

## RFQ/SEC/679294/2023

### Transportation of OSCE cars from Austria and Moldova to Kosovo

#### Addendum No. 1

Date: August 21, 2023

We hereby notify that modifications are made to the above-referenced RFQ as follows:

1. Deadline for submission of quotations is extended until 25 August 2023, 12:00 CEST.
2. The scope of the required services is reduced. In particular,

**Lot 1: Transportation of 6 cars from Wallenstein Kaserne, 2434 Götzendorf An Der Leitha, Militärsiedlung Sommerein 30, Austria, to OSCE Mission in Kosovo HIB Petrol Compound M9, 12000 Fushë Kosovë/Kosovo Polje (reduction from 9 to 6 cars)**

The dimensions of the vehicles to be transported are as follows:

Vehicle	Weight	Length	Width	Height
	kg	mm	mm	mm
Nissan Patrol 4.2 STD	2320	5030	1840	1875

**Lot 2: Transportation of 6 cars from Magda Tur car park, Calea Truşenilor 46, Truşeni 3733, Moldova, to OSCE Mission in Kosovo HIB Petrol Compound M9, 12000 Fushë Kosovë/Kosovo Polje (reduction from 12 to 6 cars)**

The dimensions of the vehicles to be transported are as follows:

Vehicle	Weight	Length	Width	Height
	kg	mm	mm	mm
Nissan Patrol 4.2 GL	2360	5030	1840	1855
Nissan Patrol 4.2 STD	2320	5030	1840	1875

3. Annex 2 (Technical Compliance Forms), annex 3 (Financial Quotation Form) are updated accordingly.

The updated annexes 2 and 3 are attached to this Addendum No 1.

The Offerors are requested to take into account above changes while preparing quotation.

All other terms and condition of the RFQ/SEC/679294/2023 remain unchanged.

## ANNEX 2 - TECHNICAL COMPLIANCE FORMS

(Updated as per Addendum 1 to the RFQ/SEC/679294/2023)

### FORM 1\_ LETTER OF COMPLIANCE WITH THE REQUIREMENTS OF THE TERMS OF REFERENCE

The Bidder shall provide:

- Item-by-item commentary on the Terms of Reference demonstrating responsiveness to the requirements;

The information on this table shall form an integral part of the technical evaluation.

**Bidders should avoid simply writing ‘comply’ without providing further information or evidence to support the claim**, as this will not generally reflect well in the evaluation. Reference can be made to annexes or other material in the Quotation.

**Lot 1:**

TECHNICAL REQUIREMENTS	BIDDER`S COMMENTS ON COMPLIANCE / DEVIATION FROM THE REQUIREMENTS
<p><b>Qualification requirements</b> Minimum of 3 (three) years of demonstrated experience in freight forwarding/ transportation/ export import of cars, machinery or similar equipment.</p>	
<p><b>Qualification requirements</b> Recommendation letters from at least 3 (three) clients / Contract details of at least three company elements for reference checking purposes.</p>	
<p><b>Mode of transportation</b> The transportation has to be undertaken by means of <b>car transporters</b>; neither loading nor unloading locations have loading ramps.</p>	
<p><b>Transportation service should include</b> Loading/lashing/securing /offloading.</p>	
<p><b>Technical parameters and quantity of transporting cars:</b> a) <b>Nissan Patrol 4.2 STD, 6 pcs</b>  Weight: 2320 kg, Length: 5030 mm; Width: 1840 mm; Height: 1875 mm</p>	
<p><b>Hand-over of cars to the Contractor at the pick-up location</b> Wallenstein Kaserne, 2434 Götzendorf An Der Leitha, Militärsiedlung Sommerein 30, Austria Details, including a copy of passport of the persons authorised by the contractor to collect the vehicles and the transporter registration numbers, are to be provided to the OSCE Secretariat 48 hours prior to the pickup.</p>	
<p><b>Insurance of the vehicles - Optional</b> Against damage to or theft of the cars during</p>	

transportation. This element of the price is to be quoted separately.	
<p><b>Receipt of cars by OSCE from the Contractor at the destination location</b></p> <p>The vehicles will be inspected and received by an OSCE staff at the destination. OSCE Mission in Kosovo HIB Petrol Compound M9, 12000 Fushë Kosovë/Kosovo Polje</p>	
<p><b>Period of service</b></p> <p>Indicate the delivery period from the loading date. Loading should be performed within 1 week of receipt of the purchase order.</p>	
<p><b>Customs Clearance</b></p> <p>Export customs procedures including other formalities will be handled by contractor. Import customs procedures will be handled by OSCE Mission in Kosovo customs agent.</p>	
<p><b>Submission of invoices/settlement of invoices</b></p> <p>The Contractor should submit to the OSCE Secretariat detailed invoice including description of services, point of dispatch/arrival, mode of transport and rate breakdown. Payments of invoices with 30 days of date of invoice</p>	
<p><b>Dedicated Contractor Person/ Project Manager</b></p> <p>The Contractor shall assign a Contact person / Project Manager for the OSCE. The Contact person / Project Manager should be able to communicate in English and have at least three years of experience in managing cross-border transportation of goods.</p>	

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**Date and place**

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**Name, Title and Signature**

## ANNEX 2 - TECHNICAL COMPLIANCE FORMS

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### FORM 1\_ LETTER OF COMPLIANCE WITH THE REQUIREMENTS OF THE TERMS OF REFERENCE

The Bidder shall provide:

- Item-by-item commentary on the Terms of Reference demonstrating responsiveness to the requirements;

The information on this table shall form an integral part of the technical evaluation.

**Bidders should avoid simply writing ‘comply’ without providing further information or evidence to support the claim**, as this will not generally reflect well in the evaluation. Reference can be made to annexes or other material in the Quotation.

**Lot 2:**

TECHNICAL REQUEREMENTS	BIDDER`S COMMENTS ON COMPLIANCE / DEVIATION FROM THE REQUIREMENTS
<p><b>Qualification requirements</b> Minimum of 3 (three) years of demonstrated experience in freight forwarding/ transportation/ export import of cars, machinery or similar equipment.</p>	
<p><b>Qualification requirements</b> Recommendation letters from at least 3 (three) clients / Contract details of at least three company elements for reference checking purposes.</p>	
<p><b>Mode of transportation</b> The transportation has to be undertaken by means of <b>car transporters</b>; neither loading nor unloading locations have loading ramps. It is possible that a small number of the cars cannot be driven: this will be confirmed at least one week prior to the pickup and agreement reached on how to perform the loading and unloading: if additional fees are anticipated, these are to be stated as an option, price per defective vehicle.</p>	
<p><b>Transportation service should include</b> Loading/lashing/securing /offloading.</p>	
<p><b>Technical parameters and quantity of transporting cars:</b>  <b>a) Nissan Patrol 4.2 GL, 4 pcs</b>                       Weight: 2360 kg,                      Length: 5030 mm; Width: 1840 mm; Height: 1855 mm  <b>b) Nissan Patrol 4.2 STD, 2 pcs</b>                       Weight: 2320 kg,                      Length: 5030 mm; Width: 1840 mm; Height: 1875 mm</p>	
<p><b>Hand-over of cars to the Contractor at the pick-up</b></p>	

<p><b>location</b> Magda Tur car park, Calea Trușenilor 46, Trușeni 3733, Moldova Details, including a copy of passport of the persons authorised by the contractor to collect the vehicles and the transporter registration numbers, are to be provided to the OSCE Secretariat 48 hours prior to the pickup.</p>	
<p><b>Insurance of the vehicles - Optional</b> Against damage to or theft of the cars during transportation. This element of the price is to be quoted separately.</p>	
<p><b>Receipt of cars by OSCE from the Contractor at the destination location</b> The vehicles will be inspected and received by an OSCE staff at the destination. OSCE Mission in Kosovo HIB Petrol Compound M9, 12000 Fushë Kosovë/Kosovo Polje</p>	
<p><b>Period of service</b> Indicate the delivery period from the loading date. Loading should be performed within 1 week of receipt of the purchase order.</p>	
<p><b>Customs Clearance</b> Export customs procedures including other formalities will be handled by contractor. Import customs procedures will be handled by OSCE Mission in Kosovo customs agent.</p>	
<p><b>Submission of invoices/settlement of invoices</b> The Contractor should submit to the OSCE Secretariat detailed invoice including description of services, point of dispatch/arrival, mode of transport and rate breakdown. Payments of invoices with 30 days of date of invoice</p>	
<p><b>Dedicated Contractor Person/ Project Manager</b> The Contractor shall assign a Contact person / Project Manager for the OSCE. The Contact person / Project Manager should be able to communicate in English and have at least three years of experience in managing cross-border transportation of goods.</p>	

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Date and place

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Name, Title and Signature

**FORM 2 \_ RELEVANT SERVICES CARRIED OUT IN THE LAST FIVE YEARS THAT BEST ILLUSTRATE  
QUALIFICATIONS**

*Note to Bidders: Using the form below, the Bidder should provide information on the assignments for which its firm, either individually as a corporate entity or as one of the major companies within an association, was legally contracted during the past five years.*

Name of Your Client:	Country/Location:	
Assignment Name:		
Narrative Description of Project:		
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Assignment (EUR):
Description of Goods provided by Your Firm:		
Description of Actual Services Provided by Your Staff:		
Name of Associated Firms, if any:		

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**Date and place**

\_\_\_\_\_

**Name, Title and Signature**

## ANNEX 3 - FINANCIAL QUOTATION FORM

(Updated as per Addendum 1 to the RFQ/SEC/679294/2023)

Date: [Bidder to insert location and date]

RFQ No: RFQ/SEC/679294/2023

**Note to Bidders:** The Bidder shall fill in and submit this Financial Quotation Submission Form. Bidders are allowed to propose other licensing modalities or financial offers.

To: The OSCE Procurement unit

Respected:

We, the undersigned, offer to provide the following services

**Transportation of cars from locations in Austria (Lot 1) and Moldova (Lot 2) to Kosovo.**

in accordance with your Request for Quotation No. RFQ/SEC/679294/2023 dated 31 July 2023.

We are hereby submitting our Financial Quotation, as follows:

For the items required - for the sum of [Bidder to insert amount in words and figures]:

Description	Quantity	Price per unit (EUR)	Total Price (EUR)
Lot 1: Transportation of 6 cars from Wallenstein Kaserne, 2434 Götzendorf An Der Leitha, Militärsiedlung Sommerein 30, Austria, to OSCE Mission in Kosovo HIB Petrol Compound M9, 12000 Fushë Kosovë/Kosovo Polje	1		
Lot 2: Transportation of 6 cars from Magda Tur car park, Calea Truşenilor 46, Truşeni 3733, Moldova, to OSCE Mission in Kosovo HIB Petrol Compound M9, 12000 Fushë Kosovë/Kosovo Polje	1		
<b>TOTAL PRICE</b>			

**We have read and accept the OSCE General Conditions of Contract as well as detailed "Instructions to Bidders – Request for Quotation.**

**Delivery time:** \_\_\_\_\_

**Payment terms:** 30 days net

**Validity of offer (60 days minimum):** \_\_\_\_\_

We, confirm to comply with any and all eligibility requirements specified ToR. We also confirm that any and all information provided on the Qualification Form attached hereto and being an integral part of this Quotation is correct and truly reflects our experience, qualifications and capacities.

We accept and agree that the General Conditions of Contract contained in the Solicitation Documents will apply to any contract resulting from this bidding exercise.

We understand you are not bound to accept any Quotation that you receive, and that you reserve the right to accept or reject any Quotation and to cancel the bidding process and reject all Quotations at any time prior to the award of contract, without thereby incurring any liability whatsoever.

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**Date and place**

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**Name, Title and Signature**