



Organization for Security and  
Co-operation in Europe

## **INSTRUCTIONS TO BIDDERS**

### **(Request for QUOTATION)**

1. Quotations shall include the duly completed and signed Request for Quotation Form and any other documents and/or information specified in the solicitation documents. Failure to complete the Forms and to provide required documents and information may result in the rejection of the offer.
2. Bids shall clearly indicate the RFQ Reference Number.
3. Bids submitted after the deadline, unsolicited bids and bids which are sent or copied to a recipient other than the one indicated in the solicitation document will be rejected and returned unopened.
4. If the requirement refers to the supply and delivery of brand products, only products of the original manufacturer shall be offered.
5. Prices shall be quoted on the basis of the delivery terms specified in the solicitation document. In the case that the delivery term is not indicated, DAP (INCOTERMS 2010) shall apply.
6. Prices (excl. taxes) shall be quoted in **EURO** unless indicated otherwise. Applicable taxes are to be shown separately.
7. Quotations shall be valid for a minimum of 60 calendar days.
8. If the provision of goods and/or services requires special certification, authorization or licensing, bidders must provide proof of such certification, authorization or license at the OSCE's request.
9. Quotations will be reviewed for completeness and correctness. In case of discrepancies between unit prices and extended prices, the unit price will prevail. In the case of discrepancies between words and figures, the amount in words shall prevail.
10. Bidders may be asked for clarifications. Such request and the response shall be in writing. Failure to respond in time and failure to provide a satisfactory response may result in the rejection of the quotation.
11. Only quotations which the OSCE considers to be technically acceptable shall be considered for financial evaluation. Unless indicated otherwise, awards will be made to the lowest cost bidder whose offer is technically acceptable.
12. The OSCE reserves the right to split the award, to reject any or all bids, to suspend or cancel the solicitation in whole or in part without incurring any liability whatsoever. The OSCE shall not have any obligation to provide any reasons for such actions.
13. All awards are subject to the OSCE General Conditions of Contract (<http://www.osce/procurement>). Non-acceptance of the OSCE General Conditions of Contract may result in the rejection of the quotation.
14. Nothing in or relating to the solicitation documents shall be deemed or interpreted as a waiver of the privileges and immunities enjoyed by the OSCE.