

Reference No. BAH-ITB-01-2018

INVITATION TO BID

Provision of Security Services to OSCE Mission to Bosnia and Herzegovina

Minutes of the Mandatory Pre-Tender Meeting

In accordance with paragraph 6 “Mandatory Pre-Tender Meeting” of the ITB documents.

| | |
|-------------------|---|
| Subject: | Minutes of the Pre-Tender Meeting with Prospective Bidders for the Provision of Security Services to OSCE Mission to Bosnia and Herzegovina |
| Location: | OSCE Head Office, Sarajevo |
| Date/Time: | 08 May 2018; 11:00 – 13:00 |
| Presence: | |
| OSCE Staff | Mulaganovic, Mr. Edin, National Chief of Security Redzic, Mr. Suvad, National Deputy Chief of Security Jarebica, Mr. Nijaz, National Procurement Officer |
| Non - OSCE | Representatives of the following companies: <ul style="list-style-type: none">- Sector Security- Agency Securitas- Middle Point Electronics- ASP Montenegro- Top Sky Line |

- Nijaz Jarebica opened the meeting;
- All Prospective Bidders were reminded of the OSCE rules stated in Invitation to Bid and related OSCE documents (main ones are highlighted below);
- Bidders are to supply bids strictly in line with and using Annex D - Technical Compliance Form and Annex E - Pricing Format, plus additional documents required under this ITB;
- Financial and technical bids must be separated into two envelopes;
- Bids will be evaluated for technical compliance first.
- Financial evaluation will be done based on monthly amount for the complete service as outlined in the Annex C – Terms of Reference;

- Financial bid must include all cost, OSCE will pay only one flat monthly fee, based on submission in the Annex E – Pricing Format;
- Mr. Mulaganovic continued and gave a brief overview of the requirements, highlighting important points from the Annex C - Terms of Reference;
- It is underlined that one provider of both technical and physical protection is required;
- all equipment subject of this ITB that will be provided by the Supplier will remain ownership of the Supplier, including responsibility for maintenance and replacement;
- OSCE will provide only furniture, computer for the OSCE Operator and fixed phones for the Monitoring Room. All other specific equipment listed in the Annex D – Technical Compliance Form will be provided by the Supplier;
- a guard tour system will have to be installed in all OSCE Field Offices, with check points on each Office;
- Internet connection between OSCE offices in the field and Head Office Monitoring Room required under this ITB is sole responsibility of the Supplier. Minimum 4 Mbit connections are required, independent of the OSCE existing network.
- Mr. Redzic continued with highlighting important items from Annex D – Technical Compliance Form;
- Mr. Redzic presented photographs and technical requirements of all OSCE Offices in the field, with specifics of each location;
- Fire alarm system in Head Office is not covered by this tender. It is integral part of UNITIC building management fire protection system. UNITIC building has a separate security service provider that is not connected with OSCE technical security system;
- It is possible to organize a visit any of the OSCE Field Offices, should the prospective bidders require so;
- After the meeting in conference room, prospective bidders visited Head Office building, including location of cameras in the corridors, access control panels, Monitoring Room, main cabling shaft, emergency exit, outdoor parking, underground garage;
- Prospective bidders were advised to always submit their questions in writing, to OSCE email address procurement.ba@osce.org and to refrain from personal visits or phone calls. Questions will be answered in writing, sent to all prospective bidders without disclosing of the origin of the questions;
- Prospective Bidders were satisfied with what they have seen. The site visit and meeting ended at 13:00 hrs.

End of Minutes.