

Amendment No. 1 to REQUEST FOR PROPOSAL**Provision of coffee vending machines and associated services for the OSCE Secretariat**

1. Hereby, the **Annex C: TERMS OF REFERENCE** is amended as follows.

EXPECTED OUTPUT AND PERFORMANCE INDICATORS are amended to state more clearly flexibility in acceptance of various technical solutions offered by potential Bidders as long as they meet the OSCE's business needs. The focus is placed on coffee of a consistent and guaranteed quality, which will be evaluated during the coffee tasting.

The addition to Subsection on **Technical Specifications for Coffee Vending Machines**:

- The type(s) of the coffee machine(s) to propose should be able to meet the OSCE average coffee consumption of 80,000 coffee portions per year and can be based on the current employment of 6 (six) coffee machines with water supply connections and dispensers for coffee tabs/capsules, and 4 (four) stand-alone coffee machines without dispensers or water connections, as a general orientation.
- The Bidders are free to suggest their own types, technical capacities and number of machines if they meet the OSCE's business needs.

The addition to Subsection on **Coffee Requirements**:

- The Contractor shall be able to offer at least five different varieties of coffee, be it in beans, capsules, or various combination of coffee and milk, including one decaffeinated option, but not necessarily on one machine. This requirement can be adjusted according to Bidder's technical capabilities and aligned with the capacities of their coffee machines.

2. Deadline for Proposal submission is hereby extended. Proposals must be received by the OSCE pursuant to instructions outlined in paragraph 16 of the original Instructions contained in the Cover-Letter to Request for Proposal no later than **12:00 noon (CET) on Friday, 14 May 2021**. Proposals received after the designated time will be automatically rejected. Submission of bids by fax or email is not accepted.

The details of FTP server platform shared with the Bidders who confirmed their intention to submit a Proposal stay valid, with the deadline for Proposal submission extended as stated above.

3. The evaluation criterion for coffee taste requirements pursuant to the amended technical requirements contained in the Bidding Documents is hereby amended to specify more clearly that the expected coffee variety must not be necessarily installed on one machine only, if this is technically impossible according to the operating solution:

(ii) Technical specifications for coffee vending machines and coffee taste requirements responding to the Terms of Reference - maximum 50 points:

b. Coffee taste requirements: sealed coffee packages or individually vacuum-packed portions; **ability to offer** min. five different varieties of coffee, including at least one decaffeinated option;

consistent and guaranteed quality (subject to tasting or evaluation based on submitted documents in the Proposal) – maximum 15 points

Assigned Maximum Scores for either subsections or sections have not been amended.

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Annex C: TERMS OF REFERENCE