



**Invitation to Bid**

***for the provision of subscription based service to the  
Vulnerability Management Platform by Qualys***

1. The Organization for Security and Co-operation in Europe (OSCE) hereby solicits your Bid, in accordance with the requirements, terms and conditions stipulated herein.
2. This Invitation to Bid (ITB) consists of this document and the following Annexes:
  - Annex A – Instruction to Bidders
  - Annex B – General Conditions of Contract (Services)
  - Annex C1 – Terms of Reference
  - Annex C2 – OSCE Non-Disclosure Agreement (template)
  - Annex C3 – OSCE Declaration of Impartiality, Confidentiality and Conflict of Interest (template)
  - Annex D – Technical Compliance Form
  - Annex E – Price Schedule
  - Annex F – Acknowledgement Letter
3. In submitting a Bid, the Bidder accepts in full and without restrictions the requirements of this ITB and the OSCE General Conditions of Contract (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 9 no later than **12:00HRS CET, on 31 August 2018**. 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**

General

5. The OSCE intends to establish a 5-year Corporate Window Contract for the subscription based service to the Vulnerability Management Platform by Qualys, subject to funds availability, need of service and Contractor's performance.

Language of Bid

6. Bids must be submitted in the English language and must respond in detail to the Price Schedule set out in Annex F.

Currency of Bid

7. All prices shall be expressed in EUR without VAT, since the OSCE is exempt from taxes and duties.

Period of Validity

8. 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

9. Your bid submission must be done using one sealed envelope, clearly marked and addressed as follows:

<b>CONFIDENTIAL TENDER – DO NOT OPEN</b>
Chairperson, Bid Opening Board OSCE Secretariat Wallnerstrasse 6 1010 Vienna, Austria
Reference no. ITB/SEC/14/2018 Subject: Vulnerability Management Platform
Closing date/Time: 31 August 2018 at 12:00HRS CET
Name of your Company

Bids delivered to any other address will not be considered. The submission envelope must include two sealed envelopes: 1 original bid and 1 copy of bid. If possible, please include a USB memory stick or CD-ROM with a copy of your Bid in the “Original Bid” envelope.

<b>CONFIDENTIAL TENDER – DO NOT OPEN</b>
<b>- ORIGINAL BID -</b>
Reference no. ITB/SEC/14/2018 Subject: Vulnerability Management Platform
Closing Date/Time: 31 August 2018 at 12:00HRS CET
Name of your Company

<b>CONFIDENTIAL TENDER – DO NOT OPEN</b>
<b>- COPY OF BID -</b>
Reference no. ITB/SEC/14/2018 Subject: Vulnerability Management Platform
Closing Date/Time: 31 August 2018 at 12:00HRS CET
Name of your Company

10. 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

11. Upon receipt of this ITB, you are kindly requested to return the attached Acknowledgement Letter (Annex D) latest by **17 August 2018 at 17:00 HRS CET** by email at [yury.golovkov@osce.org](mailto:yury.golovkov@osce.org) advising whether or not your company intends to submit a Bid.

Evaluation of Bids

12. 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 technical acceptable Bids, the award will be made to the lowest cost Bidder.

### Award of Contract

13. Please note that the terms set forth in this ITB, including the contents of the annexes will form part of any contract awarded by the OSCE. Any such contract will require compliance with all factual statements and representations made in the Bid. Any contract will be subject to the OSCE Conditions of Contract (Services).

14. 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.

15. 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.

16. 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

17. Any questions pertaining to this ITB shall be addressed in writing, by email to the attention of Yury Golovkov at [yury.golovkov@osce.org](mailto:yury.golovkov@osce.org), **no later than 17:00HRS CET on 15 August 2018**. The OSCE will notify all the invitees in writing of the questions raised and the corresponding responses.

Darko Stojmenovski  
Chief Procurement and Contracting Unit