

Spécifications techniques et termes de référence pour le matériel électoral sensible

Requête d'achat (1^e jour de scrutin)

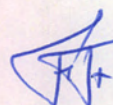
Conseil Électoral Provisoire



30 juin 2016

Table of Contents

1. General conditions	3
2. Document type I - Procès-verbal de dépouillement	4
3. Document type II - Procès-verbal d'incidents	6
4. Document type III - Procès-verbal d'irrégularités	7
5. Document type IV - Feuille d'étiquettes.....	8
6. Document type V - Bulletin	9
7. Document type VI - Liste d'émargement	11
8. Document type VII – Liste électorale par bureau de vote (LEBV)	12
9. Document type VIII – Feuille de comptage	13
10. Packing, Labeling and Delivery	14
11. Annexes	17



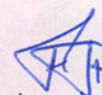
1. General conditions

1.1. Printing and delivery schedule:

Scrutiny	Election	Printing and packing schedule and duration			Delivery DAT Port-au-Prince		
1 st	PREZIDAN (1 st round)	Start	Finish	Duration	Start	Finish	Duration
		15-08-16	29-08-16	15 days			
	SENATÈ 1/3 (1 st round)	Start	Finish	Duration			
	SENATÈ (2 nd round)	30-08-16	13-09-16	15 days			
	DEPUTE (2 nd round)				14-09-16	17-09-16	4 days

1.2. Place of delivery: Port-au-Prince.

1.3. Pricing: DAT Port-au-Prince, including printing, packing, labeling and delivery in Port-au-Prince. CEP will define the exact place of delivery.



2. Document type I - Procès-verbal de dépouillement

2.1. Paper:

2.1.1. **Option 1:** self-carbon paper, 80 g/m2, 8.5" x 11

2.1.2. **Option 2:** self-carbon paper, 80 g/m2, 17" x 11.

2.2. **Printing:** variable data printing, fixed text and graphics such as logos, grids, solid-color squares, barcodes, micro printing and alphanumeric characters mostly in black color with some elements with a solid-color background. Variable data will be provided by the CEP. One document per polling station.

2.3. **Composition:** 2 sets of 5 sheets glued on the upper end that must be integrated by 1 original + 4 self-carbon paper copies each as follows:

2.3.1. 1st sheet (original) CB white paper with color printing.

2.3.2. 2nd sheet (1^{ère} copy) CFB white paper with color printing.

2.3.3. 3rd sheet (2^{ème} copy) CFB white paper with color printing.

2.3.4. 4th sheet (3^{ème} copy) CFB white paper with color printing.

2.3.5. 5th sheet (4^{ème} copy) CFB white paper with color printing.

2.3.6. 1st sheet (original) CB white paper with color printing.

2.3.7. 2nd sheet (1^{ère} copy) CFB white paper with color printing.

2.3.8. 3rd sheet (2^{ème} copy) CFB white paper with color printing.

2.3.9. 4th sheet (3^{ème} copy) CFB white paper with color printing.

2.3.10. 5th sheet (4^{ème} copy) CF white paper with color printing

2.4. Security features:

2.4.1. Customized paper with holographic feature non reproducible exclusive design to be provided by the supplier on originals only.

2.4.2. Variable 2D barcodes: variable data to be provided by the CEP.

2.4.3. Variable QR codes: variable data to be provided by the CEP.

2.4.4. Micro printing: fixed text to be provided by the CEP.

2.5. **Artworks:** all artworks will be provided by the CEP in PDF format (digital artwork). List of candidates and some other elements will be preprinted in the digital artwork prior delivery to the supplier. Artwork quantities will be as follows:

2.5.1. **PREZIDAN:** 1 artwork per round. Two rounds.

2.5.2. **SENATÈ 1/3:** 10 artworks per round. Two rounds. Artworks could reduce for the second round.

2.5.3. **SENATÈ KONPLEMANTÈ:** 3 artworks per round. One round.

2.5.4. **DEPUTE KONPLEMANTÈ:** between 25 and 64 artworks per round. One round.

2.6. **Variable data printing:** Variable data must be printed in the artwork according to CEP's requirements. CEP will provide variable data in Excel format. According to the variable data, every single document will be unique, hence, different from the rest. Moreover, some elements will be variable between the different copies of the same document. For example: the information regarding the polling station for a specific document will be the same among the different copies. However, each copy will have a label that will be different as follows:

2.6.1. **Original:** black text with white background. See annex "Procès-verbal de dépouillement et ses copies".

2.6.2. **1st copy:** white text with solid blue background. See annex "Procès-verbal de dépouillement et ses copies".

2.6.3. **2nd copy:** black text with solid pink background. See annex "Procès-verbal de dépouillement et ses copies".

2.6.4. 3rd copy: black text with solid yellow background. See annex "Procès-verbal de dépouillement et ses copies".

2.6.5. 4th copy: black text with solid peach background. See annex "Procès-verbal de dépouillement et ses copies".

2.7. Estimated quantities:

SCRUTINY ->	FIRST			
DEPARTEMENT	PREZIDAN	SENATÉ 1/3	SENATÉ PARTIELLE	DEPUTE PARTIELLE
ARTIBONITE	1,896	1,896		707
CENTRE	970	970	970	112
GRAND ANSE	620	620	620	223
NIPPES	500	500		
NORD	1,440	1,440	1,440	441
NORD EST	588	588		
NORD OUEST	781	781		42
OUEST	5,851	5,851		1,059
SUD	1,130	1,130		128
SUD EST	806	806		154
TOTAL	14,582	14,582	3,030	2,866

2.8. Estimated quantities by type of document/scrutiny/election

SCRUTINY ->	FIRST			
TYPE OF DOCUMENT	PREZIDAN	SENATÉ 1/3	SENATÉ PARTIELLE	DEPUTE PARTIELLE
Option 1 – A3		14,582		
Option 2 – A4	14,582		3,030	2,866
TOTAL	14,582	14,582	3,030	2,866

2.9. Estimated quantities by type of document and scrutiny [1]

TYPE OF DOCUMENT	FIRST SCRUTINY	%
Option 1 – 17"x 11"	14,582	16%
Option 2 – 8/12"x11	20,478	84%
TOTAL	35,060	100%

[1] N.B.: Quantities and percentages above could be modified by the CEP.

3. Document type II - Procès-verbal d'incidents

3.1. **Paper:** self-carbon paper, 80 g/m², 8.5"x11.

3.2. **Printing:** variable data printing, fixed text and graphics such as logos, grids, solid-color squares, barcodes, micro printing and alphanumeric characters mostly in black color with some elements with a solid-color background. Variable data will be provided by the CEP. One document per polling station.

3.3. **Composition:** Set of 5 sheets glued on the upper end that must be integrated by 1 original + 4 self-carbon paper copy as follows:

3.3.1. 1st sheet (original) CB white.

3.3.2. 2nd sheet (copy) CF green.

3.4. **Security features:**

3.4.1. Customized paper with holographic feature non reproducible exclusive design to be provided by the supplier on originals only.

3.4.2. Variable 2D Barcodes: variable data to be provided by the CEP (see annex...).

3.4.3. Variable QR codes: to be provided by the CEP.

3.4.4. Micro printing: fixed text to be provided by the CEP.

3.4.5. Anti-copy: exclusive fixed text design to be provided by the supplier.

3.5. **Artworks:** all artworks will be provided by the CEP in PDF format (digital artwork). Some other elements will be preprinted in the digital artwork prior delivery to the supplier. One (1) artwork per round. Two rounds.

3.6. **Variable data printing:** Variable data must be printed in the artwork according to CEP's requirements (Refer to section... sample positions). CEP will provide variable data in Excel format. According to the variable data, every single document will be unique, hence, different from the rest. The information regarding the polling station for a specific document will be the same among the five copies.

3.7. **Estimated quantities:**

DEPARTEMENT	FIRST SCRUTINY
ARTIBONITE	1,896
CENTRE	970
GRAND ANSE	620
NIPPES	500
NORD	1,440
NORD EST	588
NORD OUEST	781
OUEST	5,851
SUD	1,130
SUD EST	806
TOTAL	14,582

4. Document type III - Procès-verbal d'irrégularités

4.1. **Paper:** self-carbon paper, 80 g/m², 8.5 x11 n / .

4.2. **Printing:** variable data printing, fixed text and graphics such as logos, grids, solid-color squares, barcodes, micro printing and alphanumeric characters mostly in black color with some elements with a solid-color background. Variable data will be provided by the CEP. One document per polling station.

4.3. **Composition of each document:** Set of 2 sheets glued on the upper end that must be integrated by 1 original + 1 self-carbon paper copy as follows:

4.3.1. 1st sheet (original) CB white.

4.3.2. 2nd sheet (copy) CF blue.

4.4. **Security features:**

4.4.1. Customized paper with holographic feature non reproducible ; exclusive design to be provided by the supplier on originals only.

4.4.2. Variable 2D barcodes: variable data to be provided by the CEP (see annex...).

4.4.3. Variable QR codes: variable data to be provided by the CEP (see annex...).

4.4.4. Micro printing: fixed text to be provided by the CEP.

4.4.5. Anti-copy: exclusive fixed text design to be provided by the supplier.

4.5. **Artworks:** all artworks will be provided by the CEP in PDF format (digital artwork). Some other elements will be preprinted in the digital artwork prior delivery to the supplier. One (1) artwork per round. Two rounds.

4.6. **Variable data printing:** Variable data must be printed in the artwork according to CEP's requirements (Refer to section... sample positions). CEP will provide variable data in Excel format. According to the variable data, every single document will be unique, hence, different from the rest. The information regarding the polling station for a specific document will be the same among the two copies.

4.7. **Estimated quantities:**

DEPARTEMENT	FIRST SCRUTINY
ARTIBONITE	1,896
CENTRE	970
GRAND ANSE	620
NIPPES	500
NORD	1,440
NORD EST	588
NORD OUEST	781
OUEST	5,851
SUD	1,130
SUD EST	806
TOTAL	14,582

5. Document type IV - Feuille d'étiquettes

5.1. Paper: detachable, auto-adhesive, 80 g/m², 8,5" x 11.

5.2. Printing: variable data printing, fixed text and graphics such as logos, grids, solid-color squares, barcodes, micro printing and alphanumeric characters mostly in black color with some elements with a solid-color background. Variable data will be provided by the CEP. One document per polling station.

5.3. Composition: Set of 2 sheets per polling station. Each sheet must have 10 self-adhesive labels of size 2"x4".

5.4. Security features:

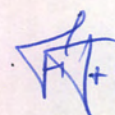
5.4.1. : Variable 2D barcodes: variable data to be provided by the CEP.

5.5. Artworks: all artworks will be provided by the CEP in PDF format (digital artwork). Some other elements will be preprinted in the digital artwork prior delivery to the supplier. One (1) artwork per round. Two rounds.

5.6. Variable data printing: Variable data must be printed in the artwork according to CEP's requirements. CEP will provide variable data in Excel format. According to the variable data, every single document will be unique, hence, different from the rest. The information regarding the polling station for a specific document will be the same among the two copies.

5.7. Estimated quantities (2 pages set):

DEPARTEMENT	FIRST SCRUTINY
ARTIBONITE	1,896
CENTRE	970
GRAND ANSE	620
NIPPES	500
NORD	1,440
NORD EST	588
NORD OUEST	781
OUEST	5,851
SUD	1,130
SUD EST	806
TOTAL	14,582



6. Document type V - Bulletin

6.1. Paper:

6.1.1. **Option 1:** Bond paper, 80 g/m2, 8.5" x 11 no bleed .

6.1.2. **Option 2:** Bond paper, 80 g/m2, 17" x 11 no bleed .

6.2. **Printing:** CMYK front / 1 solid-color back or CMYK front / back. Only president ballot will contain microprint and variable printing data as well. All ballots will have logos, grids, and solid color squares.

6.3. Security features:

6.3.1. : **Variable 2D barcodes:** variable data to be provided by the CEP.

6.3.2. **Micro printing:** fixed text to be provided by the CEP.

6.3.3. **Anti-copy:** exclusive fixed text design to be provided by the supplier.

6.3.4. **Customized quilloche pattern:** exclusive design to be provided by the supplier.

6.4. **Artworks:** all artworks will be provided by the CEP in secure Adobe pdf format (digital artwork). Artwork quantities will be as follows:

6.4.1. **PREZIDAN:** 1 artwork. Two rounds.

6.4.2. **SENATÈ 1/3:** 10 artworks per round, one per DEPARTMENT. Two rounds. Artworks could reduce for the second round.

6.4.3. **SENATÈ KONPLEMANTÈ:** 3 artworks per round, one per DEPARTMENT. One round.

6.4.4. **DEPUTE KONPLEMANTÈ:** between 25 and 64 artworks per round, one per ELECTORAL CONSTITUENCY (CIRCONSCRIPTION).

6.5. **Variable data printing:** Variable data must be printed in the artwork according to CEP's requirements as follows: alphanumeric polling station code in the ballot. CEP will provide variable data in Excel format.

6.6. Presentation:

6.6.1. Block of four hundred seventy (570) ballot papers of the same type of election and same size, belonging to the same constituency and the same polling station. Mapping between constituencies and polling stations will be provided by the CEP in Excel format (variable data file). Alphanumeric polling station code must be printed in the ballot in Arabic characters.

6.6.2. All ballots must be glued).

6.6.3. . First page of block will identify polling station. The label must include essential information for the appropriate identification, packing and handling of the ballot paper blocks. This information includes constituency, voting center, polling station, and sequential numbering range. The information that will be printed in the packet will be agreed with the CEP.

6.6.4. Each ballot paper block must be wrapped with plastic.

6.7. Estimated quantities:

SCRUTINY ->	FIRST			
DEPARTEMENT	PREZIDAN	SENATÈ 1/3	<u>SENATÈ</u> <u>KONPLEMANTÈ</u>	<u>DEPUTE</u> <u>KONPLEMANTÈ</u>
ARTIBONITE	891,120	891,120	-	332,290
CENTRE	455,900	455,900	455,900	52,640
GRAND ANSE	291,400	291,400	291,400	104,810
NIPPES	235,000	235,000	-	-
NORD	676,800	676,800	676,800	207,270
NORD EST	276,360	276,360	-	-
NORD OUEST	367,070	367,070	-	19,740
OUEST	2,749,970	2,749,970	-	497,730
SUD	531,100	531,100	-	60,160
SUD EST	378,820	378,820	-	72,380
TOTAL	6,853,540	6,853,540	1,424,100	1,347,020

6.1. Estimated quantities by type of document/scrutiny/election

SCRUTINY ->	FIRST			
TYPE OF DOCUMENT	PREZIDAN	SENATÈ 1/3	<u>SENATÈ</u> <u>KONPLEMANTÈ</u>	<u>DEPUTE</u> <u>KONPLEMANTÈ</u>
Option 1 -		6,853,540		
Option 2 -	6,853,540		1,424,100	1,347,020
TOTAL	6,853,540	6,853,540	1,424,100	1,347,020

6.2. Estimated quantities by type of document and scrutiny [1]

TYPE OF DOCUMENT	FIRST SCRUTINY	%
Option 1 - 11 x 17 in	6,853,540	16%
Option 2 - 8.5x11 in	9,624,660	84%
TOTAL	16,478,200	100%

[1] N.B.: Quantities and percentages above could change.

7. Document type VI - Liste d'émargement

7.1. Paper: Bond paper, 80 g/m2, 8.5x11 in.

7.2. Printing: fixed text and graphics such as photos, logos, grids, solid-color squares, micro printing and alphanumeric characters mostly in color. One document per polling station.

7.3. Composition: Each document is composed by 20 pages including names and photo for 26 voters per page plus 1 cover page. All pages must be stapled as a booklet.

7.4. Security features:

7.4.1. Variable 2D barcodes: variable data to be provided by the CEP.

7.4.2. Variable QR codes: variable data to be provided by the CEP.

7.4.3. Micro printing: fixed text to be provided by the CEP.

7.5. Artworks: will be provided by the CEP in PDF format (digital artwork). All elements will be inserted in the digital artwork prior delivery to the supplier. 14,582 artworks per round, 1 artwork per polling station.

7.6. Estimated quantities:

DEPARTEMENT	FIRST SCRUTINY
ARTIBONITE	1,896
CENTRE	970
GRAND ANSE	620
NIPPES	500
NORD	1,440
NORD EST	588
NORD OUEST	781
OUEST	5,851
SUD	1,130
SUD EST	806
TOTAL	14,582



8. Document type VII – Liste électorale par bureau de vote (LEBV)

8.1. **Paper:** Bond paper, 80 g/m², 8.5 x 11 in).

8.2. **Printing:** fixed text and graphics such as logos, grids, solid-color squares, micro printing and alphanumeric characters mostly in color. Three document (copies) per polling station.

8.3. **Composition:** Each document is composed by 4 sheets of paper including names and photo for 126 voters per page. Only recto of each page is to be printed. All pages must be stapled on the left upper corner.

8.4. **Security features:**

8.4.1. : Variable 2D barcodes: variable data to be provided by the CEP.

8.4.2. Variable QR code: variable data to be provided by the CEP.

8.4.3. Micro printing: fixed text to be provided by the CEP.

8.5. **Artworks:** will be provided by the CEP in PDF format (digital artwork). All elements will be preprinted in the digital artwork prior delivery to the supplier. 14,582 artworks per round, 1 artwork per polling station.

8.6. **Estimated quantities:**

DEPARTEMENT	FIRST SCRUTINY
ARTIBONITE	1,896
CENTRE	970
GRAND ANSE	620
NIPPES	500
NORD	1,440
NORD EST	588
NORD OUEST	781
OUEST	5,851
SUD	1,130
SUD EST	806
TOTAL	14,582



9. Document type VIII – Feuille de comptage

9.1. **Paper:** Bond paper, 80 g/m2, 17 x 22 in).

9.2. **Printing:** variable data printing, fixed text and graphics such as logos, grids, solid-color squares, barcodes, micro printing and alphanumeric characters mostly in solid color according to Pantone © codification established by the CEP for the different types of election. Variable data will be provided by the CEP. One document for each type of election per polling station. Below color codification:

 PANTONE Black C	Fòmasyon Fòmasyon Fòmasyon Fòmasyon Fòmasyon Fòmasyon Fòmasyon Fòmasyon Fòmasyon Fòmasyon Fòmasyon Fòmasyon
 PANTONE Black C	Prezidan Prezidan Prezidan Prezidan Prezidan Prezidan Prezidan Prezidan Prezidan Prezidan Prezidan Prezidan Prezidan Prezidan Prezidan Prezidan
 PANTONE 2728 C	Senatè Senatè Senatè Senatè Senatè Senatè Senatè Senatè Senatè Senatè Senatè Senatè Senatè Senatè Senatè Senatè Senatè Senatè Senatè Senatè
 PANTONE 201 C	Depite Depite Depite Depite Depite Depite Depite Depite Depite Depite Depite Depite Depite Depite Depite Depite Depite Depite Depite Depite
 PANTONE 1655 C	Majistra Majistra Majistra Majistra Majistra Majistra Majistra Majistra Majistra Majistra Majistra Majistra Majistra Majistra Majistra Majistra
 PANTONE 347 C	Kazek Kazek Kazek Kazek Kazek Kazek Kazek Kazek Kazek Kazek Kazek Kazek Kazek Kazek Kazek Kazek Kazek Kazek Kazek Kazek
 PANTONE 2623 C	Azek Azek
 PANTONE 111 C	Delege vil Delege vil Delege vil Delege vil Delege vil Delege vil Delege vil Delege vil Delege vil Delege vil Delege vil Delege vil

9.3. **Composition of each document:** Set of 3 sheets per type of election. **One set per polling station.** Quantities per polling stations will be available in the data variable file (master file).

9.4. **Security features:**

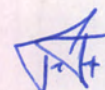
9.4.1. **Variable 2D barcodes:** variable data to be provided by the CEP.

9.4.2. **Variable QR codes:** variable data to be provided by the CEP.

9.4.3. **Anti-copy:** exclusive fixed text design to be provided by the supplier.

9.5. **Artworks:** all artworks will be provided by the CEP in PDF format (digital artwork). Some elements will be preprinted in the digital artwork prior delivery to the supplier. Three (3) artworks per round per type of election. Two rounds.

9.6. **Variable data printing:** Variable data must be printed in the artwork according to CEP's requirements (Refer to section... sample positions). CEP will provide variable data in Excel format (Refer to section... sample data file).



9.7. Estimated quantities (sheets of paper, 3 sheets per document per type of election) :

SCRUTINY ->	FIRST			
	PREZIDAN	SENATÈ 1/3	SENATÈ KONPLEMANTÈ	DEPUTE KONPLEMANTÈ
ARTIBONITE	5,688	5,688	-	2,121
CENTRE	2,910	2,910	2,910	336
GRAND ANSE	1,860	1,860	1,860	669
NIPPES	1,500	1,500	-	-
NORD	4,320	4,320	4,320	1,323
NORD EST	1,764	1,764	-	-
NORD OUEST	2,343	2,343	-	126
OUEST	17,553	17,553	-	3,177
SUD	3,390	3,390	-	384
SUD EST	2,418	2,418	-	462
TOTAL	43,746	43,746	9,090	8,598

10. Packing, Labeling and Delivery

10.1. General requirements:

- 10.1.1.** The delivery of all documents described in previous sections, must be performed in a batch of 14,582 boxes according to the required calendar (see section 1). . This quantity will be confirmed.
- 10.1.2.** Supplier must provide a document explaining in detail the packing, labeling and delivery methodology. This document is required as part of the offer submission.
- 10.1.3.** The supplier must deliver the documents for each polling station in cardboard boxes and pallets in a predefined destination in the Republic of Haiti. The identification and tracking system for the all boxes must be provided and agreed with the UN and the CEP.
- 10.1.4.** A quality assurance and verification system must be agreed and implemented with the following purposes:
- 10.1.4.1.** Ensuring conformity in regard to the content of each box. The content will be described later in this document.
 - 10.1.4.2.** Ensuring consistency among the different elements of each box in regard to the polling station to which they belong. In other words, all the documents inside the box must belong to the same polling station according to the master list (variable data file) that will be provided by the CEP.
 - 10.1.4.3.** Ensuring appropriate control and verification of all documents, boxes and pallets during the activities related to oversight, production, packing and delivery. These activities will take place at supplier's facilities and also in the predefined delivery place.
- 10.1.5.** As part of the quality assurance and verification system, a master list must be elaborated and agreed between the UN/CEP and the supplier. Such master list should be elaborated from the following information:
- 10.1.5.1.** Information regarding all polling stations including unique identifiers that will be made available by the CEP.
 - 10.1.5.2.** Information for packing and tracking purposes that will be made available by the supplier.

- 10.1.6.** Also as part of the quality assurance and verification system, UN/CEP may perform site visits to the supplier's facilities on regular or permanent basis.
- 10.1.7.** Once the verification and quality assurance process is finalized at supplier's facilities, an auto-adhesive label will be placed on each pallet. The auto-adhesive label, the delivery/packing list or any other relevant document (or other control documents) must be signed by provider, CEP and UN representatives.
- 10.1.8.** The transportation and all other related fees of the boxes/pallets will be under full responsibility of the provider. The unitary price for each document and/or box must include all those fees.
- 10.1.9.** The reception of the documents organized in pallets will be performed in the Republic of Haiti by a team that must be integrated by:
- 10.1.9.1.** One or more delegated representatives from the CEP.
 - 10.1.9.2.** One or more delegated representatives from UNDP/UN.
 - 10.1.9.3.** One or more delegated representatives from the supplier. Associated costs in order to ensure the presence of its own representatives will be fully covered by the supplier.

10.2. Boxes

- 10.2.1.** Each cardboard box must be integrated by the documents belonging to the same polling station in accordance with the master list. Special attention must be given to this requirement.
- 10.2.2.** Each box must be clearly identified according to the master list with at least 3 auto-adhesive labels (placed on the sides excluding the underside) which are part of the Document type IV. The remaining labels must be placed into the box as part of its complete content. The boxes of the second batch – box type A must be clearly identified with an additional mark according to the master list with at least 3 auto-adhesive labels (placed on the sides excluding the underside). A unique artwork will be provided by the CEP.
- 10.2.3.** Each delivery will be integrated by an estimated of 14,582 boxes. Each box must have a number of documents in accordance with the master list, which will provide the correct combination of documents per type of election, electoral constituency and unique identifiers. The content of the boxes must be as follows:

10.2.3.1. First scrutiny:

- One (1) document type I - procès-verbal de dépouillement for **PREZIDAN**.
- One (1) document type I - procès-verbal de dépouillement for **SÉNATÉ 1/3**.
- One (1) document type I - procès-verbal de dépouillement for **SÉNATÉ KONPLEMANTÈ**. This document will not be present in some boxes in accordance with the master list (variable data file).
- One (1) document type I - procès-verbal de dépouillement for **DEPUTÉ KONPLEMANTÈ**. This document will not be present in some boxes in accordance with the master list (variable data file).
- One (1) document type II - procès-verbal d'incidents.
- One (1) document type III - procès-verbal d'irrégularités.
- One (1) document type IV - set des feuilles d'étiquettes.
- One (1) block (packet) of document type V - ballot papers for **PREZIDAN**.
- One (1) block (packet) of document type V - ballot papers for **SÉNATÉ 1/3**.
- One (1) block (packet) of document type V - ballot papers for **SÉNATÉ KONPLEMANTÈ**. This document will not be present in some boxes in accordance with the master list (variable data file).
- One (1) packet of document type V - ballot papers for **DEPUTÉ KONPLEMANTÈ**. This document will not be present in some boxes in accordance with the master list (variable data file).
- One (1) document type VI – liste d'émargement.



- Three (3) document type VII – Liste électorale par bureau de vote (LEBV) belonging to same polling station.
- One (1) document type VIII – Feuille de comptage for **PREZIDAN**.
- One (1) document type VIII – Feuille de comptage for **SÉNATÉ 1/3**.
- One (1) document type VIII – Feuille de comptage for **SÉNATÉ KONPLEMANTÈ**. This document will not be present in some boxes in accordance with the master list (variable data file).
- One (1) document type VIII – Feuille de comptage for **DEPUTÉ KONPLEMANTÈ**. This document will not be present in some boxes in accordance with the master list (variable data file).

10.3. Estimated box quantities and dimensions: The supplier must provide in its offer, size of the boxes for the different combinations of documents and scrutines. This will allow the CEP to plan logistics. Below the estimated quantities:

DEPARTEMENT	FIRST SCRUTINY
ARTIBONITE	1,896
CENTRE	970
GRAND ANSE	620
NIPPES	500
NORD	1,440
NORD EST	588
NORD OUEST	781
OUEST	5,851
SUD	1,130
SUD EST	806
TOTAL	14,582

10.4. Pallets:

10.4.1. Each pallet must be integrated by a certain number of boxes to be agreed between UN/CEP and the supplier, taking always in consideration the master list (variable data file). Clear and consistent identification mechanisms (labeling) must be ensured for each pallet according to the master list.

10.4.2. The pallets must be protected from water and humidity by a plastic heavy-duty transparent wrap. The dimension of the pallets should be 1.20m x 1m maximum high 2.40m.

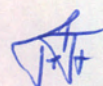
Samples and sign-off

10.4.3. Sample evaluation: Two set of sample of each type of box, must be delivered to the CEP through UNDP Country Office as part of the offer. The boxes must be the close to the final product that will be delivered by the supplier.

10.4.4. Sign-off: A set of samples must be delivered to the CEP through UNDP Country Office seven days after the signature of the contract for sign-off.

11. Annexes

11.1. Procès-verbal de dépouillement et ses copies



[illegible]

[illegible]

Figure 3 - Même document, Copie #2

[illegible]

Figure 5 - Même document, Copie #4 et #5

[illegible]