



**Clarification Note No. 1 to
RFQ No. PR366733**

**Provision of accommodation, catering and conference services for Roundtable on
Preventing Human Trafficking in Children without Parental Care in Minsk,
Belarus, on 1-4 April 2015**

Question 1:

Is it obligatory to state prices without VAT? According to the regulation of the Republic of Belarus, we work only with VAT and our prices include VAT.

Answer 1:

Pursuant to Art. 6 (v) in the Instructions to Bidders, "All prices shall be quoted excluding taxes. OSCE is exempt from value-added tax; therefore, please render financial quotations without VAT, stating VAT separately, if applicable. The quotations will be compared based on a VAT-free price." In your Quotation Forms Section II – E Price Schedule, unit prices should be stated without VAT, but the total in your Price Schedule last line should include VAT if applicable. Please also indicate the VAT %. The awarded Bidder will get full payment, VAT incl.

Question 2:

Financial information to be provided in Quotation Form Section II – B Qualification Information Form is confidential.

Answer 2:

If the requested information falls under terms of confidentiality policies, you may leave it out.

Question 3:

Is it necessary to attach CVs of employees responsible for your order?

Answer 3:

Pursuant to our Instructions to Bidders Art. 9 (iii), qualifications and competence of the proposed key staff constitutes a part of our Technical Evaluation. We are looking for a qualified account manager, speaking English. We would prefer to have at least one CV attached of a person who will be generally responsible for an event.

Question 4:

We can state accommodation prices in USD and catering in BYR, according to the legislation of the Republic of Belarus, or convert them only approximately.

Answer 4:

As stated in our Instructions to Bidders Art. 6 (iv), "All prices shall be quoted in EUR." Overruling Art. 11 hereof, "In the event that the RFQ documents permit quotations to be priced in several currencies, the OSCE shall convert all such prices into EURO using the selling exchange rates established by the OSCE for the date in which the deadline for the receipt of quotations was set."

The OSCE will use the following exchange rates for comparison of quotations in different currencies.

1 BYR (Belarusian Ruble) = 0.0000634590 Euro
1 USD (US Dollar) = 0.9430000000 Euro

1 Euro = 15,758.2184517497 BYR
1 Euro = 1.0604453871 USD

The payment can be conducted in any currency.