



Organization for Security and
Co-operation in Europe

OFFICE FOR DEMOCRATIC INSTITUTIONS AND HUMAN RIGHTS

Date: December 20, 2010

**Request for Proposal
No. RFP/ODI/05/2010**

**THE PROVISION OF SECURITY SERVICES AT OFFICE PREMISES
FOR OFFICE FOR DEMOCRATIC INSTITUTIONS AND HUMAN RIGHTS**

The **OFFICE FOR DEMOCRATIC INSTITUTIONS AND HUMAN RIGHTS** (“the ODIHR”) invites sealed proposals (“Proposals”) from eligible and qualified companies (“the Bidders”) for the provision of security services (“the Services”), according to the requirements as defined in the bidding documents (“the Bidding Documents”).

The Bidding Documents include:

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|--------------|---|
| Section I: | Instructions to Bidders (to be viewed at www.osce.org/tenders) |
| Section II: | Bidding Data Sheet |
| Section III: | Technical Proposal Forms |
| Section IV: | Financial Proposal Forms |
| Section V: | Terms of Reference |
| Section VI: | Contract |

The duration of contract resulted from this tender will be for a period of **12 months**. The contract **may be extended for a maximum duration of five (5) consecutive years**. Throughout the term of the contract the ODIHR does not guarantee any minimum level of business. Any orders placed against the contract shall be on an “as and when required” basis, and the ODIHR shall be under no obligation to procure the Services exclusively from the selected contractor.

Proposals must be delivered to the below specified address on or before **24 January 2011, 12:00 hrs (CET)**. The address for the submission of Proposals is:

Office for Democratic Institutions and Human Rights (ODIHR)

Organization for Security and Co-operation in Europe (OSCE)

Attn: Documents and Records Management Unit

Aleje Ujazdowskie 19

00-557 Warsaw, Poland

Proposals sent by email and facsimile will not be accepted.

The prices shall be quoted in **PLN (Polish Zlotych)**.

The Services are expected to commence - **app. 15 February 2011 upon award of contract**.

The ODIHR reserves the right to accept or reject any Proposal, and to annul, in whole or in part, or to suspend the bidding process and reject all Proposals at any time and without reason prior to award, without thereby incurring any liability to the affected Bidder or Bidders.

Potential bidders interested to receive a complete set of the Bidding Documents are kindly requested to contact the ODIHR at the address indicated below.

For those companies having obtained the Bidding Documents, please kindly inform the ODIHR at the address below on whether you intend to submit a Proposal or abstain from participation. In case of non-participation, please kindly specify the reason(s).

Please address your queries or questions in writing at the address given below and kindly refrain from any telephone calls or personal visits.

Office for Democratic Institutions and Human Rights (ODIHR)

Organization for Security and Co-operation in Europe (OSCE)

Procurement Unit

Aleje Ujazdowskie 19, 00-557 Warsaw, Poland

Attn: Sebastian Blaszczyk

Email: procurement-odihr@odihr.pl

Fax: +48 22 5200 605