



INVITATION TO BID

Provision of a Vehicle Tracking System

1. The Organization for Security and Co-operation in Europe (OSCE) seeks bids from qualified and interested Bidders for the provision of a Vehicle Tracking System in accordance with the requirements, terms and conditions stipulated herein.
2. The OSCE intends to establish a Corporate Window Contract for the provision of a Vehicle Tracking System for five years. The new contract is expected to commence during Q4 2021.
3. This Invitation to Bid (ITB) consists of this document and the following annexes:
 - Annex A: Instruction to Bidders – Request for Proposal (Services) (web)
 - Annex B: OSCE General Conditions of Contract (Services) (web)
 - Annex C: Terms of Reference
 - Annex D: Technical Compliance Form
 - Annex E: Pricing Schedule
 - Annex F: Acknowledgement Letter
 - Annex G: OSCE Vendor registration form

Note: Annexes A and B are available for download on the OSCE website at <https://procurement.osce.org/key-procurement-documents>

Note: Annexes C to F will be only available upon receipt of the signed and dated Non-Disclosure Agreement.

4. In submitting a bid, the Bidder accepts in full and without restriction the requirements of this ITB including the OSCE General Conditions of Contract (Services) as the sole basis of this tender process and waives their own conditions of sale, whatever they may be.

INSTRUCTIONS FOR SUBMISSION OF THE BID

General

5. Participation to this ITB and submission of bids will only be available electronically, through upload to a FTP server, in a designated location, which will be shared with each interested Bidder.
6. Bids must be received no later than **29 June 2021 at 12:00 HRS (CEST – Vienna Time)**. After this date and time, the provided access to the OSCE FTP server will be automatically terminated.
7. Each Bidder, which will express interest to submit a bid, will be provided login details of the OSCE FTP server and their own designated location (folder) where the bid should be uploaded. In the designated location, there will be two sub-folders, one for the technical and the other for the financial part of the bid. **Bids uploaded on the FTP server MUST BE password protected.**
8. Bidders are instructed to place all documents forming the technical bid in one compressed zip/rar file and to protect that compressed file with a password of their choice. All documents forming the

financial bid should be placed in a separate compressed file and protected with a password of choice, different to the one of the technical bid. Bidders failing to comply with these instructions will be faced with disqualification from the Bidding process.

9. Bidders should not share their Bid passwords with anyone from OSCE until the tender deadline; failing to comply with this instruction will result in disqualification from the Bidding process. Upon the Bid expiration date and time, an OSCE official identifying themselves as the Chairperson of the Bid Opening Board will contact by email those Bidders, which submitted their bids and ask them to share their passwords. This request will be addressed to the same email address where the Bidder received the FTP server login credentials. Only then, Bidders are advised to disclose their two passwords needed for opening the technical and financial bid and only to that one person.
10. The uploaded bids must indicate the date, Bidder's name, address, and must be electronically signed by an authorized representative of the Bidder.
11. Bids have to include detailed information demonstrating compliance with the requirements, terms and conditions of this ITB. It is the responsibility of the Bidder to verify all aspects of the offered goods and /or services, prior to submitting a bid.
12. Bids delivered on any other way other than the one specified in this ITB will be rejected.

MANDATORY Pre-tender Meeting

13. A pre-tender meeting has been scheduled for Thursday 10th, June 2021, at 10:00hrs, CET Vienna Time, through a Zoom meeting. Please indicate on the Acknowledgement Letter (Annex F) whether your company will attend and provide the name and email address of your company's representative by Wednesday, 9th June 2021, 12:00, CET Vienna Time, to Laurence.roche@osce.org. The language of the Pre-tender Meeting is English. The OSCE will notify all involved Bidders in writing of the questions raised and the corresponding responses.
14. Failure to attend the mandatory site visit WILL disqualify the Bidder's Bid.
15. Questions answered at the pre-tender meetings will be summarized in a Q/A and made available.

Bid Format

The bid has to be submitted in two separate parts, a technical and financial part.

16. The **Technical Bid** shall address all aspects of the Annex C - Terms of Reference and Annex D - Technical Compliance Form. The technical bid must respond to the technical requirements and provide, as a minimum, all the information needed for the purpose of awarding a Contract. The level of practical details provided in the technical bid will be extremely important for the evaluation of the tender. **The Technical bid MUST NOT contain any price or cost information.**
17. The **Financial Bid** shall contain clear, concise price information presenting all costs associated with the requirement, including but not limited to remuneration for staff, transportation, equipment and materials, insurance, surveys, etc. Prices shall be quoted in EURO unless indicated otherwise. The OSCE is exempt from value-added tax (VAT); the organization does not have a VAT number, therefore, please provide the pricing information without the Value Added Tax. The financial offers will be compared based on a VAT-free pricing.

THE FOLLOWING DOCUMENTATION SHALL BE INCLUDED IN YOUR TECHNICAL & FINANCIAL BID RESPECTIVELY:

18. **TECHNICAL BID**

- ✓ Completed and duly signed Annex G - OSCE Vendor Registration Form;
- ✓ Copy of the Bidder's company registration document/certificate of incorporation;
- ✓ Bidder's Financial Statements for the last three calendar years – 2018, 2019 and 2020;
- ✓ Descriptive summary of the Bidder's professional capacity
- ✓ Fully completed Annex D – Technical Compliance Form.
- ✓ Any additional documents in support of the response to the Annex D – Technical Compliance Form.

19. **FINANCIAL BID**

- ✓ Completed and signed Annex F – Pricing Schedule.
- ✓ Offered prices to be Net Value without VAT.
- ✓ Written confirmation that Tax-Free invoices can be issued, as OSCE is tax exempt.
- ✓ In case it is needed, OSCE can provide the following document: **European Union - VAT AND/OR EXCISE DUTY EXEMPTION CERTIFICATE (Directive 2006/112/EC Article 151 and Directive 2008/118/EC Article 13)** –authorized by the Austrian Ministry of Foreign Affairs.

Evaluation of Bids

20. Only bids that are technically acceptable and provide all necessary evidence required in the ITB will be considered for financial evaluation. The bids will be evaluated according to the following criteria, not necessarily listed in order of priority:

- ✓ Demonstrated ability and willingness to meet ITB requirements;
- ✓ Demonstrated financial and human capability for executing the Contract;
- ✓ Demonstrated understanding of the OSCE's need for quality service;
- ✓ Detailed implementation plan demonstrating the capability to provide the required services;
- ✓ Cost comparison between responsive Bidders.

Evaluation Criteria

Technical Evaluation Criteria - Mandatory Requirements evaluated on pass/fail system:

The technical bids will be first evaluated on the basis of responsiveness to the Terms of Reference against "Mandatory Requirements" (given in Annex D – Technical Compliance Form) using a Pass / Fail criteria system. Bidders who fail to meet one or more Mandatory Requirements will not be considered for the Financial Evaluation.

Financial Evaluation Criteria

Only bids which pass the Technical Evaluation shall be evaluated financially. The bidder whose Financial Bid has the lowest evaluated Life-Cycle of a five (5) years contract will be selected. The OSCE reserves the possibility to ask for a Best and Final Offer (BAFO). The possibility to reuse currently installed equipment will be discussed during the mandatory Pre-tender meeting.

Proof of Concept

To confirm the selection of the Bidder, and before any Contract award, Bidders may be asked to provide a Proof of Concept for the OSCE to demonstrate the feasibility of the proposed Vehicle Tracking System (VTS). Failure to demonstrate the feasibility of the VTS will exclude the Bidder from the selection.

Language of Bid

21. The Bid must be submitted in the English language and must respond in detail to the requirements set out in Annex C – Terms of Reference and Annex D – Technical Compliance forms.

Bid Validity

22. All price offers shall remain valid and open for acceptance for at least 120 days from the date of closing.
23. 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 proposal.
24. 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 bids, or to procure any services from any Bidder. This ITB contains no contractual offer of any kind. 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 accept or reject any bid, and to annul, **in whole or in part**, or to suspend the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the reasons for the OSCE's action.

Acknowledgement of Receipt of this ITB

25. Upon receipt of this ITB, Bidders are kindly requested to return the attached Acknowledgement Letter (Annex F) by email to Ms. Laurence Roche, Procurement Officer at Laurence.roche@osce.org and by latest **Wednesday 9th June 2021 at 12:00 HRS (CEST)** advising whether they intend to submit a bid and to confirm attendance at the MANDATORY Pre-tender meeting.

Questions

26. Any questions pertaining to this ITB shall be addressed in writing, by email to Ms. Laurence Roche, at Laurence.roche@osce.org, no later than **Thursday 10 June 2021 at 17:00 HRS (CEST)**. **No questions will be accepted after this day.** The OSCE will notify all involved Bidders in writing of the questions raised and the corresponding responses.

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Chief Procurement and Contracting Unit