

Reference No. **HAG/RFP/04/2019**

Date: 23 May 2019

REQUEST FOR PROPOSAL

Rental of Office Space and Associated Services in Tbilisi

1. The Organization for Security and Co-operation in Europe, High Commissioner on National Minorities (OSCE) seeks proposals from a qualified supplier for the Rental of Office, Parking Space and the Provision of Utilities and Internet Services in Tbilisi.
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 for Services (www.osce.org/procurement)
 - Annex C: Technical Requirements
 - Annex D: Price Schedule
3. In submitting a proposal, the Proposer accepts in full and without restriction the requirements of this RFP 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.
- 4a. Questions should be sent in digital form to the e-mail address shown in paragraph 16 no later than **12:00 Europe/The Hague time on Tuesday, 28 May 2019**.
- 4b. Proposals should be sent in digital form to the e-mail address shown in paragraph 16 no later than **12:00 Europe/The Hague time on Friday, 31 May 2019**. Proposals received after the designated time will be automatically rejected. Submission of proposals by any other form is **not** accepted.

INSTRUCTIONS FOR SUBMISSION OF PROPOSALS

General

5. The OSCE intends to award a Contract for the rental of Office space and associated services for a period of **eighteen (18) months** starting **1 July 2019**.
6. Proposers shall submit a proposal directly responsive to the terms of this tender. Proposals should include detailed information demonstrating compliance with the requirements, terms and conditions of this RFP. It is the responsibility of the Proposer to verify all aspects of the services involved prior to submitting a proposal.
7. This RFP, including its Annexes and Attachments will form part of any purchase order or contract entered into by the OSCE as a result of this RFP.

Proposal Format

8. The Proposal has to be submitted using the included technical requirements and price schedule (ANNEX C and D).
9. The Column "Compliance remarks" in the Bid Submission Form shall address all aspects of the Specifications of this RFP. The technical proposal must respond to the technical specifications and provide, as a minimum, all the information needed for the purpose of awarding a contract. The level of practical details provided in the tender will be extremely important for the evaluation of the tender.

Each part has to include the following information:

11. Company Profile:
1. Completed and duly signed Vendor Registration Form (<http://www.osce.org/procurement/74772>)
 2. Scan of the company's registration document/license(s) in English or Georgian
 3. Company's Financial Statement for the last two years
 4. Descriptive summary of the company's professional capacity and experience, including a list of services relevant to the subject of this solicitation that were provided to other clients.

Other data necessary to describe the services offered.

12. Bid Submission Forms

Completed and signed Annex C "Technical Requirements" (on all pages).

Completed and signed Annex D "Price Schedule"

Currency of Bid: EURO

Since the OSCE is exempt from TAXES and DUTIES, all prices are to be expressed exclusive of VAT and other taxes and duties, stating VAT separately, if applicable. The Proposals will be compared based on a VAT-excluded price.

Evaluation of Proposals

13. As a general rule, only tenders that are technically acceptable and that provide all the necessary evidence required in the RFP will be considered for financial evaluation. The proposals will be evaluated according to the following criteria, not necessarily listed in order of priority:

- a) Demonstrated ability and willingness to meet RFP requirements.
- b) Site visit evaluating technical compliance of the premises with the requirements set out in Annex C.

Language of Proposal

14. Proposals must be submitted in the English language and must respond in detail to the requirements set out in Annex C and D.

Period of Validity

15. Proposals and all price offers shall remain valid and open for acceptance for at least one hundred twenty (120) days from the date of closing.

Submission of Bids

16. Your proposals must be sent as digital form to Procurement.HCNM@osce.org.

17. Proposals delivered to any other address will be rejected.

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

19. Please note that the terms set forth in this RFP, 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.

20. This RFP does not commit the OSCE to consider any proposal or to award a contract or to pay any costs incurred in the preparation or submission of proposal, or to procure any services from any proposer.

This RFP contains no contractual offer of any kind. Any proposal submitted will be regarded as an offer by the proposer and not as an acceptance by the proposer of any offer by the OSCE. No contractual relationship exists, except pursuant to a purchase order or contract document signed by the authorized representatives of both parties. The OSCE reserves the right to reject any or all proposals received in response to this RFP, to split the award, and to negotiate with any of the proposers or other firms in any manner deemed to be in the best interest of the OSCE.