

Request for Proposal No. 17/2005
Provision of Artistic, Graphic Design and
Printing Services to the OSCE

Vienna Hofburg
20 September 2005

Outline



1. OSCE Objectives
2. OSCE Tender Requirements
3. Evaluation Process
4. Technical Presentations
5. Questions and Answers
6. Conclusion

OSCE Objectives



- Consolidation of artistic, graphic design and printing service requirements of the OSCE Secretariat, Vienna;
- Contractor(s) required to comply with specific design & graphical specifications specified by various OSCE departments;
- Tender divided into two lots:
 1. Provision of Artistic & Graphical Design Services
 2. Provision of Printing, Finishing and Delivery Services
- 2004 Volume approximately EUR 250,000 – no guarantee, however, of future business volumes
- Max contract term: 3 years, annually renewable

OSCE Tender Requirements



- **Lot I:**
- Brief description of Bidder, 3 business references, 3 years of business experience
- CVs of proposed Key Personnel
- Min 3 sample products
- Latest audited annual report
- Item-by-item commentary on Terms of Reference
- Offered rates (time-based)
- **Lot II:**
- Brief description of Bidder, 3 business references, 3 years of business experience
- Min 3 sample products
- Latest audited annual report
- Design & typesetting technologies, equipment and tools
- Item-by-item commentary on Terms of Reference
- Offered rates (quantity based)

OSCE Evaluation Process



- **Lot I:**
- Experience – 10 points
- Qualifications and competence of proposed Key Personnel – 30 points
- Responsiveness of proposed approach & methodology to ToR – 40 points
- Quality of design – 20 points
- Min 75 points
- Best value for money

- **Lot II:**
- Experience – 30 points
- Technology, equipment, tools – 30 points
- Responsiveness of proposed approach & methodology to ToR – 40 points
- Min 75 points
- Lowest evaluated price