

Reference No**.** **ITB/SEC/733320/2025** Date: 16 May 2025

**INVITATION TO BID**

**Conference services, catering and hotel accommodation for TNTD event “Combating Illicit cross-border Trafficking in Cultural Property in the OSCE Area” in Helsinki, Finland, from 23 – 27 June 2025**

1. The Organization for Security and Co-operation in Europe (OSCE) seeks Bids from qualified and interested hotels for the provision of a Venue for a workshop in accordance with the requirements specified in the Terms of Reference (TOR).
2. This Invitation to Bid (ITB) consists of this document and the following annexes:

Annex A: Instruction to Bidders

Annex B: OSCE General Terms and Conditions

Annex C: Vendor Registration Form

Annex D: Terms of Reference

Annex E: Technical Compliance Form

Annex F: Price Schedule

Annex G: Acknowledgement Letter

***Note:* *Annexes A, B and C are available online*** *at https://procurement.osce.org/key-procurement-documents*

1. In submitting a Bid, the Bidder accepts in full and without restriction the requirements of this ITB including the Terms of Reference and the OSCE General Conditions of Contract for Services as the sole basis of this tender process, and waives their own conditions of sale, whatever they may be. The Bidder’s business practices shall be in accordance with the principles set out in the OSCE Supplier’s Code of Conduct.

**INSTRUCTIONS FOR SUBMISSON OF BIDS**

General

1. Submission of Bids in response to this ITB should be sent to [**tenders-at@osce.org**](mailto:tenders-at@osce.org)

The Email Subject should include the reference: ITB/SEC/719993/2024

Bids sent to any other (OSCE) email will be disqualified.

1. Bids must be received no later than **12:00HRS (CET), on Monday, 26 May 2025.**
2. 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 services, prior to submitting a Bids.
3. The OSCE reserves the right to split an award between any Bids in any combination as it may deem appropriate and the Bidders must be willing to accept partial awards.

Bid Format

The Bid shall be submitted in two separate parts, a **TECHNICAL AND FINANCIAL PART.**

1. The Technical Bid shall address all aspects of the Terms of Reference **(Annex D)** and the Technical Compliance Form **(Annex E).** The Technical Bids must respond to the TOR and provide, as a minimum, all the information needed for the purpose of awarding a Contract (Purchase Order). **The Technical Bids MUST NOT contain any price or cost information.**
2. The Financial Bid shall contain clear, concise price information presenting all costs associated with the requirement to be inserted on the Price Schedule **(Annex F)**. Prices shall be quoted in EURO. The OSCE is exempt from value-added tax (VAT); the organization does not have a VAT number. The Financial Bid will be compared based on a VAT-free pricing.
3. OSCE preferred payments terms are 30 days upon receipt of services and final invoice.

**The following documentation shall be included in the Technical and Financial Bids respectively:**

1. TECHNICAL BID:
2. Completed and duly signed Vendor Registration Form;
3. Completed Technical Compliance Form (Annex E);
4. FINANCIAL BIDS:
5. Completed and signed Annex F “Price Schedule”
6. Currency of Bids: EURO

**EVALUATION OF BID**

1. Bids will be evaluated under the Pass/Fail criteria in relation to mandatory requirements, stated in the Annex E – Technical Compliance Form.
2. Bidders that fail to score “pass” in the mandatory requirements will be rejected as technically non-compliant and their Bids will not be considered for further evaluation.
3. Cost comparison will be made between responsive Bids. From among the technically acceptable Bids, the award will be made to the Bid that offers the overall lowest cost.

Language of Bid

1. Bids must be submitted in the English language and must respond in detail to the requirements set out in the Annex D – Terms of Reference.

Period of Validity

1. Bids and all prices shall remain valid until 31 July 2025 (in case of additional needs arising in this period). Please state if the bid validity can be extended beyond this date (this will not influence the evaluation).
2. This ITB does not commit the OSCE to consider any Bids 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.
3. Any Bids submitted will be regarded as an offer by the Bidder and not as acceptance by the Bidder of any offer by the OSCE. No contractual relationship exists, except pursuant to a purchase order or a contract document signed by the authorized representatives of both parties. The OSCE reserves the right to reject any or all Bids received in response to this ITB, to split the award, and to negotiate with any of the Bidders or other firms in any manner deemed to be in the best interest of the OSCE.

Acknowledgement of Receipt of this ITB

1. Upon receipt of this ITB please return the attached Acknowledgement Letter (**Annex G**) to [mirjana.janic@osce.org](mailto:mirjana.janic@osce.org) advising whether or not you intend to submit a Bids.

Questions

1. Any questions pertaining to this ITB shall be addressed in writing, by email to the attention of Mrs. Janic, Procurement Information Assistant, at [mirjana.janic@osce.org](mailto:mirjana.janic@osce.org) **no later than Tuesday 12:00HRS CET on 20 May 2025**. The OSCE will notify all the Bidders in writing of the questions raised and the corresponding responses. Kindly refrain from telephone calls.

Sincerely,

Julie Geoffrey

Chief of Procurement and Contracting Unit