
Date: 11 March 2013

Clarification Note # 1

Request for Proposal No. UKR/04/2013 - THE PROVISION OF PRINTED MATERIALS FOR THE OSCE PROJECT CO-ORDINATOR IN UKRAINE

In accordance with paragraphs 8.2 and 8.3 of the Instructions to Bidders, the OSCE would like to provide the following clarifications to the Bidding Documents:

Question 1: Are partial Bids accepted?

Answer 1: Partial Bids are not accepted. As it is stated in the tender documentation, the Bidders should be able to provide the printed materials according to the requirements as defined in the bidding documents. Thus, the Bidders are expected to provide full range of the required services.

Question 2: Can subcontracting be used?

Answer 2: If the Bidder proposes to engage subcontractor(s), the Bidder shall describe the proposed subcontractor(s) and subcontracting components of the Services by using Section III-C of the Bidding documents. The Bidder shall also fill in Section III-B, Qualification Information Form, for each proposed subcontractor. The OSCE reserves the right not to accept the proposed sub-contracting and reject the Proposal. The OSCE's acceptance of any subcontracting shall not relieve the Contractor from any liability or obligation under the Contract. In case of award the OSCE will deal solely with the Contractor and no payments will be made by the OSCE to any subcontractor(s) under the Contract.

Question 3: Are the formats of leaflets indicated in folded or unfolded form? Does three-sheet depliant mean two or three folding lines?

Answer 3: The indicated formats for leaflets (A5 and A4) are the formats of the unfolded leaflets. The A5 and A4 sheets have to be further folded in three, thus having two folding lines.

Question 4: Is the format of handbooks indicated in folded or unfolded form?

Answer 4: The indicated format for handbooks is the format of the folded handbook.

Question 5: How should the price for the handbook cover be calculated, as the quantity of pages in the handbook and thus the thickness of gluing is unknown?

Answer 5: The Company has to calculate the price of one cover irrespective of the number of pages in the handbook. Thus, the price for gluing the inside block of the publication should be included into the price of printing of 1 page of the inside block.

Question 6: Is it acceptable to propose the price of prototyping services for one working hour?

Answer 6: The price for one hour of prototyping work is not acceptable, as during financial evaluation the OSCE will not be able to compare it with the price of prototyping one page.

Sincerely,



Olga Jukova,
Chief of Fund Administration,
OSCE Project Coordinator in Ukraine