



Organization for Security and
Co-operation in Europe

Date: 30 June 2010

**Minutes of the Pre-Proposal Meeting and Site Visit for the
RFP No. 08/2010/CPA201344 “THE PROVISION OF SECURITY GUARD
SERVICES FOR THE OSCE SECRETARIAT**

The pre-proposal meeting was held on 30 June 2010 at 10:00 hrs. at the premises of the OSCE Secretariat in 1010 Vienna, Wallnerstrasse 6. The bidding process was explained and prospective bidders were shown around the premises. During the site visit the following questions were raised:

Q: How many people are in the building ?

A: Between 320 and 350 depending on the number of interns, temporary staff.

Q: Is there a cellar?

A: Yes, but staff members do not have access to the cellar. The successful bidder will be shown the cellar.

Q: What is the guard intervention time should any of the smoke detectors go off?

A: Guard has two (2) minutes to go to the intervention area.

Q: Do you have hand-held metal detectors?

A: Yes, but they are not used very often. However, guards should have knowledge how to use them.