



Organization for Security and Co-operation in Europe  
Office for Democratic Institutions and Human Rights

Date: 17.02.2010

**Request for Proposal**  
**No. 1/2010**  
**THE PROVISION OF CONFERENCE VENUE**  
**FOR OFFICE FOR DEMOCRATIC INSTITUTIONS AND HUMAN RIGHTS**

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The Office for Democratic Institutions and Human Rights (“the OSCE”) invites proposals (“Proposals”) from eligible and qualified companies (“the Bidders”) for the provision of Conference Venue (“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  
Section VI: Contract

“It is expected that the duration of the proposed contract will be for **12 calendar months** with possibility of annual extensions. An aggregate duration of the contract placed as a result of this tender shall not exceed **5 calendar years**. Throughout the term of the contract the OSCE does not guarantee any minimum level of business and shall be under no obligation to use the Services exclusively from the selected contractor”.

Proposals must be delivered to the following address on or before **5<sup>th</sup> March 2010, 15 hours (Warsaw time)**:

**Biuro Instytucji Demokratycznych i Praw Człowieka OBWE**  
**Documents and Records Management**  
**Al. Ujazdowskie 19**  
**00-557 Warszawa**

Proposals submitted by e-mail and facsimile **will not** be accepted.

The prices shall be quoted in **PLN**.

The Services are expected to commence:

Human Dimension Seminar in April or in May (3-day Conference)

Human Dimension Implementation Meeting in September /October (10-day Conference).

**Indicative dates for the 2010 Human Dimension Seminar are 26 – 28 April.**

**The exact dates are subject to OSCE/ODIHR Permanent Council approval and will be announced to the Awarded Company as soon as the decision has been taken.**

Indicative dates for the 2010 HDIM and subsequent year’s events will be provided 90 days in advance.

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).

*Biuro OBWE*  
*Al. Ujazdowskie 19, 00-557 Warszawa*  
*E-mail: [procurement-odihr@odihr.pl](mailto:procurement-odihr@odihr.pl)*