbers/costs)	
DSA	
Other Costs (provide detail)	

Annex III - PROPOSAL SUBMISSION FORM
Reference No.: LIBYA/RFP/2013-001

TO: United Nations Office for Project Services

Dear Sir/Madam:

Reference No. (LIBYA/RFP/2013-001)

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply the required services for the sum as may be ascertained in accordance with the Price Component attached herewith and made part of this proposal.

We undertake, if our proposal is accepted, to commence and complete delivery of all items in the contract within the time frame stipulated.

We understand that you are not bound to accept any proposal you may receive and that a binding contract would result only after final negotiations are concluded on the basis of the Technical and Price Components proposed.


Dated this _____ day of _____ 20__.

Signature


(in the Capacity of)

Duly authorized to sign proposal for and on behalf of:

Annex IV – Translation of Key Forms



دفتر التسجيل



<p>اسم رئيس مركز التسجيل</p> <p>التوقيع</p> <p>تاريخ فتح دفتر التسجيل</p>	<p> <input type="checkbox"/> ذكر <input type="checkbox"/> أنثى Male/Female station رقم دفتر تسجيل الناخبين Book Number (trans: Book Number) رقم التسجيل: من/إلى Voter Registration Form Number Range within Book (trans: Registration Form Number from/To) </p>	<p> رقم مركز التسجيل Voter Registration Station Number اسم مركز التسجيل Voter Registration Centre Name الدائرة الفرعية Area Level 1 (trans: sub-Constituency) الدائرة الرئيسية Area Level 2 (trans: Main Constituency) </p>
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المفوضية الوطنية العليا للانتخابات

<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Gender		12345678	
الشهر Month	اليوم Day	تاريخ الميلاد Date of birth	
السنة Year		توقيع الناخب Signature of voter	
توقيع وختم موظف الاقتراع Signature and stamp of the polling officer		التعمية عند الاقتراع فقط Signature only at the polling station	
Voted Status – yes/no (only relevant on originals not copies) (translation: Signature of voter) – of not voted it should be blank			
الاسم الأول First Name		رقم كتيب العائلة Family Book Number	
اسم الأب Father Name		بطاقة الشخصية ID Number	
اسم الجد Grandfather Name		جواز سفر Passport Number	
اللقب Family Name		رقم وطني National Number	
		أخرى Other	
		Eligibility Document Type (translation: Green/Blue)	
		Eligibility Document Number - Option Type 1 (option) (translation: Family Book number)	
		Eligibility Document Number - Option Type 2 (option) (translation: Civil Registry Certificate)	
		Identification Document Number – Option 1 (translation: ID number)	
		Identification Document Number – Option 2 (translation: Passport Number)	
		Identification Document Number – Option 3 (translation: National Number)	
		Identification Document Number – Option 4 (translation: Other)	

As Above

الاسم الأول	الجنس انث <input type="checkbox"/> ذكر <input type="checkbox"/>	12345678
اسم الأب	تاريخ الميلاد اليوم الشهر السنة	
اسم الجد	توقيع الناخب	
اللقب	توقيع وختم موظف الاقتراع	
رقم كتيب العائلة الأزرق	التعبئة عند الاقتراع فقط توقيع الناخب	
رقم بطاقة شخصية		
جواز سفر		
رقم وطني		
أخرى		