

**The Secretariat**  
**Procurement and Contracting Unit**  
Wallnerstrasse 6, Vienna 1010 AUSTRIA

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**DATE:** 12 March 2012

**SUBJECT:** Minutes of Pre-Bid Meeting

The pre-bid meeting / site visit took place at 10.00am on 08 March 2012. The following questions were raised:

**1. Question:**

The Terms of Reference require the security guards to have a First Aid Certificate and a Fire Warden Certificate. Does the OSCE require a specific type of certificate as there are many such courses and certificates available in the Czech Republic?

**1. Answer**

No, any certificates from reputable training organizations are acceptable.

**2. Question**

We also provide rapid response services in case of an alarm. Will this also be part of the contract?

**2. Answer**

No. The alarm system is owned by the MFA and when it is activated it alerts the MFA and Police who will respond accordingly.

**3. Question**

The job also includes reception services. Do you prefer women for this role?

**3. Answer**

There is no preference for women or men, only the eligibility criteria as described in the Terms of Reference.

**4. Question**

Czech law requires that staff must be allowed a break after 6 hours. Will this requirement be accommodated?

**4. Answer**

Of course the staff will be allowed breaks when required, there is a kitchen available for use and breaks can be coordinated with other OSCE staff.

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