

Organization for Security and Co-operation in Europe  
Spillover Monitor Mission to Skopje

---

Date: 14 April 2008

**Invitation to Bid**  
**No. 2008/04/LOG**  
**THE SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND STATIONERY TO THE OSCE**  
**SPILOVER MONITOR MISSION TO SKOPJE**

---

The OSCE Spillover Monitor Mission to Skopje (“the OSCE”) invites Bids (“Bids”) from eligible, qualified and capable companies for the supply and delivery of Office Supplies and Stationery (“the Goods”) and provision of associated services (“Associated Services”) according to the requirements as defined in the bidding documents (“the Bidding Documents”).

The Bidding Documents include:

Section I:	Instructions to Bidders
Section II:	Bidding Data Sheet
Section III:	Bid Forms
Section IV:	Technical Specifications and Schedule of Requirements
Section V:	General Conditions of Contract

It is expected that the duration of the proposed contract will be twelve (12) calendar months with a possibility of annual extensions. The aggregate duration of the contract placed as a result of this tender shall not exceed thirty six (36) calendar months. Throughout the term of the contract the OSCE does not guarantee any minimum level of business, any orders placed against the contract shall be on an “as and when required” basis, and the OSCE shall be under no obligation to buy any or all of the Goods and Associated Services exclusively from the selected contractor.

Bids must be delivered to the following address on or before **14 May 2008; 16:00h**

Attn: Dragan Malic, Procurement Unit  
OSCE Spillover Monitor Mission to Skopje, ul. “11 Oktomvri” – br. 25, MK-1000 Skopje

It is the Bidder’s responsibility to ensure that their bid is delivered to the Procurement Assistant. Bids sent by e-mail and facsimile will not be accepted.

The Bid prices shall be quoted in EURO.

The OSCE reserves the right to accept or reject any Bid, and to annul, in whole or in part, or to suspend the bidding process and reject all Bids at any time and without reason prior to award, without thereby incurring any liability to the affected Bidder or Bidders.

Potential bidders interested to receive a complete set of the Bidding Documents are kindly requested to contact the OSCE at the address indicated below.

For those companies having obtained the Bidding Documents, please kindly inform the OSCE at the address below on whether you intend to submit a Bid or abstain from participation. In case of non-participation, please kindly specify the reason(s).

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

**OSCE Spillover Monitor Mission to Skopje**  
**Procurement Unit**  
**11 Oktomvri 25, MK-1000 Skopje, Former Yugoslav Republic of Macedonia**  
**Attn: Dragan Malic, Procurement Assistant**  
**Email: [dragan.malic@osce.org](mailto:dragan.malic@osce.org)**