



INVITATION TO BID

Provision of Express Mail and Parcel Services for OSCE Secretariat

1. The Organization for Security and Co-operation in Europe (OSCE) hereby solicits your bid for the provision of express mail and parcel services, in accordance with the requirements, terms and conditions stipulated herein. The OSCE intends to award a Contract for a period of 5 (five) years.
2. This Invitation to bid (ITB) consists of this document and the following annexes:
 - Annex A: Instructions to Bidders - Invitation to Bid (Goods)
(<https://procurement.osce.org/resources/document/instructions-bidders-invitation-bid-goods>)
 - Annex B: General Conditions of Contract (Services)
(<https://procurement.osce.org/resources/document/general-conditions-contract-services>)
 - Annex C: 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 Services, 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 noon (CET) on Friday, 22 December 2017**. 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 Terms of Reference 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. 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. 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. Your bid must be submitted in a sealed envelope, clearly marked and addressed as follows:

CONFIDENTIAL
TENDER – DO NOT OPEN

Chairperson, Bid Opening Board
OSCE Secretariat
Wallnerstrasse 6
1010 Vienna, Austria

Reference No.: SEC/ITB/29/2017 – Provision of express mail and
parcel services for the OSCE Secretariat
Closing date/Time: 12:00 noon, Friday, 22 December 2017
Name of your Company

Bids delivered to any other address will be rejected.

9. 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 OSCE need to complete the Vendor Registration Form at <https://procurement.osce.org/resources/document/vendor-registration-form> and submit it together with supporting documents, i.e. copy of business registration and licenses.

Acknowledgement of Receipt of this ITB

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

Evaluation of Bids

11. 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. From among all technically acceptable bids, the award will be made to the lowest cost bidder.

Award of Contract

12. 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.

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 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 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 Ms. Mariya Yakymakha, Procurement and Contracting Unit (mariya.yakymakha@osce.org), **no later than 17:00 hours (CET) on Friday, 15 December 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.

Darko Stojmenovski Ilich
Chief, Procurement and Contracting Unit