



Organization for Security and
Co-operation in Europe

Date: 13 May 2018

Clarification Note nr. 1

Reference: ITB No. SEC/12/2019

Provision of Printing and related Services for the OSCE

The Organization for Security and Co-operation in Europe has received a request for clarification from potential bidders. In accordance with Article 18 of the ITB Documents the OSCE would like to provide the following clarification:

Question 1: How detailed you expected n° 5 and n° 9 of the technical compliance form?
All key personnel is experienced with more than 10 years working in our company.

Answer 1: Provide CV and confirmation of English knowledge for key personnel that will deal with OSCE.

Question 2: Re. n° 6, 7 and 8 of the technical compliance form: Which kind of proof/documentation is you expecting here? Is a list of the actual machines OK?
To minimize the administrative effort - also for the OSCE to evaluate it!

Answer 2: Yes, list of the machines is sufficient and/or any documentation (1-2 pages) as proof of compliance.

Question 3: Re: Price response form; would it be possible to send an excel/word to fill out (and if necessary, to include some remarks)?

Answer 3: Attached is the excel sheet. Only if necessary, add a remark column.

Question 4: We cannot give you price per piece for the mentioned „from...to“ quantities: Is it possible to clarify the quantities a 100/500/1.000 so that we can give you a complete price?

Answer 4: We are aware that the prices will vary from: 0-200. Please provide the highest digit quantities, i.e. 200/400/800/1000 (by filed) i.e. table from Annual Report:

0	201	401	801
-200	-400	-800	-1000

Question 5: Please clarify paper quality for the Annual report

300g Art paper (= coated) or Olin 300g (=uncoated)?
If paper is Olin, which type and why an uncoated paper foiling? Olin is available as Regular, Smooth or Rough?

6.1 ANNUAL REPORT

Languages: English
Format: 210 x 297 mm (A4)
Number of pages: 112 pages plus 4 pages for cover
Paper: Cover: 300gr Artpaper, matt foiled, Olin white
Inside: Premium Offset Target 90gr
Colours: Cover + Inside: 4-colour CYMK
Option: + Pantone blue PMS 294c for cover/logo
Binding: Adhesive (Perfect) glue binding

Answer 5: Paper quality requested is:

Cover: 300 g. papier Kunstdruck (Artpaper): coated + matt celophane
Inside: 90 papier: Offset uncoated

Note: Bids must be received by the OSCE at the address shown in paragraph 9 no later than 12:00 hours (CET), on 22 May 2019. Bids received after the designated time will be automatically rejected. Submission of Bids by fax or email is not accepted.