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Date: June 28, 2012

**Clarification Note No. 1**

**Invitation to Bid No. SEC/14/2012/BPA262435 – Supply and Delivery of Office Supplies and Stationery to the OSCE Secretariat located in Vienna**

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The Organization for Security and Co-operation in Europe (“the OSCE”) has received the request for clarification from potential bidders with regard to ITB No. SEC/14/2012/BPA262435.

In accordance with Article 8 “Clarification of Bidding Documents” of Instructions to Bidders - the OSCE would like to provide the following clarification in response to the question from potential bidder:

**Question:**

What were the quantities purchased per piece in the last 12 months?

**Answer to Question:**

Quantities cannot be provided. The order value of EUR 30,000 is an estimated annual requirement based on past consumption and does not constitute any commitment of the OSCE to order these or any other minimum quantities.

**Question:**

How many employees work in the OSCE office in Vienna?

**Answer to Question:**

The OSCE Secretariat in Vienna currently has about 350 employees.