



REQUEST FOR QUOTATION

Supply, delivery and installation of 1 X-Ray Unit for the OSCE Secretariat

1. The Organization for Security and Co-operation in Europe (OSCE) hereby solicits your quotation for the supply, delivery and installation of 1 X-Ray Unit for screening personal belongings, in accordance with the requirements, terms and conditions stipulated herein.
2. This Request for Quotation (RFQ) consists of the following annexes:
 - Annex A: Instruction to Bidders (www.osce.org/procurement)
 - Annex B: OSCE General Terms and Conditions (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 Quotation, the Bidder accepts in full and without restrictions the requirements of this RFQ, including the Terms of Reference and the OSCE General Terms and Conditions for Goods, as the sole basis of this tender process, and waives his own conditions of sale, whatever they may be.

4. Quotations must be received by the OSCE **at the e-mail address shown in paragraph 8** no later than **11:00 hours (CET), on 4 November 2016**. Quotations received after the designated time will be automatically rejected. Submission of Quotations by fax or regular mail is not accepted. **Any Quotations copied or sent to another e-mail address will be disqualified.**

4.1 Pre-tender Meeting and Site Visit

No Pre-Tender Visit is foreseen.

INSTRUCTIONS FOR SUBMISSION OF QUOTATIONS

Language of Quotation

5. Quotations 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. Quotations submitted without a complete Technical Compliance Form may be rejected.

Currency of Quotation

6. All prices shall be expressed in EURO without VAT, 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. Quotations and all price offers shall remain valid and open for acceptance for at least ninety (90 days) from the submission date.



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Submission of Quotations

8. Quotations must be submitted in an electronic format.

Your Quotation shall be sent to the following email address: tenders-at@osce.org.

Please indicate "RFQ/SEC/428423 – X-Ray Unit" in the email header.

Quotations delivered to any other email address will be rejected.

9. The Quotation 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**;
- at least **two prior successful installations within the last three years**. Evidence must be in a form of a statement, including the entity, supervisor contact information, length of project and project description.

Acknowledgement of Receipt of this RFQ

10. Upon receipt of this RFQ, 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 Quotation.

Evaluation of Quotations

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

Award of Contract

12. Please note that the terms set forth in this RFQ, including the contents of the annexes will form part of any purchase order awarded by the OSCE. Any such purchase will require compliance with all factual statements and representations made in the Quotation. Any contract order will be subject to the OSCE Conditions of Contract. The Contract is intended to be established via a Purchase Order.


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

14. This RFQ contains no contractual offer of any kind. Any Quotation 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 Quotations received in response to this RFQ, 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 RFQ shall be addressed in writing, by email to the attention of Balazs Fule, Procurement and Contracting Unit (balazs.fule@osce.org), **no later than 17:00 hours (CET) on 1 November 2016**. 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.


Darko Stojmenovski
Chief, Procurement and Contracting Unit



TERMS OF REFERENCE

X-Ray Unit for OSCE Secretariat, Wallnerstrasse 6, Vienna

Security Management

All information provided is solely for the use of presenting tender proposals for X-Ray Unit for OSCE Secretariat, Wallnerstrasse 6, and remains the property of the OSCE. No information is to be transferred to the third parties, outside of the scope of this proposal, without the approval of the OSCE Secretariat.

1. General Concept

OSCE Secretariat is requesting proposals from highly qualified vendors with expertise in providing and installing a complete X-Ray Unit for screening personal belongings at the OSCE Secretariat premises.

2. Instructions to vendors

- 2.1. The selected vendor will be considered the primary contractor and will assume total responsibility to provide the OSCE Secretariat in Vienna with all material and services needed to make the system fully operational by the agreed upon date.
- 2.2. It is the responsibility of the vendor to clearly identify all costs associated with any item. The vendor must include and complete all parts of the cost proposal in a clear and accurate manner.
- 2.3. The vendor will present a system structure that would have the ability to minimize costs and reduce system complexity and insure a reliable and uninterrupted video transmission.
- 2.4. The vendor will define the type and the make of all equipment and is responsible for testing.
- 2.5. Installation of all components shall be the responsibility of the vendor. This includes all additional parts and equipment needed to complete the cabling and any additional parts required to provide a complete solution.

3. System Specifications

3.1. Dimensions and construction:

- Length: 1800 mm
- Width: 850 mm
- Height: 1400 mm
- Weight: approx. 400 kilo
- Construction: Steel construction with aluminium panels (optional in white colour).

Minimum object size to be able to screen: 610 (W) x 410 (H) [mm].

Maximum object size to be able to scan: 545 (W) x 355 (H) x 545 (L) [mm].

3.2. Temperatures

- Operating: -4° F (-20° C) to +122° F (50° C).
- Humidity to 5% - 95% non-condensing.
- Storage: -40° F (-40° C) to 158° F (70° C)



3.3. Power

System should be fully automatic 100 to 240 VAC, 50 or 60 Hertz, 45 watts; no rewiring, switching or adjustments needed.

3.4. Image generating system

- X-Ray Converter: High resolution L shaped detector line with diagonal beam direction
- Film Safety: Guaranteed up to ISO 1600 (33 DIN)
- Monitor: Flat panel LCD monitor with black and white, colour
- Options include HI-TIP (Threat Image Projection), Xtrain system for operator training, IMS image storage and archive, and TIF or JPG format image export, with automatic transmission to PC by Ethernet, etc.

3.5. Managing the device

Device must be remotely controlled from the security guards room.

3.6. Weatherproofing / Foreign Object Protection Standards

System should meet IP 55, IEC Standard. "Degrees of Protection provided by Enclosures," IEC 529. *IP 65 optional.

3.7. Health Protection Standards

Device has to meet all applicable international and Austrian laws and regulations with respect to X-Ray emitting devices.

4. Warranty and support

4.1. The Vendor must provide pricing for both one and three years warranty and support on the proposed system.

4.2. The vendor will be capable of entering to provide the necessary support in and maintenance.

5. System training and technical training

5.1. OSCE Secretariat Security Management officials with common computer skills should be capable of operating the System without significant training requirements.

5.2. The vendor will define the necessary training required for System Administrator.

6. Liquid Detection (optionally)

The Bidder may present an optional upgrade to the X-ray unit to meet the requirements of European legislation for Liquid Explosive Detection (LEDS) Standard 2 Type C.



Technical Compliance Form

Reference No: RFQ/SEC/428423.

| Specifications/Description | COMMENTS ON COMPLIANCE Please confirm compliance with technical specifications (<i>PASS/FAIL</i>), or a statement of deviations and exceptions to the provisions of the Technical Specifications. |
|---|--|
| <p>1 X-Ray Unit</p> <p>System Specifications</p> <p>Dimensions and construction:</p> <ul style="list-style-type: none"> - Length: 1800 mm - Width: 850 mm - Height: 1400 mm - Weight: approx. 400 kg - Construction: Steel construction with aluminium panels (optional in white colour). <p>Minimum object size to be able to screen: 610 (W) x 410 (H) [mm]. Maximum object size to be able to scan: 545 (W) x 355 (H) x 545 (L) [mm].</p> | |
| <p>Temperatures</p> <ul style="list-style-type: none"> - Operating: -4° F (-20° C) to +122° F (50° C). - Humidity to 5% - 95% non-condensing. - Storage: -40° F (-40° C) to 158° F (70° C). | |
| <p>Power</p> <p>System should be fully automatic 100 to 240 VAC, 50 or 60 Hertz, 45 watts; no rewiring, switching or adjustments needed.</p> | |
| <p>Image generating system</p> <ul style="list-style-type: none"> - X-Ray Converter: High resolution L shaped detector line with diagonal beam direction - Film Safety: Guaranteed up to ISO 1600 (33 DIN) - Monitor: Flat panel LCD monitor with black and white, colour - Options include HI-TIP (Threat Image Projection), Xtrain system for operator training, IMS image storage and archive, and TIF or JPG format image export, with automatic transmission to PC by Ethernet, liquids detection, etc. | |
| <p>Managing the device</p> <p>Device must be remotely controlled from the security guards room.</p> | |
| <p>Weatherproofing / Foreign Object Protection Standards</p> <p>System should meet IP 55, IEC Standard. "Degrees of Protection provided by Enclosures," IEC 529. *IP 65 optional.</p> | |
| <p>Health Protection Standards</p> <p>Device has to meet all applicable international and Austrian laws and regulations with respect to X-Ray</p> | |



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|---|--|
| emitting devices. | |
| <p>Warranty and support</p> <p>The Vendor must provide pricing for both one and three years warranty and support on the proposed system.</p> <p>The vendor will be capable of entering to provide the necessary support in and maintenance.</p> | |
| <p>System training and technical training</p> <p>OSCE Secretariat Security Management officials with common computer skills should be capable of operating the System without significant training requirements.</p> <p>The vendor will define the necessary training required for System Administrator.</p> | |
| <p>Liquid Detection (optionally)</p> <p>The Bidder may present an optional upgrade to the X-ray unit to meet to meet the requirements of European legislation for Liquid Explosive Detection (LEDS) Standard 2 Type C.</p> | |



Company name:

Authorized representative's name and signature:

Address:

Email:

Telephone:

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Financial Quotation - Pricing Format

Reference No: RFQ/SEC/428423.

Please use this form for the submission of your financial Quotation. Additional information can be supplied on a separate page.

| Description | Total Cost EUR excl. VAT |
|---|-----------------------------|
| 1 X-Ray Unit with 1-year warranty option | |
| <p>Supply, delivery and installation of 1 X-Ray Unit for the OSCE Secretariat</p> <p>The cost shall include all expenditures for hardware parts, installations, trainings, as well as software licenses in accordance with the ToR with one-year warranty and maintenance support for the entire new system including spare parts (including all and any software updates, if applicable).</p> | |
| 1 X-Ray Unit with 3-year warranty option (if available) | |
| <p>Supply, delivery and installation of 1 X-Ray Unit for the OSCE Secretariat</p> <p>The cost shall include all expenditures for hardware parts, installations, trainings, as well as software licenses in accordance with the ToR with three-year warranty and maintenance support for the entire new system including spare parts (including all and any software updates, if applicable).</p> | |
| Description | Total Cost EUR excl. VAT |
| Optional Liquid Detection | |
| Upgrade to the X-ray unit to meet to meet the requirements of European legislation for Liquid Explosive Detection (LEDS) Standard 2 Type C. | |
| Any other envisaged costs (please specify, if any) | |

By signing this Financial Quotation, Bidders accept that any Purchase Order pursuant to this Quotation will be subject to the OSCE General Conditions of Contract <http://www.osce.org/procurement>.

Delivery: DAP (Incoterms 2010) - Vienna, Austria.

Payment terms: 30 days net.

Validity of offer (90 days minimum):

Warranty period (Minimum 1 year but a longer option is preferred):

Availability and delivery time (in weeks from the placement of PO, shorter delivery is preferred):

Company name:

Authorized representative's name and signature:

Address:

Email:

Telephone:





Organization for Security and Co-operation in Europe

Acknowledgement Letter

Reference No: RFQ/SEC/428423.

Subject: 1 X-Ray Unit for the OSCE Secretariat

Closing date: **11:00 hours (CET), on 4 November 2016.**

A pre-tender meeting not will be held.

Company Name:

Contact Points: (email, telephone, fax.)

We

INTEND

do NOT INTEND

to submit a Quotation/proposal in response to the above-mentioned tender.

If you do not intend to submit a Quotation, please specify the reason:

.....
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.....
.....

Signature:

Date:

Please return this form to balazs.fule@osce.org as soon as possible.

The Tenderers are kindly reminded that returning this form does not constitute submitting an offer in any way.



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