

REQUEST FOR PROPOSAL

Provision of Munition Clearance Services in Ukraine

1. The Organization for Security and Co-operation in Europe (OSCE) is seeking proposals from qualified contractors for the provision of munition clearance services in Ukraine in accordance with the requirements, terms and conditions stipulated herein.
2. This Request for Proposal (RFP) consists of this document and the following annexes:
 - Annex A: Instruction to Proposers (www.osce.org/procurement)
 - Annex B: OSCE General Conditions of Contract for Services (www.osce.org/procurement)
 - Annex C: Terms of Reference
 - Annex D: Technical Compliance Form
 - Annex E: Pricing Format
 - Annex F: Acknowledgement Letter
 - Annex G: Performance Security Form
3. In submitting a proposal, the Proposer accepts in full and without restriction the requirements of this RFP including the Terms of Reference and the OSCE General Conditions of Contract for Services as the sole basis of this tender process, and waives his own conditions of sale, whatever they may be.
4. Proposals must be received by the OSCE at the address shown in paragraph 17 no later than **11:00 hours (CET), on 5 October 2015**. Proposals received after the designated time will be automatically rejected. Submission of proposals by fax or email is not accepted.

4.1 Pre-tender Meeting and Site Visit

No pre-tender Meeting is foreseen.

INSTRUCTIONS FOR SUBMISSION OF PROPOSALS

General

5. The OSCE intends to award a Contract for the clearance of different types of ordnances in the village of Shyrokyne in accordance with the Technical Specifications. The assignment is divided into phases: 10+25km of road clearance.

At the moment, the local conditions do not allow free access to Shyrokyne. Therefore, de-mining activities will have to be postponed until the situation has improved. Once the OSCE confirms that the Contractor can deploy, mobilization is expected to take place as soon as possible, preferably within two weeks (14 calendar days).

6. Proposers shall submit a proposal directly responsive to the terms of this tender. Proposals should include detailed information demonstrating compliance with the requirements, terms and conditions of this RFP. It is the responsibility of the Proposer to verify all aspects of the services involved prior to submitting a proposal.

7. This RFP, including its Annexes and Attachments will form part of any purchase order or contract entered into by the OSCE as a result of this RFP.

Proposal Format

8. The Proposal has to be submitted in two separate parts, the technical and financial part. The Proposal has to be submitted **in three copies, one original and two copies**.

9. The **Technical Proposal** shall address all aspects of the Terms of Reference of this RFP and should include models, examples and technical solutions to problems raised in the specifications giving an answer to each of the points mentioned with regard to the methodology, deadlines and organization. The technical proposal must respond to the technical specifications and provide, as a minimum, all the information needed for the purpose of awarding a contract. The level of practical details provided in the tender will be extremely important for the evaluation of the tender.

The Technical Proposal MUST NOT contain any price or cost information.

10. The **Financial Proposal** shall contain clear, concise price information presenting all costs associated with the assignment, including but not limited to remuneration for staff, transportation, equipment and materials, insurance, surveys, etc. Prices (excl. taxes) shall be quoted in **US Dollar (USD) or Euro (EUR)**. Prices shall be quoted on the basis of the delivery terms specified in the solicitation document.

Each part has to include the following information:

11. TECHNICAL PROPOSAL

- Company Profile:
1. Completed and duly signed Vendor Registration Form (<http://www.osce.org/procurement/74772>).
 2. Copy of the company's registration document/license(s).
 3. Company's audited Financial Statement for the last two years.
 4. Descriptive summary of the company's professional capacity and experience, including a list of services relevant to the subject of this solicitation that were provided in the past three years to other clients.
 5. Minimum of three (3) successful contract references with the indication of the nature of the project, including their financial size, dates, duration and recipients and with names and contact details, addresses and telephone numbers of the contact persons.
 6. A description of the technical equipment, tools and machinery to be employed by the Proposer for rendering the services;
 7. A statement of the average annual manpower and the number of managerial staff of the Proposer in the last three years.

Proposed Personnel: A list of the proposed key staff by speciality with CVs recently signed by the proposed key professional staff. Key information should include number of years working and degree of responsibility held in various assignments **at least during the last five (5) years**.

Description of the approach, methodology and plans towards satisfying and supporting the requirements set out in the RFP.

Other documents to submit to demonstrate the substantial responsiveness of the RFP:

- (i) Duly completed Technical and Financial Proposal;
- (ii) Detailed implementation plan for the rendering of the services shall be in line with the technical requirements in this RFP;
- (iii) Duly completed Technical Compliance Form (Annex D) with an item-by-item commentary on the Terms of Reference demonstrating substantial responsiveness to the requirements;
- (iv) Time Schedule Table to indicate the estimated number of days necessary to finish the project.

Please note that the Technical Proposal MUST NOT contain any price or cost information.

12. FINANCIAL PROPOSAL

Completed and signed Annex E "Pricing Format".



The currency of the Proposal shall be US Dollar (USD) or Euro (EUR).

Since the OSCE is exempt from TAXES and DUTIES, all prices are to be expressed exclusive of VAT and other taxes and duties.

The final price shall include all equipment, labor, supervision, insurance, profit, taxes and duties together with all general risks, liabilities and obligations set out or implied in the Contract, as well as travel, food or lodging costs.

Evaluation of Proposals

13. As a general rule, only tenders that are technically acceptable and that provide all the necessary evidence required in the RFP will be considered for financial evaluation. The proposals will be evaluated according to the following criteria, not necessarily listed in order of priority:

- a) Demonstrated ability and willingness to meet RFP requirements.
- b) Demonstrated financial and managerial capability for executing the contract.
- c) Demonstrated understanding of the OSCE's need for quality service.
- d) Detailed implementation plan demonstrating the capability to provide the required services.
- e) Responsiveness to the RFP.
- f) Cost comparison between responsive proposers. From among all technical acceptable proposals, the award will be made to the lowest cost bidder.

Bank Guarantee

14. The successful proposer will be required to provide a Bank Guarantee for ten percent (10%) of the total contract price.

Language of Proposal

15. Proposals must be submitted in the English language and must respond in detail to the requirements set out in Annex C.

Period of Validity

16. Proposals and all price offers shall remain valid and open for acceptance for at least one-hundred-and-twenty (120 days) from the date of closing.

Mobilization

At the moment, the local conditions do not allow free access to Shyrokyne. Therefore, de-mining activities will have to be postponed until the situation has improved. Once the OSCE confirms that the Contractor can deploy, mobilization is expected to take place as soon as possible, preferably within two weeks (14 calendar days).

Proposers are required to indicate how quickly mobilization can start after receiving "the green light" from the OSCE.

Submission of Proposals

17. Your proposals must be enclosed in two separate envelopes, one for the technical and the other for the financial part of the Proposal, clearly marked as follows:

CONFIDENTIAL
TENDER – DO NOT OPEN
TECHNICAL PROPOSAL
Reference No.: SEC/RFP/18/2015 – Provision of
Munition Clearance Services in Ukraine
Closing Date/Time: 11:00 hours (CET), on 5
October 2015
Name of your Company

CONFIDENTIAL
TENDER – DO NOT OPEN
FINANCIAL PROPOSAL
Reference No.: SEC/RFP/18/2015 – Provision
of Munition Clearance Services in Ukraine
Closing Date/Time: 11:00 hours (CET), on 5
October 2015
Name of your Company

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The Technical and Financial envelopes must be secured in one envelope, clearly marked and addressed as follows:

<p>CONFIDENTIAL TENDER – DO NOT OPEN</p> <p>Chairperson, Bid Opening Board OSCE Secretariat Wallnerstrasse 6 Vienna, Austria</p> <p>Reference No: SEC/RFP/18/2015 – Provision of Munition Clearance Services in Ukraine Closing Date/Time: 11:00 hours (CET), on 5 October 2015 Name of your Company:</p>

- 18. Proposals delivered to any other address will be rejected.
- 19. The Proposal must indicate the date, bidder's name, address, and must be signed by an authorized representative of the bidder.
- 20. Please note that the terms set forth in this RFP, including the contents of the annexes will form part of any contract awarded by the OSCE. Any such contract will require compliance with all factual statements and representations made in the proposal.
- 21. This RFP does not commit the OSCE to consider any proposal or to award a contract or to pay any costs incurred in the preparation or submission of proposal, or to procure any services from any proposer. This RFP contains no contractual offer of any kind. Any proposal submitted will be regarded as an offer by the proposer and not as an acceptance by the proposer of any offer by the OSCE. No contractual relationship exists, except pursuant to a purchase order or contract document signed by the authorized representatives of both parties. The OSCE reserves the right to reject any or all proposals received in response to this RFP, to split the award, and to negotiate with any of the proposers or other firms in any manner deemed to be in the best interest of the OSCE.

Acknowledgement of Receipt of this RFP

- 21. Upon receipt of this RFP, you are kindly requested to return the attached Acknowledgement Letter (Annex F) as soon as possible to balazs.fule@osce.org, advising whether or not your company intends to submit a proposal.

Questions

- 22. Any questions pertaining to this RFP shall be addressed in writing, by email to the attention of Balazs Fule, Procurement and Contracting Officer, Procurement and Contracting Unit (balazs.fule@osce.org), **no later than 17:00 hours (CET) on 25 September 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



The stamp is circular with the text 'Organization for Security and Co-operation in Europe' around the perimeter. In the center, it says 'OSCE SECRETARIAT VIENNA Procurement' and 'DIAF' at the bottom.