



Organization for Security and Co-operation in Europe

Date: February 23, 2006

Request for Proposal No. 02/2006 Lay-Out and Printing of Guide on Best Conditions for Enhancing the Business and Investment Climate, Handbook on Establishing Effective Labour Migration Policies and Printing of the OSCE Annual Report 2005

The Organization for Security and Co-operation in Europe (hereinafter referred to as “the OSCE”) invites sealed proposals from qualified companies (hereinafter referred to as “the Bidders”) for the Lay-Out and Printing of Guide on Best Conditions for Enhancing the Business and Investment Climate, Handbook on Establishing Effective Labour Migration Policies and Printing of the OSCE Annual Report 2005 (hereinafter referred to as “the Services”) in accordance with the requirements outlined in the Request for Proposal Documents (hereinafter referred to as the “RFP Documents”).

The RFP Documents include:

Section I: Information to Bidders
Section II: Proposal Forms

The contract/purchase order to be placed as a result of this RFP shall be bound by the OSCE General Conditions for Service Contracts which can be viewed at www.osce.org/tenders/.

Proposals must be delivered on or before **March 15, 2006, 12:00 hrs (CET)** in a sealed envelope clearly marked with “**RFP No. 02/2006 - Proposal for the Lay-Out and Printing of Guide on Best Conditions for Enhancing the Business and Investment Climate, Handbook on Establishing Effective Labour Migration Policies and Printing of the OSCE Annual Report 2005 - DO NOT OPEN, EXCEPT IN PRESENCE OF THE TENDER OPENING BOARD**”.

The address for the submission of proposals is:

**Organization for Security and Co-operation in Europe (OSCE), Secretariat
Attn: Central Records and Documents Management Section
Kaerntner Ring 5-7
A-1010 Vienna, Austria**

Proposals sent by fax or e-mail will not be accepted.

Partial proposals submitted as the following complete lots will be accepted:

Lot 1: Lay-Out and Printing of Guide on Best Conditions for Enhancing the Business and Investment Climate, Handbook on Establishing Effective Labour Migration Policies

Lot 2: Printing of the OSCE Annual Report 2005

Nothing in or relating to this Request for Proposal shall be deemed a waiver, expressed or implied, of any of the privileges and immunities of the OSCE. **The OSCE reserves the right to accept or reject any Proposal, and to cancel, in whole or in part, or to suspend the solicitation process, or to reject all Proposals, at any time and without reason prior to the date of award.**

A complete set of the RFP Documents may be obtained by interested bidders on the submission of written application to the address given below. Please address your queries or comments in writing and kindly refrain from any personal visits or telephone calls.

**OSCE Secretariat, Procurement and Contracting Unit
Kärntner Ring 5-7, A-1010 Vienna, Austria
Attn: Ms. Mirjana Janic, Procurement Assistant
Email: mirjana.janic@osce.org
Fax: + 43 1 514 36 567**