



## Organization for Security and Co-operation in Europe

Date: 15 May 2006

### Request for Proposal No. 09/2006/CPA85094

#### **Provision (Purchase and/or Rental) of Copymachines and Related Services to the OSCE Secretariat in Vienna**

The Organization for Security and Co-operation in Europe (hereinafter referred to as "the OSCE") invites sealed proposals (hereinafter referred to as "Proposals") from qualified companies (hereinafter referred to as "the Bidders") for the provision (purchase and/or rental) of Copymachines and related services in the OSCE offices located at Kärntner Ring (Kärntner Ring Hof and Palais Corso) and at Heldenplatz (OSCE Premises at Hofburg) in Vienna, Austria (hereinafter referred to as "the Services") according to the requirements as defined in the Request for Proposal Document (hereinafter referred to as "the RFP Documents").

The RFP Documents include:

Section I:	Information to Bidders
Section II:	Proposal Standard Forms
Section III:	Terms of Reference

The contract under consideration shall be bound by the Terms of Reference and the OSCE General Conditions for Service Contracts and the OSCE General Conditions of Purchase Agreement which can be viewed on <http://www.osce.org/tenders/>. The contract under consideration will be executed for a period of one year from the date of its entry into effect, and can, subject to agreement by the OSCE in writing, be extended on annual basis up to the maximum duration of five consecutive years. The delivery and installation of the Copymachines shall be completed by August 31, 2006. The delivery and installation of the Copymachines at the OSCE premises in Hofburg (Vienna) shall be completed either within the first or the last week of August 2006.

The OSCE cannot confirm to the successful company any minimum level of business and reserves the right to purchase/rent the Copymachines and obtain the related services from other companies at any time during the contract duration.

Proposals must be delivered to the OSCE to the address stated below on or before **12 June 2006 at 12:00 hrs (CET)**. Proposals sent by fax or e-mail will not be accepted.

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  
Kärntner Ring 5-7  
A-1010 Vienna, Austria**

Nothing in or relating to this Request for Proposal No. 09/2006/CPA85094 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 contract 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. Gerhild Kernberger, Procurement Assistant  
Email: [gerhild.kernberger@osce.org](mailto:gerhild.kernberger@osce.org)  
Fax: + 43 1 514 36 567**