



Organization for Security and
Co-operation in Europe
OSCE Mission to Montenegro

Reference No. RFP/MNG/02/2018

Date: 19.06.2018

REQUEST FOR PROPOSALS

FOR TWO PROFESSIONAL SOFTWARE PROCESSING ELECTORAL DATA FOR THE USE OF THE STATE ELECTION COMMISSION IN MONTENEGRO

1. The Organization for Security and Co-operation in Europe (OSCE) hereby solicits your proposal FOR TWO PROFESSIONAL SOFTWARE PROCESSING ELECTORAL DATA FOR THE USE OF THE STATE ELECTION COMMISSION IN MONTENEGRO in accordance with the requirements, terms and conditions stipulated herein.
2. This request for Proposal (RFP) consists of this document and 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 Compliance Form
 - Annex D: Pricing Format
 - Annex E: Acknowledgement Letter
 - Annex F: Terms of Reference
3. In submitting a Bid, the Bidder accepts in full and without restrictions the requirements of this RFP, 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. Proposals must be received by the OSCE at the address shown in paragraph 8 no later than **14:00 hrs. (CET), 19th JULY 2018**. Proposals received after the designated time will be automatically rejected. Submission of proposals by fax or email is not accepted.

INSTRUCTIONS FOR SUBMISSION OF PROPOSALS

Language of Proposals

5. Proposals must be submitted in the English language and must respond in detail to the required technical specifications set out in Technical Compliance Form - Annex C. Please complete the Technical Compliance Form in Annex C to confirm compliance with the technical requirements. Proposals submitted without a complete Technical Compliance Form may be rejected.

Contents of the bid:

- Company Profile:
1. Completed and duly signed Vendor Registration Form (<http://www.osce.org/procurement/74772>)
 2. Copy of the company's registration document/license(s)
 3. Company's Financial Statement for the last two years
 4. Updated reference list including references related to similar projects

5. Completed and signed Annex C “Technical compliance form” including project implementation plan with schemes of the proposed process and visual mockups
6. Completed and signed Annex D “Pricing Format”

Currency of Bid

6. All prices shall be expressed in **EUR** 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 proposals must be enclosed in two separate envelopes, one for the technical and the other for the financial part of the Proposal, clearly marked as follows:

<p>CONFIDENTIAL</p> <p>TENDER – DO NOT OPEN</p> <p>TECHNICAL PROPOSAL</p> <p>RFP MNG/02/2018 – REQUEST FOR PROPOSALS FOR TWO PROFESSIONAL SOFTWARE PROCESSING ELECTORAL DATA FOR THE USE OF THE STATE ELECTION COMMISSION IN MONTENEGRO</p> <p>Closing Date/Time:</p> <p>19th July 2018, at 14:00 hrs. (CET)</p> <p>Name of your Company</p>	<p>CONFIDENTIAL</p> <p>TENDER – DO NOT OPEN</p> <p>FINANCIAL PROPOSAL</p> <p>RFP MNG/02/2018 – REQUEST FOR PROPOSALS FOR TWO PROFESSIONAL SOFTWARE PROCESSING ELECTORAL DATA FOR THE USE OF THE STATE ELECTION COMMISSION IN MONTENEGRO</p> <p>Closing Date/Time:</p> <p>19th July 2018, at 14:00 hrs. (CET)</p> <p>Name of your Company</p>
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The Technical and Financial envelopes must be secured in one envelope, clearly marked and addressed as follows:

<p style="text-align: center;">CONFIDENTIAL TENDER – DO NOT OPEN Bid Opening Board OSCE Mission to Montenegro Dzordza Vasingtona 98, 7th floor, Capital Plaza, 81000 Podgorica, Montenegro Reference No.: RFP MNG/02/2018 – REQUEST FOR PROPOSALS FOR TWO PROFESSIONAL SOFTWARE PROCESSING ELECTORAL DATA FOR THE USE OF THE STATE ELECTION COMMISSION IN MONTENEGRO Closing Date/Time: 19th July 2018 at 14.00 CET Name of your Company</p>
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Bids delivered to any other address will be rejected.

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

Acknowledgement of Receipt of this RFP

10. Upon receipt of this RFP, you are kindly requested to return the attached Acknowledgement Letter (Annex E) as soon as possible to procurement-mne@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 RFP 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. Please note that the terms set forth in this RFP, 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 RFP 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 RFP 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 RFP, 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 RFP shall be addressed in writing in English language, by email to the attention of Procurement of OSCE Mission to Montenegro at procurement-mne@osce.org **no later than 17:00 hours (CET) on 10TH July 2018**. 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.