



Reference No: ITB/SEC/11/2015.

Date: 20 May 2015

### INVITATION TO BID

Supply and installation of a Hybrid GPS Satellite-GSM Based Vehicle Fleet Tracking System

1. The Organization for Security and Co-operation in Europe (OSCE) hereby solicits your Bid for the supply and installation of a Hybrid GPS Satellite-GSM Based Vehicle Fleet Tracking System, in accordance with the requirements, terms and conditions stipulated herein.
2. This Invitation to Bid (ITB) consists of this document the following annexes:
  - Annex A: Instruction to Bidders ([www.osce.org/procurement](http://www.osce.org/procurement))
  - Annex B: OSCE General Terms and Conditions ([www.osce.org/procurement](http://www.osce.org/procurement))
  - Annex C: Technical Specifications (Terms of Reference)
  - Annex D: Technical Compliance Form
  - Annex E: Pricing Format
  - Annex F: Acknowledgement Letter
3. In submitting a Bid, the Bidder accepts in full and without restrictions the requirements of this ITB, including the Terms of Reference and the OSCE General Terms and Conditions for Services, as the sole basis of this tender process, and waives his own conditions of sale, whatever they may be.
4. Submission of Bids

Bids must be received by the OSCE at the following e-mail address: [tenders-at@osce.org](mailto:tenders-at@osce.org), no later than **11:00 hours (CET), on 3 June 2015**. Bids received after the designated time will be automatically rejected. Submission of Bids by fax or regular mail is **not** accepted. Any Bids copied to another email will be disqualified.

#### 4.1 Pre-tender Meeting and Site Visit

No Pre-Tender Visit is foreseen.

### INSTRUCTIONS FOR SUBMISSION OF BIDS

#### Language of Bid

5. Bids must be submitted in the English language and must respond in detail to the Technical Specifications set out in Annex C. Please complete the Technical Compliance Form in Annex D to confirm compliance with the technical requirements. Bids submitted without a complete Technical Compliance Form may be rejected.

#### Currency of Bid

6. All prices shall be expressed in EURO/USD without VAT, according to the Pricing Format in Annex E, since the OSCE is exempt from taxes and duties. Prices shall be quoted on the basis of the delivery terms specified in the solicitation document. In case the delivery terms are not indicated, DAP (INCOTERMS 2010) shall apply.

#### Period of Validity

7. Bids and all price offers shall remain valid and open for acceptance for at least ninety (90 days) from the submission date.

8. Bids must be submitted in word/pdf format – please indicate “SEC/ITB/11/2015 - Satellite-Based Vehicle Fleet Tracking System” in the email header.

9. The Bid must indicate the date, bidder’s name, address, and must be signed by an authorized representative of the bidder. Bidders who are not registered with the OSCE must complete the Vendor Registration Form found at <http://www.osce.org/procurement/74771> and submit it together with supporting documents, i.e. copy of business registration and licences.

#### Acknowledgement of Receipt of this ITB

10. Upon receipt of this ITB, you are kindly requested to return the attached Acknowledgement Letter (Annex F) as soon as possible to [balazs.fule@osce.org](mailto:balazs.fule@osce.org) advising whether or not your company intends to submit a Bid.

#### Evaluation of Bids

11. As a general rule, only tenders that are substantially responsive and that provide all the necessary evidence required in the ITB will be considered for financial evaluation. From among all technical acceptable bids, the award will be made to the lowest cost bidder.

#### Award of Contract

12. Please note that the terms set forth in this ITB, including the contents of the annexes will form part of any contract or purchase order awarded by the OSCE. Any such purchase will require compliance with all factual statements and representations made in the Bid. Any contract order will be subject to the OSCE Conditions of Contract.

13. This ITB does not commit the OSCE to consider any Bid or to award a contract or to pay any costs incurred in the preparation or submission of Bid, or to procure any item from any bidder.

14. This ITB contains no contractual offer of any kind. Any Bid submitted will be regarded as an offer by the bidder and not as an acceptance by the bidder of any offer by the OSCE. No contractual relationship exists, except pursuant to purchase order or a contract document signed by the authorized representatives of both parties.

15. The OSCE reserves the right to reject any or all Bids received in response to this ITB, to split the award, and to negotiate with any of the bidders or other firms in any manner deemed to be in the best interest of the OSCE.

#### Questions

16. Any questions pertaining to this ITB shall be addressed in writing, by email to the attention of Balazs Fule, Procurement and Contracting Unit ([balazs.fule@osce.org](mailto:balazs.fule@osce.org)), **no later than 17:00 hours (CET) on 26 May 2015**. The OSCE will notify all the invitees in writing of the questions raised and the corresponding responses. Kindly refrain from telephone calls and personal visits.

  
Irene Menjivar  
Chief, Procurement and Contracting Unit

