

Invitation to Bid

Delivery and installation of multimedia conference room's equipment, in Vienna, Austria

1. The Organization for Security and Co-operation in Europe (OSCE) seeks bids for **Delivery and installation of multimedia components into new OSCE area located in 5th and 6th floor of Hofburg Kongresszentrum, the so-called renovated Sessellager area**, in accordance with the requirements, terms and conditions stipulated herein.
2. This invitation to bid (ITB) consists of this document and the following sections:
 - Section I - Instruction to Bidders (www.osce.org/procurement)
 - Section II - OSCE General Conditions of Contract for Goods (www.osce.org/procurement)
 - Section III - Terms of Reference
 - Section IV - Technical Bid Form
 - Section V - Financial Bid Form
 - Section VI - Acknowledgement Letter
3. In submitting a bid, the Bidder accepts in full and without restriction the requirements of this ITB including the Terms of Reference and the OSCE General Conditions of Contract for Goods as the sole basis of this tender process, and waives his own conditions of sale, whatever they may be.
4. Bids must be received by the OSCE at the address shown in paragraph 9 no later than **Monday 7 November 2016 at 14:00 HRS (CET)**. Bids received after the designated time will be automatically rejected. Submission of bids by fax or email is not accepted.

INSTRUCTIONS FOR SUBMISSION OF BIDS

Language of Bid

5. Bids must be submitted in the English language and must respond in detail to the requirements set out in Section III – Terms of Reference.

Currency of Bid:

6. The OSCE will accept offers in EUR or USD. All prices shall be offered **without VAT** as the OSCE is exempt from taxes and duties.

Period of Validity

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

Submission of Bids

8. 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 need to complete the Vendor Registration Form <http://www.osce.org/procurement/74771> and submit it together with supporting documents, i.e. copy of business registration and licences.
9. Your bid must be submitted in a sealed envelope clearly marked and addressed as follows:

CONFIDENTIAL
TENDER – DO NOT OPEN

Chairperson, Tender Opening Board
OSCE Secretariat
Wallnerstrasse-1010
Vienna, Austria

Reference No: ITB/SEC/22/2016
**Delivery and installation of multimedia conference room's equipment,
in Vienna, Austria.**

Closing Date/Time: **Monday 7 November 2016 at 14:00 HRS (CET).**

Name of your Company:

Bids delivered to any other address will be rejected.

Acknowledgement of Receipt of this ITB

10. Upon receipt of this ITB, you are kindly requested to return the attached Acknowledgement Letter (Section VI) by **27 October 2016 at 17:00 HRS CET** to Laurence Roche at laurence.roche@osce.org, advising whether or not your company intends to submit a bid.

Evaluation of Bids

11. As a general rule, only bids that are technically acceptable 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. This ITB, including its Sections, Annexes and Attachments will form part of any purchase order or contract awarded by the OSCE. Any such Contract will require compliance with all factual statements and representations made in the Bid.

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 a Purchase Order or 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 Laurence Roche, Procurement and Contracting Unit at laurence.roche@osce.org, no later than **27 October 2016 at 17:00 HRS CET**. 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

