

INVITATION TO BID

Ref.: **ITB-SEC-771236-2026**

Date: 16 September 2026

1. The Organization for Security and Co-operation in Europe seeks bids from qualified Bidders for the supply of [Measuring Equipment, Charging Stations and Camera Traps for the training in Lviv, Ukraine](#) in accordance with the requirements, terms and conditions stipulated herein.
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 (for new bidders)
Annex D:	Terms of Reference
Annex E:	Technical Compliance Form
Annex F:	Pricing Form
Annex G:	Acknowledgement Letter

Note: Annexes A, B and C are available online at [Key Procurement Documents / OSCE Procurement](#)

3. 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 available on <https://procurement.osce.org/vendor-registration>

INSTRUCTIONS FOR SUBMISSION OF BIDS

General

4. Submission of Bids in response to this ITB should be sent to tenders-at@osce.org
Do not copy to any other OSCE email!

The Email Subject should include the reference: ITB-SEC-771236-2026

5. Bid must be received no later than **12:00 hrs (CET), on Wednesday, 30 September 2026.**
6. 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 Bid.
7. 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 has to be submitted in two separate parts, a **TECHNICAL AND FINANCIAL PART**.

8. 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.**

9. The Financial Bid shall contain clear, concise price information presenting all costs associated with the requirement to be inserted on the Pricing Form **(Annex F)**. The VAT (if applicable) has to be indicated in a separate column.
10. 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:

11. TECHNICAL BID:

- a) Completed and duly signed Vendor Registration Form (for new vendors);
<https://procurement.osce.org/vendor-registration>
- b) Completed Technical Compliance Form (Annex E);
- c) Additional documents as requested in Annex E and ToR.

12. FINANCIAL BIDS:

- a) Completed and signed Annex F "Pricing Form";
- b) Preferred currency of Bids: EUR.

EVALUATION OF BID

13. Bids will be evaluated under the Pass/Fail criteria in relation to the technical requirements. Only technically compliant Bidders will be considered for further evaluation.
14. Cost comparison will be made between responsive offers. From among all technical acceptable Bids, the award will be made to the Bid that offer the overall lowest cost.

Language of Bid

15. Bid 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

16. Bid and all prices shall remain valid for min. 30 days.
17. 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.
18. 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

19. Upon receipt of this ITB please return the attached Acknowledgement Letter **(Annex G)** to Aliia.Mamyrganova@osce.org advising whether or not you intend to submit a Bid.

Questions

20. Any questions pertaining to this ITB shall be addressed in writing, by email to the attention of Ms. Aliia Mamyrganova, Procurement/Travel Management Assistant, at Aliia.Mamyrganova@osce.org **no later than 12:00 hrs CET on Wednesday, 23 September 2026.** 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

Technical Specifications / Terms of Reference

ITB-SEC-771236-2026

1. Background

The OSCE is organizing a three-day capacity building training course for specialists of the State Environmental Inspectorate of Ukraine and its territorial bodies. For this training, the OSCE is purchasing training materials for the three-day capacity building training that will be held on 28-30 October 2026 in Lviv oblast, Ukraine, following a request from the main beneficiary, the State Environmental Inspectorate.

1. Metal measuring tape (min 50 meters)
2. Metal measuring tape (min 5 meters)
3. Charging stations (portable power stations)
4. Camera traps

2. Tasks and Responsibilities

The Bidder shall deliver the training materials to the location of the capacity building training in Lviv oblast, Ukraine (the address will be communicated to the chosen Supplier).

3. Key Project Details

- 3.1 Delivery location: Lviv Oblast, Ukraine (exact location to be finalized)
- 3.2 Delivery Time: at the latest by 29 October 2026 (during the capacity building training)
- 3.3 Delivery terms: DDP (Incoterms 2020).
- 3.4 Specific requirements: calibration of the metal measuring tapes is necessary, as a separate certificate of calibration is issued for each tape measure as a legally regulated measuring instrument.

4. Technical specifications

The models, brands, and product references specified in this Technical Specification are provided solely to define the required minimum technical, functional, and quality standards. Equivalent products that meet or exceed all specified requirements and performance characteristics can be offered.

#	Description of the technical Specifications (English)	Quantity/Capacity
1	Metal measuring tape - Type: R-50UZK or equivalent - Length: 50-60 meters - Certificate of verification issued in accordance with the requirements of Article 17 of the Law of Ukraine "On Metrology and Metrological Activity" and the Procedure for the Verification of Legally Regulated Measuring Instruments in Service and the Documentation of Verification Results, approved by Order No. 193 of the Ministry of Economic Development and Trade of Ukraine dated February 8, 2016.	100 units

2	Metal measuring tape - Type: R-5UZK or equivalent - Length: min 5 meters - Certificate of verification issued in accordance with the requirements of Article 17 of the Law of Ukraine "On Metrology and Metrological Activity" and the Procedure for the Verification of Legally Regulated Measuring Instruments in Service and the Documentation of Verification Results, approved by Order No. 193 of the Ministry of Economic Development and Trade of Ukraine dated February 8, 2016.	100 units
3	Charging stations (portable power stations) - Battery type: Lithium iron phosphate (LiFePO4) or equivalent - Socket type (version): European - Output interfaces: 2 x DC connector - USB Type A - USB Type C 220 V socket - Minimum Output power (total): 1000 W - Minimum device power: 1200 W - Simultaneously charged devices: minimum 5 pcs - Output signal shape: Pure sine wave - Input voltage: 12 V, 220 V, 24 V, 28 V - Input current: 8.5 A - Protection against: undervoltage, short circuit, overload - Station charging cycles: minimum 2500 - Warranty: The goods shall be covered by standard manufacturer's warranty terms and conditions starting from the date of delivery, but not less than 1 (one) year from the date of delivery	20 units
4	Camera traps - min 256GB memory card Camera functionality: - Photo resolution: minimum 30 MP - Video resolution: 4K; 1080P; VGA - Built-in microphone - Audio recording functionality Night vision and motion detection: - Infrared night vision - Night vision distance: minimum 20 m - Motion detection functionality - Motion detection distance: minimum 20 m - Trigger speed: maximum 0.5 seconds	60 units

5. Other requirements:

- All goods and services shall be provided according to the technical specifications and requirements provided in this document.
- All goods and materials to be incorporated into the requested goods must be new, originally manufactured, unused, and of the most recent or current models.
- For proposed goods and licenses, the detailed product specification with description of technical characteristics and functionality (i.e. datasheet) shall be provided.

6. The Bidder shall complete the Annex E – Technical Compliance Form, providing item-by-item commentary on the compliance of all proposed goods and services with the technical specifications and requirements, and a detailed description, demonstrating substantial responsiveness to those specifications and requirements, or a statement of deviations and exceptions. The completed form must be provided within the bid.

TECHNICAL COMPLIANCE FORM

Item No.	Requirements	COMMENTS ON COMPLIANCE (Please confirm compliance with technical specifications or indicate deviations)
1.1	Metal measuring tape - Type: R-50UZK or equivalent - Length: 50-60 meters - Certificate of verification issued in accordance with the requirements of Article 17 of the Law of Ukraine "On Metrology and Metrological Activity" and the Procedure for the Verification of Legally Regulated Measuring Instruments in Service and the Documentation of Verification Results, approved by Order No. 193 of the Ministry of Economic Development and Trade of Ukraine dated February 8, 2016.	<i>Please confirm or indicate deviations, add name/ brand/ model/ description/ part number</i>
1.2	Metal measuring tape - Type: R-5UZK or equivalent - Length: min 5 meters - Certificate of verification issued in accordance with the requirements of Article 17 of the Law of Ukraine "On Metrology and Metrological Activity" and the Procedure for the Verification of Legally Regulated Measuring Instruments in Service and the Documentation of Verification Results, approved by Order No. 193 of the Ministry of Economic Development and Trade of Ukraine dated February 8, 2016.)	<i>Please confirm or indicate deviations, add name/ brand/ model/ description/ part number</i>
1.3	Charging stations - Battery type: Lithium iron phosphate (LiFePO₄) or equivalent - Socket type (version): European - Output interfaces: 2 x DC connector - USB Type A - USB Type C 220 V socket - Minimum Output power (total): 1000 W - Minimum device power: 1200 W	<i>Please confirm or indicate deviations, add name/ brand/ model/ description/ part number</i>

	- Simultaneously charged devices: minimum 5 pcs - Output signal shape: Pure sine wave - Input voltage: 12 V, 220 V, 24 V, 28 V - Input current: 8.5 A - Protection against: undervoltage, short circuit, overload - Station charging cycles: minimum 2500 - Warranty: The goods shall be covered by standard manufacturer's warranty terms and conditions starting from the date of delivery, but not less than 1 (one) year from the date of delivery	
1.4	Camera traps - min 256GB memory card Camera functionality: - Photo resolution: minimum 30 MP - Video resolution: 4K; 1080P; VGA - Built-in microphone - Audio recording functionality Night vision and motion detection: - Infrared night vision - Night vision distance: minimum 20 m - Motion detection functionality - Motion detection distance: minimum 20 m - Trigger speed: maximum 0.5 seconds	<i>Please confirm or indicate deviations, add name/ brand/ model/ description/ part number</i>
2	The bidder shall demonstrate relevant experience in the supply of similar or comparable goods. Details of relevant contracts/purchase orders completed during the last 3 years shall be provided, including client, description of goods and year of completion.	<i>Please confirm or indicate deviations and attach relevant documents if any</i>
3	All goods shall be supplied complete with the accessories, components, cables, adapters, memory cards and/or documentation specified for the respective item and necessary for normal operation/use.	<i>Please confirm or indicate deviations</i>
4	Delivery Terms: Delivery Location: Lviv Oblast, Ukraine (exact location to be finalized) Delivery Time: at the latest by 29 October 2026 (during the capacity building training) Delivery terms: DDP (Incoterms 2020).	<i>Please confirm or indicate deviations</i>

5	Any deviation, exception or alternative to the stated technical requirements shall be clearly identified and explained by the bidder. If no deviations are stated, the offer shall be understood as fully compliant with the bidder's responses provided in this Technical Compliance Form.	<i>Please confirm or indicate deviations</i>
6	Payment Terms: 30 days net	<i>Please confirm or indicate deviations</i>
7	Validity of Quotation (30 days min)	<i>Please confirm or indicate deviations</i>
8	All Provisions of the OSCE General Conditions of Contract	<i>Please confirm or indicate deviations</i>
9	All Provisions of the OSCE Supplier Code of Conduct https://procurement.osce.org/resources/document/supplier-code-conduct	<i>Please confirm or indicate deviations</i>
10	The Bidder hereby represents and warrants that, at the date of submitting its offer, neither the Bidder nor any of its officers, employees or agents have been convicted of any offence or are the subject of proceedings by any governmental, administrative or regulatory body regarding any offence or alleged offence of or in connection with modern slavery and/or forced labour and/or human trafficking. More information on CTHB can be found here https://www.osce.org/cthb/536001	<i>Please confirm or indicate deviations</i>

PRICING FORM

We, the undersigned, hereby accept in full the OSCE General Conditions of Contract, and hereby offer to supply the items listed below in conformity with the specification and requirements of OSCE as per RFQ Reference No. **ITB-SEC-771236-2026**.

I certify that the pricing offered does not exceed selling prices to other customers for the same or substantially similar items and/or services for comparable quantities under similar terms and conditions.

#	Services	UoM	Q-ty	Price (<i>specify currency</i>)	Total (<i>specify currency</i>)
1	Metal measuring tape (min 50 m)	Each	100		
2	Metal measuring tape (min 5 m)	Each	100		
3	Charging stations	Each	20		
4	Camera traps	Each	60		
VAT amount (if any)					
Total Final and All-Inclusive Price Quotation (<i>specify currency</i>)					

We, confirm our compliance with all eligibility requirements specified in the ToR. We also confirm that all information provided on the Qualification Form attached to this Quotation is correct and truly reflects our experience, qualifications and capacities.

[Name and Signature of the Supplier's Authorized Person]
[Designation]
[Date]

Acknowledgment Letter

Tender No.: ITB-SEC-771236-2026

Supply Measuring Equipment, Charging Stations and Camera Traps for the training in Lviv, Ukraine

Closing date/time: 12 hrs. CET (Vienna time) on Wednesday, 30 September 2026.

Company Name:

Contact Person:

(Please specify name, email and telephone)

We

☐ INTEND ☐ do NOT INTEND
to submit a Bids in response to the above-mentioned tender.

If you do not intend to submit a Bids, please specify the reason:

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.....

Signature:

Date:

Please return this form to Aliia.Mamyrganova@osce.org