



Organization for Security and  
Co-operation in Europe

**PROJECT CO-ORDINATOR IN UZBEKISTAN**

# **Request for Quotation**

**RFQ № UZB\_02/2011**

**Organization of Counter Drug Course in Tashkent  
on 24-28 January 2011**



Organization for Security and  
Co-operation in Europe

*PROJECT CO-ORDINATOR IN UZBEKISTAN*

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Date: 10 January 2011  
To: All interested bidders  
Fax No: +99871 140 04 66 / 67  
No of Pages: 8 pages  
RFQ No: UZB\_02/2011 (please quote in all correspondence)  
Subject: Organization of Counter Drug Course in Tashkent on 24-28 January 2011

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**REQUEST FOR QUOTATION (RFQ) No UZB\_02/2011**

Dear Sir/Madam:

1. The OSCE Project Co-ordinator in Uzbekistan (hereinafter called "the OSCE") invites you to submit your quotation for Organization of Counter Drug Course in Tashkent on 24-28 January 2011 (hereinafter called "the Goods" and "Associated Services") as specified in this Request for Quotation and Attachments hereto (hereinafter called "the RFQ Documents").
2. Quotations sent by email and facsimile will be accepted. Your quotation shall be addressed and submitted to OSCE Project Co-ordinator in Uzbekistan either by e-mail [tenders-UZ@osce.org](mailto:tenders-UZ@osce.org) or fax +99871 140 04 66/67.
3. The deadline for receipt of quotations is 18 January 2011, 14:00 hrs (GMT+5).
4. Any quotation received by the OSCE after the above deadline will be rejected.
5. Your quotation and all correspondence shall be made in English or Russian.
6. Your quotation shall be prepared in accordance with the following instructions:
  - (i) Your quotation shall include the duly completed and signed Forms contained in Section I "Quotation Forms" and Section II "Technical Specifications and Schedule of Requirements" and any other documents and/or information specified in the RFQ Documents. Failure to complete the Forms and provide required documents and information may result in the rejection of your quotation;
  - (ii) All prices quoted shall be made on the basis of the delivery terms as specified in the RFQ Documents;
  - (iii) All prices shall be quoted in SOUM;
  - (iv) All prices shall be quoted excluding taxes;
  - (v) Your quotation shall be valid for at least 30 calendars days past the deadline for receipt of quotations;
  - (vi) Your quotation shall bear the RFQ Reference Number and Title indicated above.

7. The OSCE will examine the received quotations to determine whether they are complete, whether any computational or arithmetical errors have been made, whether the documents have been properly signed, and whether the quotations are generally in order. Arithmetical errors will be rectified on the following basis:

- i. if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the OSCE there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
- ii. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- iii. if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.

8. Prior to the price evaluation, the OSCE will determine the substantial responsiveness of each quotation. A substantially responsive quotation is one which conforms to all the terms and conditions of the RFQ Documents without material deviations. Deviations from, or objections or reservations to critical provisions will be deemed to be a material deviation. The OSCE may waive any minor informality, nonconformity, or irregularity in a quotation which does not constitute a material deviation, reservation or omission. If a quotation is not substantially responsive, it will be rejected by the OSCE and may not be made later responsive by the Bidder correcting the nonconformity.

9. During the evaluation of the quotations, the OSCE may ask you to clarify your quotation. The request for clarification and the response shall be in writing, and no change in the prices (except for the correction of arithmetical errors pursuant to paragraph 8) or the substance of the quotation shall be sought, offered, or permitted. Failure by you to timely and duly respond to a request for clarification may result in the rejection of your quotation.

10. The OSCE shall compare all substantially responsive quotations to determine the quotation containing the lowest evaluated price(s).

11. In the event that the RFQ documents permit quotations to be priced in several currencies, the OSCE shall convert all such prices into EURO using the selling exchange rates established by Central Bank of the Republic of Uzbekistan for the date in which the deadline for the receipt of quotations was set.

12. Award will be made to the Bidder whose quotation is the lowest priced one among substantially responsive quotations.

13. Unless the RFQ Documents specify otherwise, the OSCE General Conditions of Contract applicable for the type and nature of the contract under consideration (to be viewed at <http://www.osce.org/tenders>) shall apply to any contract awarded as a result of this RFQ.

14. At any time prior to the award, the OSCE reserves the right to accept or reject any quotation, to annul or suspend the process, whether in whole or in part, and to reject all quotations, without incurring any liability whatsoever. In addition, the OSCE shall not have any obligation to provide reasons to bidders for its actions.

15. Nothing in or relating to the RFQ Documents shall be deemed, or interpreted as, a waiver of the privileges and immunities enjoyed by the OSCE.

16. The OSCE will not notify unsuccessful bidder(s).

OSCE Project Co-ordinator in Uzbekistan  
Fund Administration Unit  
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Fax: (+99871) 140 04 66/67  
E-mail: Victoria.Buchok@osce.org

Yours sincerely,



Victoria Buchok  
Chief of Fund Administration Unit

Attachments: \_\_\_\_\_

Section I "Quotation Forms"  
Section II "Technical Specifications and Schedule of Requirements"