

## **Official clarification note #1**

**Reference No. OSCE/RFP/KYR 05/2016**

**Provision of conference services for the OSCE events at the 4 or 3+ star venues on the Northern shore of Issyk-Kul Lake, KR**

A potential bidder asked the following questions about the tender to which OSCE Center in Bishkek provided the below clarifications:

### **Question No.1**

There was another tender similar to this in April of this year. Was it cancelled? And you reopen this tender?

### **Answer 1**

This is a different tender. The ones we had in March and April were for Issuk-Kul venues of high level (5 star equivalent) and for air-tickets.

### **Question No.2**

Should we have a local tax payer (Kyrgyz company) as a partner? If yes, should it has IATA membership certificate?

### **Answer 2**

Under the current tender successful supplier must provide services at 4/3+ star hotel(s) located at Issuk-Kul. We do not request that supplier must be a Kyrgyz registered/have Kyrgyz registered partner, but can a foreign supplier must ensure provision of services in an Issuk-Kul hotel. If a foreign supplier can ensure this without having a local partner, local partner is not needed. This is up to the bidder to check and decide about a need for a local partner. IATA membership certificate is not required under this tender.

### **Question No.3**

Concerning minimum qualification requirements: ability to provide a transparent and precise financial reporting and supporting documents for each event. What do you mean by financial reporting and supporting documents? Do you mean invoices from hotel?

### **Answer 3**

For each order we normally we ask: invoice from our contractor (hotel or agency, if we sign contract with the agency), facture-invoice, if our contractor pays VAT for this service, acceptance act, final list of attendees. But we have a right to request any supporting financial document (bills, cash receipts, etc) which are issued according to the legislation of

KR for the services rendered on the territory of KR. Therefore, our contractor must be capable and ready to provide these docs

**Question No.4**

Supplier must operate in the relevant market for not less than one year. Do you mean operation of our company in Kyrgyzstan?

**Answer 4**

No, contractor must operate in the area of provision of conference/events/hotel services. But as we request services in particular hotels/venues, which are located at Issuk-Kul, KR, we would appreciate it, if a bidder has an experience with these particular hotels

**Question No.5**

What about terms of payment? When you will realize payment after finishing of each event?

**Answer 5**

Yes, payment for each event will be issued upon completion of the event, signing of acceptance act and receipt by the OSCE docs for payment

**Question No.6**

We are not Kyrgyz company, is it disadvantage for us that we are not Kyrgyz company?

**Answer No.6**

OSCE rules put no limitations on the origin of supplier/contractor, but please ensure that your company can/is capable to provide the required services on the territory of KR. Please also refer for the details in question 2.