



Date: 19 August 2019

**SEC/RFP/23/2019 – Provision of Creating Materials for a Regional Awareness Raising Campaign on  
Gender-based Violence in Bulgaria, Hungary and Romania for the OSCE Secretariat  
Clarification Note 1**

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The Organization for Security and Co-operation in Europe has received requests for clarification from potential Proposers on 16 August 2019 1:43 PM with regard to Request for Proposal SEC/RFP/23/2019. The OSCE would like to provide the following clarifications:

Q1: “If we have a consortium, do you require to include a formally signed consortium contract”

**A1: Please be noted that Art. 14 of the RFP stipulate that “Joint Proposal submitted by several economic operators (a consortium) is allowed. In such cases, one member must be designated as the group leader or group manager per LOT. All members of a consortium or a group of companies (i.e. the leader and all other members) are jointly and severally liable towards the contracting authority. Changes in the composition of the consortium or group of companies must be expressly authorised by the contracting authority (please see Annex G1 form)”.**

In case of joint proposal, all economic operators in a joint proposal assume joint and several liabilities towards the OSCE for the performance of the contract as a whole. Nevertheless, proposers must designate a single point of contact for the OSCE. After the award, the OSCE will sign the contract with the member duly authorised by the other members via the Power of Attorney.

Q2: “Do you need to include all the company documents for all the parties in the consortium or just for the leading company?”

**A2: In case of joint tender, the cover letter must be signed either by an authorised representative for each member or by the leader authorised by the other members with powers of attorney. The signed powers of attorney must be included in the proposal as well. Subcontractors that are identified in the proposal must provide a Letter of Intent signed by an authorised representative stating their willingness to provide the service presented in the Request for Proposal.**

All proposers (including all members of the group in case of joint tender) must provide a signed Vendor Registration Form with its supporting evidence.

Besides duly filling out Annex G1-G3 Forms, the Proposer (or the single point of contact in case of joint tender “Leading Company”) must provide Financial Capacity supporting documents. Only one set of financial supporting documents per proposal shall be submitted (no document is needed for subcontractors and other joint tenderers).

Q3: “Do we need to include as subcontractors the following: Printing house, media (TV, radio, FB)”

**A3: Joint proposals may include subcontractors in addition to the joint proposers. The composition and allocation of the relevant tasks shall be upon the sole decision of the Proposer. Subcontracting is permitted but the Contractor will retain full liability towards the OSCE for performance of the contract as a whole. Proposers must give an indication of the proportion of the contract that they intend to subcontract. Proposers are required to identify all subcontractors.**

This Clarification Note is published on the OSCE website to all economic operators known to be interested.

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