

Date: 1 August 2013

RFP No. PIA/03/2013 - Provision of Cleaning Services to the OSCE Presence in Albania

Clarification Note No. 1

The OSCE received a request for clarification from potential bidder. In accordance with Article 8 “Clarification of Bidding Documents” of Section I of the Bidding Documents the OSCE would like to provide the following clarifications:

Question 1:

Potential bidder requested clarifications on Section II – Bidding Data Sheet where it is stated that the Technical Proposal shall include duly completed Qualification Information Form (Section III-B) with all supporting documents establishing to the OSCE’s satisfaction that the Bidder has financial and technical capabilities and is duly registered to provide the Services.

Potential bidder requested to:

- (i) specify which supporting documents this provision refers to;
- (ii) advise whether such supporting documents need to be translated in English and notarized;

Answer 1:

(i) The referred documents include the latest financial statements and business registration documents. The bidders are encouraged to provide any other documents which could support information required in Section III-B – Qualification Information Form.

(ii) It is not compulsory to translate in English and notarize these documents but the bidders shall be prepared to do so during evaluation if requested by the OSCE.

Question 2:

Potential bidder requested to provide information (if possible) about the surface of the kitchen and the occupied space with glass frontage.

Answer 2:

Potential bidders shall attend compulsory on-site visit in order to familiarize themselves with the premises.