



Organization for Security and
Co-operation in Europe

Date: 23 May 2014

Clarification Note No. 1 and Amendment to the Bidding Documents

Invitation to Bid No. SEC/05/2014 - Supply and Delivery of Cisco Hardware and Software to the OSCE

The Organization for Security and Co-operation in Europe has received the request for clarification from potential bidders with regard to ITB No. SEC/05/2014.

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

Question 1:

Is it allowed, to offer all the requested services just for Austria?

Answer 1:

We need a supply contract to receive orders from and send goods to all OSCE locations in Europe and Central Asia. It is possible to manage the contract centrally here in Austria, in terms of submitting all invoices for payment to the OSCE Secretariat in Vienna who will pay on behalf of the Missions.

Question 2:

Article 3.1 “Bidders shall offer goods on the basis of FCA delivery terms (INCOTERMS 2010). The OSCE has a contract with a global freight forwarder for shipment to OSCE locations”. Shall we understand that the delivery shall be done ONLY to one contact point designated by OSCE or you expect the delivery FCA to all specific location in Europe and Asia?

Answer 2:

Yes we would like to deliver this Cisco equipment to all OSCE offices in Europe and Asia. The INCOTERM should be FCA Supplier Location, which means your warehouse. The freight forwarder will pick it up and forward it to wherever it needs to go.

Question 3:

Article 3.1. “....Such IT Hardware Equipment shall be configured, supplied, delivered and **installed**, as necessary, by the Contractor or any of its agents.” Does this mean that the OSCE needs on-site support? Should these costs be incorporated into the purchase price or should they be listed separately?

Answer 3:

No configuration or installation services will be required under this contract, please delete this sentence from the TOR. No additional services required therefore no additional quote required.

Question 4:

Can you please explain the "Cisco Product Category" in the Price Schedule. I can only find the "Cisco Service Category" on the Cisco GPL.

Answer 4:

It was intended to mean the Cisco Service Category on the Global Price List. It was intended to be a way of distinguishing between different types of items on the GPL, as it may not be possible to offer the same discount for all items. However upon further consultation with Cisco experts it is recommended to change the Price Schedule to the following categories:

- Hardware
- Software
- Licenses
- Smartnet

These categories will cover the whole range of items on the Global Price List. Bidders may offer the same discount rate or different rates for each type of item. Please find attached a revised Price Schedule page for inclusion in the tender.

Section III – C Price Schedule

Cisco hardware and software Supply

Please indicate discount for hardware/software based on Cisco EMEA Global Price List (Cisco EMEA GPL) as found under the Pricing Tool at www.cisco.com. This price list is in USD, so all purchase orders raised by the OSCE shall be in USD. The discount is applicable for all items currently on the GPL and all future items that may appear on the GPL in the following product categories:

Cisco Product Category	Percentage Discount from the Cisco EMEA GPL
Hardware	
Software	
Licenses	
Smartnet	