



Invitation to Bid No. 08/2009

Supply and Delivery of 4WD Motor Vehicles and Provision of Related Services to the OSCE

The Secretariat of the Organization for Security and Co-operation in Europe (hereinafter called "the OSCE") invites sealed bids from qualified suppliers for the supply and delivery of 4WD motor vehicles, accessories and service parts (hereinafter called "the Goods") and the provision of related services (hereinafter called "the Related Services").

The objective of this tender is to obtain competitive bids and enter into corporate window contract(s) with the successful bidder(s). The OSCE Secretariat located in Vienna and/or the OSCE missions/institutions will be issuing the individual Purchase Orders to the selected contractor(s) on an "as and when" required basis that shall constitute the basis for the supply and delivery of the Goods and/or the provision of Related Services by the supplier(s) to the locations specified in such Purchase Orders on the basis of the terms and conditions of the corporate window contract(s).

It is expected that the contract duration shall be twelve (12) months from the date of contract signature with possibility of two annual extensions. An aggregate duration of the contract placed as a result of this tender shall not exceed five (5) years. Throughout the term of the contract, the OSCE shall be under no obligation to buy any or all of the Goods specified in the bidding documents (hereinafter called "the Bidding Documents") from the contractor. The OSCE cannot confirm to the successful company any minimum level of business.

The Bidding Documents include:

- Section I: Instructions to Bidders
- Section II: Forms of Bid
- Section III: Form of Contract

Bids must be delivered to the office at the following address:

**Organization for Security and Co-operation in Europe (OSCE)
Secretariat
Wallnerstrasse 6, A-1010 Vienna, Austria**

Bids must be delivered on or before **August 31, 2009, 12:00 hrs (CET)** in a sealed envelope marked with **"Bid for the Supply and Delivery of 4WD Motor Vehicles and Provision of Related Services to the OSCE - ITB No. 08/2009 - Do Not Open Before August 31, 2009, 12:00 hrs (CET)"**.

Bids sent by e-mail and fax will not be accepted. The bid prices shall be quoted in EURO.

Partial bids submitted as the following complete lots will be accepted. Evaluation will be done per each lot separately.

Lot 1: On/Off Road 4x4 Station Wagon – MEDIUM CATEGORY (Diesel and Petrol Engines)

Lot 2: On/Off Road 4x4 Station Wagon-Diesel, HEAVY CATEGORY (Diesel and Petrol Engines)

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.

A complete set of the Bidding Documents may be obtained by interested bidders on the submission of written application to the address given below. Please address all 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: Ms. Selma Bukvic-Sadovic, Senior Contracts Assistant
Email: selma.bukvic-sadovic@osce.org
Fax: + 43 1 514 36 6283**