



Organization for Security and
Co-operation in Europe

Project Coordinator in Ukraine

Date: 10 February 2010

Request for Proposal No. UKR/01/2010 THE PROVISION OF OFFICE SPACE FOR THE OSCE PROJECT COORDINATOR IN UKRAINE

The OSCE Project Coordinator in Ukraine (“the OSCE”) invites proposals (“Proposals”) from eligible and qualified companies (“the Bidders”) for the provision of office space rental for the OSCE Project Coordinator in Ukraine (“the Services”), according to the requirements as defined in the bidding documents (“the Bidding Documents”).

The Bidding Documents include:

Section I:	Instructions to Bidders
Section II:	Bidding Data Sheet
Section III:	Technical Proposal Forms
Section IV:	Financial Proposal Forms
Section V:	Terms of Reference (“TOR”)
Section VI:	Lease Agreement
Section VII:	General Conditions of Contract (Services)

It is expected that the duration of the proposed contract will be 3 (three) years with a possibility of extension up to 5 (five) years. The aggregate duration of the contract placed as a result of this tender shall not exceed 60 (sixty) calendar months.

Proposals must be delivered to the following address **on or before 05 March 2010, 18:00 pm (Local time in Kyiv)**

Ms. Tetyana Husar, Senior Finance Assistant
OSCE Project Coordinator in Ukraine
16, Striletska Str. 01034, Kyiv, Ukraine

Proposals sent by e-mail and facsimile will not be accepted. **Please, clearly indicate the official (legal) title of your company, address, the tender reference number (RFP No. UKR/01/2010) and the deadline on the outer envelope, and mark with «Do Not Open, Except in Presence of the OSCE Bid Opening Board». Please, indicate the official (legal) title of your company, tender reference number (RFP No. UKR/01/2010) on the inside envelopes also and mark Technical or Financial proposal respectively.**

The prices shall be quoted in EUR.

The Services are expected to commence on 01 July 2010, although the OSCE reserves the right to amend the start date.

The OSCE reserves the right to accept or reject any proposal, and to annul, in whole or in part, or to suspend the bidding process and to reject all Proposals, at any time and without reason prior to award, without thereby incurring any liability to the affected Bidder or Bidders.

Potential bidders interested to receive a complete set of the Bidding Documents are kindly requested to contact the OSCE at the address indicated below. For those companies having obtained the Bidding Documents, please kindly inform the OSCE at the address below on whether you intend to submit a Proposal or abstain from participation. In case of non-participation, please kindly specify the reason(s).

Ludmila.Alekseenko@osce.org
Ms. Ludmila Alekseenko, Procurement Officer
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