

Date: 13 November 2012

**RFP/SEC/20/2012 Provision of Website Design Services to the OSCE Secretariat
Clarification Note 2**

The Organization for Security and Co-operation in Europe has received requests for clarification from potential bidders with regard to RFP/SEC/20/2012. In accordance with Article 8 “Clarification of Bidding Documents” of Instructions to Bidders the OSCE would like to provide the following clarifications:

Question 1

When is the project expected to start?

Answer 1

Currently it is expected to start the project in January 2013.

Question 2

Shall we bind together all forms included in Section III of RFP as one single document?

Answer 2

Yes, all forms of Section III should be in a single envelope, and all forms of Section IV in a separate envelope (only hard copy bids are accepted).

Question 3

Shall we provide a translation to English of the company’s license and of the power of attorney? In that case, shall the translation be a certified/sworn translation?

Answer 3

It would be helpful to the evaluation to have a translation of any documents that are not in English. Certified translations are not necessary.

Question 4

According to the TORs, the second phase of the tender evaluation process will foresee a presentation of the solution (that has to be made either via teleconference or in person), however, I wasn’t able to find in the TORs any information specifying when the above mentioned presentation is supposed to take place (immediately after the submission of the proposals?).

Could you please clarify this aspect?

Answer 4

The intention is to review the proposals in the first week after the deadline, and those that pass the first stage of the evaluation (i.e. meeting the mandatory criteria) will be invited to present their ideas. At this moment we have no idea how many proposals we will receive and how many will reach the second stage of the evaluation, so it is a bit difficult to make a firm commitment for times, but we will arrange a

mutually agreeable time with bidders. We anticipate having all evaluations completed by mid-December.

Question 5

Do you have an idea about the budget allocated for this project – we are adding possible online tools that could help the online visibility of the website and we would like to have an idea about the budget so we can see which ones would be the best applications and tools that we can add?

Answer 5

Unfortunately we are not able to indicate the budget, but it would be helpful if you provide a detailed breakdown of costs on your financial proposal so that elements can be removed easily if the cost exceeds our budget. If you have a range of possible online tools you can propose several alternatives – a basic package, or a more advanced package for example.