



Organization for Security and
Co-operation in Europe

Date: 20 May 2010

Request for Proposal No. 04/2010
PROVISION OF AIR CHARTER SERVICES
(VIENNA – ALMATY – VIENNA; VIENNA – ASTANA – VIENNA)

The Secretariat of the Organization for Security and Co-operation in Europe (“the OSCE”) invites proposals (“Proposals”) from eligible and qualified companies (“the Bidders”) for the provision of air charter services (Vienna – Astana – Vienna; Vienna – Almaty – Vienna) (“the 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: Proposal Forms
Section III: Form of Contract

Proposals must be delivered at the below specified e-mail address on or before 7 June 2010, Monday 12:00 (CET)

Email: tenders-at@osce.org

Partial Proposals submitted as the following complete lots will be accepted.

Lot 1: Air Charter Vienna – Astana – Vienna

Lot 2: Air Charter Vienna – Almaty - Vienna

Evaluation and award will be made per each lot separately.

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

A complete set of the Bidding Documents may be obtained by interested bidders on the submission of written application to the address given 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 Proposal 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 Secretariat
Procurement and Contracting Unit
Wallnerstrasse 6, A-1010 Vienna, Austria
Attn.: Mrs. Selma Bukvic-Sadovic, Senior Contracts Assistant

Email: selma.bukvic-sadovic@osce.org