

INVITATION TO BID

Procurement and Installation of the Specialized Equipment for the laboratory for thermal and chemical analysis of propellant samples in TROM Dobož

1. The Organization for Security and Co-operation in Europe (OSCE) hereby solicits your bid for the Procurement and Installation of the Specialized Equipment for the laboratory for thermal and chemical analysis of propellant samples in Tehnička radionica za održavanje municije (TROM) Dobož, in accordance with the requirements, terms and conditions stipulated herein.
2. This Invitation to bid (ITB) consists of this document the following annexes:
 - Annex A: Instruction to Bidders (www.osce.org/procurement)
 - Annex B: OSCE General Conditions of Contract (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 Bid, the Bidder accepts in full and without restrictions 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 8 no later than **12:00 hours local Sarajevo time, on Tuesday, 21 November 2017**. Bids received after the designated time will be automatically rejected. Submission of bids by fax or email is not accepted.

Pre-tender Meeting

5. A pre-tender meeting/site visit has been scheduled for 02 November 2017, 12:00 hrs local Dobož time, at TROM Dobož, address Krnjijske sprske brigade, Dobož, Bosnia and Herzegovina. **It is highly recommended that companies are present for this site visit.** Please indicate whether your company will attend and provide the name of your company's representative by 01 November 2017, 11:00 hours Sarajevo time. The language of the Pre-tender Meeting is English.

INSTRUCTIONS FOR SUBMISSION OF BIDS

Language of Bid

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

Currency of Bid

6. All prices shall be expressed in *EURO without VAT, since the OSCE is exempt from taxes and duties*. VAT must be indicated in a separate field for each item. 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 TROM Dobož (INCOTERMS 2010) shall apply.

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

Bid Format

8. The Bid has to be submitted in two separate parts, the technical and financial part, in separate envelopes.

Technical Bid

9. The **Technical Bid** shall address all aspects of the Terms of Reference of this ITB and should include models, examples, catalogue and/or other relevant references to prove responsiveness to this ITB. The technical bid must respond to the technical specifications outlined in the Annex D to this ITB 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 Bid MUST NOT contain any price or cost information.

Technical bid must contain the following documents:

- a) Company Profile:
 1. Completed and duly signed Vendor Registration Form (may be found at the following link <http://www.osce.org/procurement/74772>), including Company Organization Chart;
 2. Copy of the company's registration document/license(s);
 3. Company's 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 to other clients;
 5. Proof of at least three (3) years of relevant business experience (mandatory requirement);
 6. Three references with names and contact details: addresses and telephone numbers.
 7. A copy of valid ISO 9001 certificate or equivalent quality management system proofIn the case of a Joint-Venture, the same information and documentation needs to be submitted for each member of the joint-venture.
- b) Detailed description of the items proposed in conformity with the technical specifications and requirements (as specified in the Technical Compliance Form, Annex D);
- c) Proofs of compliance of offered items with required European Standards;
- d) Proof of after-sale support and possibility of calibration of items in Bosnia and Herzegovina;
- e) Warranty for the works and installed equipment for the period of 12 months
- f) Documentation required to demonstrate technical conformity for the installation of required items.
- g) Detailed work schedule including mobilisation time. Works schedule shall be recorded in MS Project or similar with critical path data and material purchase data;

Financial Bid

10. The **Financial Bid** shall contain clear, concise price information presenting all costs associated with the respective item. Financial Bid must be submitted using enclosed Annex E Pricing Format.

11. The original and one (1) copy of the Technical Bid shall be placed in a sealed envelope clearly marked "TECHNICAL BID" and the original and one (1) copy of the Financial Bid in a sealed envelope clearly marked "FINANCIAL BID" and warning: "DO NOT OPEN WITH THE TECHNICAL BID". Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the address of the OSCE and the OSCE Bidding Reference Number and Title as indicated in the cover note to these Bidding Documents and be clearly marked, "DO NOT OPEN, EXCEPT IN PRESENCE OF THE OSCE BID OPENING BOARD."

CONFIDENTIAL
TENDER – DO NOT OPEN
TECHNICAL PROPOSAL
Reference No.: ITB/BAH/476421/2017
Closing Date/Time: 21 November 2017, 12:00
Name of your Company

CONFIDENTIAL
TENDER – DO NOT OPEN
FINANCIAL PROPOSAL
Reference No.: ITB/BAH/476421/2017
Closing Date/Time: 21 November 2017, 12:00
Name of your Company

CONFIDENTIAL
TENDER – DO NOT OPEN, EXCEPT IN PRESENCE OF THE OSCE BID OPENING BOARD

Chairperson, Bid Opening Board
OSCE Mission to Bosnia and Herzegovina
Fra Andjela Zvizdovica 1
71000 Sarajevo, Bosnia and Herzegovina

Reference No: ITB/BAH/476421/2017
Closing Date/Time: 21 November 2017; 12:00
Name of your Company:

Bids delivered to any other address will be rejected.

12. The Bid must indicate the date, bidder's name, address, and must be signed by an authorized representative of the bidder.

Acknowledgement of Receipt of this ITB

13. Upon receipt of this ITB, you are kindly requested to return the attached Acknowledgement Letter (Annex F) as soon as possible to email address procurement.ba@osce.org, advising whether or not your company intends to submit a bid.

Evaluation of Bids

14. As a general rule, only tenders that are substantially responsive and that provide all the necessary evidence required in the ITB will be considered for financial evaluation. Lowest cost responsive bid will be evaluated the highest.

Award of Contract

15. Please note that the terms set forth in this ITB, 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 bid. Any contract order will be subject to the OSCE Conditions of Contract.

16. 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.

17. 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 purchase order or a contract document signed by the authorized representatives of both parties.

18. 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.

Performance Security

19. Performance Security shall be required. The amount of the Performance Security shall be: 10% of the contract price. Performance Security shall be in the form of a Bank Guarantee as provided in the ITB Documents.

Questions

20. Any questions pertaining to this ITB shall be addressed in writing, by email to the attention of Procurement Office (procurement.ba@osce.org), **no later than 17:00 hours Local Sarajevo time on 10 November 2017**. 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.

Niamh Mercer
Chief, General Services
OSCE Mission to Bosnia and Herzegovina