



**OFFICE FOR DEMOCRATIC INSTITUTIONS AND HUMAN RIGHTS
ELECTION ASSESSMENT MISSION TO HUNGARY**

No of Page(s): 5 pages

OSCE Ref: 04032010

Subject: Short Term Rent of the Office Premises in Budapest

REQUEST FOR QUOTATION (RFQ) No 04032010

Dear Sir/Madam:

1. The OSCE/ODIHR Election Assessment Mission to Hungary (hereinafter called “the OSCE/ODIHR”) invites you to submit your quotation for Rent of the Office Premises in Budapest from 27 March 2010 to 14 April 2010 as specified in Sections I and II hereto.

2. Your quotation should be addressed and submitted to procurement-odihr@odihr.pl on or before 15 March 2010 12:00 CET

3. You must submit your quotation for all lots in respect to this RFQ.

4. Your quotation should be in accordance with the following instructions:

(i) Your quotation should contain the duly completed part(s) of Section I, Quotation Submission Form, and Section II, Technical Specifications and Schedule of Requirements. Failure to complete and sign these sections may result in the rejection of your quotation;

(ii) All price(s) quoted shall be made on the basis of the delivery terms required by the OSCE, as specified in Section II;

(iii) All price(s) shall be quoted in the currency accepted by the OSCE, as specified in Section I, Quotation Submission Form;

(iv) All price(s) shall be quoted including taxes;

(v) Your quotation shall be valid for the period of 15 calendars days past the deadline for receipt of quotations as specified by the OSCE in Section I, Quotation Submission Form;

(vi) Your quotation must bear the OSCE Ref No indicated above;

5 The administrative examination and evaluation of quotations received will in material aspects follow the OSCE’s Instructions to Bidders specified at <http://www.osce.org/tenders>. Contract award will be made to the company whose quotation is determined substantially responsive to the requirements of the OSCE and whose quotation contains the lowest evaluated price(s).

6. Unless superseded in specific aspects by the requirements specified by the OSCE in Section II, Technical Specifications and Requirements, the OSCE General Conditions of Contract applicable for the type and nature of the contract under consideration (to be viewed at <http://www.osce.org/tenders>) shall apply to any contract/purchase order awarded as a result of this RFQ.

7. The OSCE reserves the right to accept or reject any quotation, and to annul, in whole or in part, or to suspend the process and reject all quotations at any time prior to the award, without thereby

incurring any liability to the affected company or companies or any obligation to inform the affected company or companies of the reasons for the OSCE's action.

8. Nothing in or relating to this RFQ shall be deemed a waiver, expressed or implied, of any of the privileges and immunities of the OSCE.

9. Please note that the OSCE will not notify unsuccessful company(ies).

10. Please address all your queries or questions in writing at the address given below and kindly refrain from any telephone calls or personal visits.

Yours sincerely

Lela Tsaava,
EOM Procurement Unit
Lela.Tsaava@odihp.pl
Aleje Ujazdowskie 19, 00-557 Warsaw, Poland

Attachments:

Section I, Quotation Submission Form
Section II, Technical Specifications and Requirements.



Section I – Quotation Submission Form

Notes to Bidders: It is mandatory that the Bidder duly completes and signs this Quotation Submission Form, or alternatively, ensures that its contents are duly copied onto its standard corporate quotation form. Please also note that the Bidder is requested to duly complete the relevant part(s) of Section II, Technical Specifications and Schedule of Requirements and to attach it as an integral part of its quotation.

The Bidder shall fill in this Quotation Submission Form in accordance with the instructions indicated. The list of line items in column 1 of the table must coincide with the List of Goods and Related Services specified by the OSCE in Section II, Technical Specifications and Requirements.

On (i) Compliance: By reference to Section II, Technical Specifications and Requirements, the Bidder is requested to provide an item-by-item commentary on the OSCE's Technical Specifications and Requirements, demonstrating to the OSCE that its offered Good/Services are substantially responsive to those specifications and requirements. Any deviation or exception to these specifications and requirements should be clearly indicated here.

On (ii) Unit Price: The Bidder should offer unit prices on the basis of the delivery terms specified by the OSCE in Section II, Technical Specifications and Requirements.

Date [*Bidder to insert date*]

OSCE Ref No 04032010

To: [*please insert name and address of entity of the OSCE*]

Dear Sir/Madam:

Having examined your Request for Quotation and any addenda thereof, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver [*please describe the goods and services*], in conformity with your RFQ documents as follows:

1 Item	2 Description	Compliance (i)

1 Item	3 Quantity	4 Offered Unit Price (ii)	5 Total Offered Price

We undertake, if our quotation is accepted, to supply and deliver the goods in accordance with the delivery schedule specified in Section II of your RFQ Documents, Technical Specifications and Requirements.

We agree to abide by this quotation for a period of validity of [*please insert number*] calendar days past the deadline for the receipt of quotations. Our quotation shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept the lowest or any quotation you may receive.

We certify and confirm that we comply with the eligibility requirements stated in Article 2 of your Instructions to Bidders.

[Bidder to insert name and signature of duly authorized representative]



Section II - TECHNICAL SPECIFICATIONS AND REQUIREMENTS

#	Item Description	requirements: Technical Specifications (mandatory requirements)
Lot 1	Office space for 15 persons- from 27 March 2010 to 14 April 2010 ¹	<p>Centre of Budapest (preferably eastern side of the city) Fully serviced, 15 workstations (desks and chairs) Combination of open space and separate offices (At least 3 separate offices) LAN within the entire office space Hi Speed or Wireless Internet, 24/7 Security services Fire alarm Fire escape passage Telephone network, Pre-installed telephone lines, desk phones, (5 un) Reliable water and electricity If the premises are located on 3rd floor or higher, elevator for min 6 persons Cable or aerial TV with availability of Major Hungarian channels TV set</p> <p style="text-align: center;">Technical specifications (additional requirements)</p> <p>10 Desktop Computers 5 Notebooks (with the possibility to take out of the office) 2 printers 1 multifunctional device A small kitchen Electronic code locks on the main entrance to the premises Electronic access to individual offices CCTV Parking for at least 2 cars</p> <p style="text-align: center;">requirements: Technical Specifications (mandatory requirements)</p>
Lot 2.	Conference Room for 20 persons- from 27 March 2010 to 14 April 2010	Within the office premises.

Signature of Bidder: _____

¹ In case of need several offices will be rented till 26th of April upon short notice