

Reference No: ITB/BAH/443854/2017
Date: 29-Aug-2017

Mission to Bosnia and Herzegovina solicitation of bids for the provision of the premises for the Banja Luka office of the OSCE Mission to Bosnia and Herzegovina,

Questions and Answers Batch 3

In accordance with paragraph 16 “Questions” of the OSCE Invitation to Bid, the questions received between 21 August 2017 (when Q&A Batch 2 was released) and today, and respective answers is as follows:

1. Proof of compliance is required for specified items, such as electronic locks, etc, but we do not know how to provide a proof. Some of those we do not have, but may be installed until set deadline?
2. Is there a possibility to submit a bid with some shortcomings, for items that are required and we do not have those, but may be installed on short notice – until agreed deadline?
3. Do we need to submit our Bid via regular post, hand delivered or via mail address?

Answers:

Joint answer to questions 1 and 2:

Please note that Annex C – List of Requirements and Technical Compliance specifies OSCE Mission to Bosnia and Herzegovina requirements. Right column of the table states “Compliance Remarks, the Bidders are required to put item-by-item commentary on the requirements demonstrating substantial responsiveness to those requirements, or a statement of deviations and exceptions”. It means that for items that fully comply the bidder will state “Comply”. In case of non-compliance, please indicate what are the differences, deviations, exceptions, what needs to be done to align factual status with OSCE requirements and in what timeframe. Some of the items may not be in place at this time, for example air conditioning, but the bidder’s compliance remark may be that *the installation of air conditioners may be done within a month from contract signature*, or for example *grills on ground floor windows may be installed within three weeks from contract signature*. However, if some of the items may not be harmonised with OSCE requirements, such as insufficient space, non-compliance with health and safety or fire regulations, than the bidder should state “do not comply” and outline deficiencies. Proof of compliance may be provided in a form of certificates, photos or similar documents. However, OSCE will conduct site inspection of proposed premises and verify compliance on the spot.

Answer to question 3:

Your Bid has to be submitted in a closed envelope, as per Instructions to Bidders and other bidding documents sent to each prospective bidder. It may be either hand-delivered directly to OSCE, it may be sent by post but must reach OSCE office at the address stated in the Invitation to Bid, or delivered in an envelope by any other means. Your bid may not be submitted using electronic mail (email), fax or similar electronic means.

Best Regards

Procurement Office
OSCE Mission to Bosnia and Herzegovina