



Organization for Security and
Co-operation in Europe

OSCE Project Co-ordinator in Ukraine

Kyiv, 15 September 2009

Attention: All potential Bidders

Subject: Request for Proposal No. UKR/04/2009

Design and Printing of Training Materials for Election Commissioners and Provision of Associated Services (Editing, Proofreading and Storage) for the OSCE Project Coordinator in Ukraine


Minutes of Bidders' Conference

Following the Bidders' Conference at the office of the OSCE Project Coordinator in Ukraine, 16, Striletska str., 01034, Kyiv on 15 September 2009, please kindly find attached the formal minutes, in accordance with Article 5.3 of the Section I of the RFP Documents: RFP No. UKR/04/2009.

All potential Bidders are advised that minutes of the Bidders' Conference are taken into consideration while preparing responsive Proposals.

Thank you for your attention.

Yours sincerely



Mr. Csaba Csizmadia,
Chief of Fund Administration Unit
OSCE PCU

Attachment: Minutes of Bidders' Conference of 15 September 2009 in English

Minutes of the Bidders' Conference
Kyiv, Ukraine

15 September 2009

The conference commenced at 11:15 a.m. at the office of OSCE Project Co-ordinator in Ukraine. The working language of the conference was Russian. Five representatives of four printing companies were present at the meeting. The OSCE PCU office was represented by Mr. Tigran Karapetyan, Project Manager; Ms. Anna Shalimova, Elections Officer; Mr. Yevgen Poberezhny, Elections Officer; Ms. Ludmila Alekseenko, Procurement Officer; Ms. Yana Krasovska, Senior Procurement Assistant; Ms. Yulia Zoricheva, Project Assistant.

Welcoming remarks were provided by Mr. Tigran Karapetyan, Project Manager, OSCE Project Co-ordinator in Ukraine (OSCE PCU). He introduced OSCE PCU staff, present at the meeting, suggested that the present companies present themselves, and gave the floor to Ms. Yana Krasovska, who outlined that the questions, which potentially may be raised during the conference, may be of technical and administrative nature. Questions of technical nature will be answered by the programmatic section personnel, while the administrative part will be covered by the FAU personnel.

The conference participants were briefed that in November 2009 - January 2010 the Office of OSCE Project Co-ordinator in Ukraine (hereinafter referred to as "the OSCE") and the Central Election Commission (hereinafter referred to as "the CEC") shall conduct trainings for members of election commissions that will be working during presidential elections in Ukraine in 2010. The trainings shall be divided in two series:

- 1) training sessions for members of district election commissions (November 2009);
- 2) training sessions for precinct election commissions (December 2009 – January 2010).

For the purposes of the above-mentioned trainings the OSCE and the CEC shall develop training materials that shall be designed and printed by the Contractor selected under this bidding exercise. This information was reiterated to stress the importance of keeping to the tight schedule of design and printing services, requested within the scope of the contract requirements.

E-mail for further questions on tender documentation was provided.

The conference continued with a Q&A session:

QUESTION 1: Is it necessary to provide the CVs for all personnel working in the company?

ANSWER 1: It is necessary to provide the recent CVs for all key personnel who will be engaged in the implementation of the contract. It is important to note that in case of subcontracting of services, it is also requested to include into the set of documents the CVs of subcontracted personnel. This information is requested not only to be sure in the personnel qualifications, but to also have full contact details of people engaged in the contract implementation. The public importance of the project and the OSCE image with this regard was once again stressed.

QUESTION 2: Is it possible to subcontract other publishing houses in the implementation of the contract? It may be especially necessary in case when the schedule is tightened even more by some ad hoc corrections in the layouts.

ANSWER 2: Yes, it is possible. However, please make sure you officially enter into solid agreements with your subcontractors for the implementation of this particular contract and mention this fact in your application. It is also important to stress, that, despite the fact of engaging a subcontractor for the implementation of the contract, it is your company we will enter into contractual obligations with, therefore, it is your company that will be held liable, not the subcontractor.

QUESTION 3: Do I understand correctly that all the documentation is provided in a closed package or envelope?

ANSWER 3: Yes, absolutely.

QUESTION 4: Do I understand correctly that the materials are not yet ready? If a last-minute change in the materials happens, what is the procedure then?

ANSWER 4: The materials are not yet ready, but we expect that they are ready in time. Should any necessity in printing additional batches arise, the price and schedule will be modified accordingly.

And yes, there might be a situation when changes in the layout should be introduced in the last minute – however, this will not affect the complete layout, but some pages; in this case we expect maximum flexibility from the supplier.

QUESTION 5: What about the situation when the last minute change will affect the complete layout, or, even worse, when the materials are already printed?

ANSWER 5: If this happens through the fault or misinformation from the customer, the supplier will not be liable. This provision, as well as other risk management, liabilities of parties and force-majeure provisions, will be fixed in the contract, which will regulate the relations between the customer (OSCE) and the supplier. The form of contract and the General Terms and Conditions of Contract for Services are attached to the bidding documentation. The contract, thus, is compiled from the form of contract, where all the time deadlines and other administrative details are fixed; the General Terms and Conditions of Contract for Services; the Terms of Reference, where technical details of the assignment are indicated.

This answer was followed by a request from Ms. Anna Shalimova. The request to all the bidders was that they indicate in their respective proposals whether they will be able to meet the deadlines fixed in the Terms of Reference, or, when the stipulated deadlines are not acceptable, the feasible deadlines are indicated, based on the supplier's individual capacities.

QUESTION 6: In which format will the texts be handed in to the printing company for editing, proof-reading and making of layout?

ANSWER 6: This is the assignment where no major editing will be required due to the fact that the texts will be of legal nature and will be reviewed by the Central Election Commission's editors. We would say, that approximately 1/3 of the total volume mentioned in the ToR, will need to be edited. The text will be passed to you in Word format. As far as the flow-charts are concerned, they will be passed to you in Word format as well, all you will have to do is to ensure the correct disposition of the flow-charts on the paper (equality of margins, unified font, colour, etc).

QUESTION 7: Important technical clarification: please clarify where the paper density is 80 gram/meter, is it coated paper you need, or offset?

ANSWER 7: Please use offset paper for materials under numbers 1, 3 and 4 (where requested paper density is 80 gr/m).

QUESTION 8: The materials under number 4 (the flow –charts) are required to be printed on paper with 100 gr/m density, which is a very rare kind of paper. Can we use 115 gr/m instead?

ANSWER 8: You can use either 100 gr/m or 115 gr/m density paper for quoting and printing of this kind of materials.

QUESTION 9: What will be the schedule of dispatch?

ANSWER 9: We have two storage periods for two kinds of materials and a tight dispatch schedule. Therefore we request that during this period of time the warehouse could be open 24 hours 7 days a week.

QUESTION 10: What is the requested packaging?

ANSWER 10: We do not need packaging by very small batches. We expect, that the flowcharts are packed by 50 items, and other materials – by 10-15 items. The important thing is that the package is standard and can be handled by loaders.

QUESTION 11: What is the schedule of payments and will there be any advance? You must understand that the price of paper needed to be purchased for this contract is very high, and not every company will be able to credit the complete implementation of the contract.

ANSWER 11: The OSCE usually does not provide advance payments. However, we understand that the winning company will have to purchase a big batch of paper, and we will decide on the percentage of the advance payment solely with the winning company, involving the Secretariat into the negotiation.

QUESTION 12: What is the bid security document?

ANSWER 12: The bid security document serves as a financial guarantee of your company's participation in the tender and that you will not back out during the process and in case your company is selected for the implementation of the contract. This is the document to reserve the money at a bank's account; in case when the selected company backs out from the selection, this amount of money is transferred to the OSCE.

QUESTION 13: The minimum delivery time of purchase orders for paper is one month. Considering the tight schedule of required services, it will be really appreciated that the selection is done and the advance issue is solved in a short time after the deadline.

ANSWER 13: The OSCE PCU will do everything possible to speed up the process.

QUESTION 14: Will single-type layout be applicable to the materials?

ANSWER 14: Yes.

QUESTION 15: Who will be a responsible person for handling this contract from the OSCE PCU ?

ANSWER 15: All contact details of contact persons and their alternates from both sides will be fixed in the contract.

QUESTION 16: Question regarding the experience. Some orders are made by Private Entrepreneurs, with whom we have contractual obligations. Can we mention this experience in the application?

ANSWER 16: Yes, you may, mentioning the nature of these contractual obligations.

QUESTION 17: In the application we have to provide our financial statements for the previous years. Which exchange rate do we have to apply?

ANSWER 17: Please use the exchange rate of the National Bank of Ukraine, but please indicate the rate you applied.

QUESTION 18: We have some orders where we cannot disclose the amount of the contract. But we would anyway like to reflect them in our application; can we do it without disclosing the amounts?

ANSWER 18: Yes, you may, but please indicate the number of printed copies as well as – it is highly desirable – the contact details of the person that may provide official information with regard to this

particular order, for the OSCE PCU to be able to verify it. Please always use the forms from the bidding documents and ensure you complete all the requested forms.

QUESTION 19: What is the language of communication between the parties during the implementation of the contract?

ANSWER 19: All reporting documentation shall be in English. Day-to-day communication will mostly be in Ukrainian/Russian, but the supplier shall have an opportunity to communicate in English as well.

QUESTION 20: What will be the language of the contract?

ANSWER 20: The language of the contract will be English and Ukrainian.

QUESTION 21: Who will be the contract person for the communication before the deadline of the tender?

ANSWER 21: Please contact Mrs. Yana Krasovska, Senior Procurement Assistant, at yana.krasovska@osce.org

QUESTION 22: Our partner is a large printing house. If this printing house also participates in this tender, but we are not aware of it, will there be any sanctions against our company?

ANSWER 22: Please refer to clause 4 of the Instruction to Bidders – “Ethics”. Any collusive, corrupt or fraudulent practices of the Bidders shall be punished by disqualifying the proposals of such Bidders from the evaluation process.

The Bidder should clearly note that ***Tender procedure for providing the Complex Services requires the submission of the Technical Proposal and Financial Proposal in the separate envelopes.*** The original Technical Proposal shall be placed in a sealed envelope clearly marked «**Technical Proposal**» as well as original Financial Proposal shall be placed in a sealed envelope clearly marked «**Financial Proposal**». Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the address of the OSCE PCU and the relative Proposal Reference Number as indicated in the cover notes to these Bidding Documents and be clearly marked.

Bidders should carefully read the Instructions to Bidders in conjunction with the Bidding Data Sheet in Section II, which provides the amendment/modification of relevant Article of Section I. In particular, the Bidding Data Sheet provides the list of the Forms to be submitted within the contents of the Technical Proposal. While preparing the Technical and Financial Proposals, Bidders should note that:

- To prepare the completed Technical Proposal, the Bidder should fill and submit Technical Proposal Submission Form together with all other Forms contained in the Section III of the Bidding Documents, each of them is a part of the Technical Proposal;
- While filling Qualification Form it is important to provide information that includes the detailed list of actually provided services to the customer within the each assignment of the similar scale during the past three years;
- It is obligatory for Bidders to provide information about composition of their teams, including key expert responsible, technical and support staff;
- Bidders shall also note that format of the submitted Technical Proposal play a significant role in the evaluation process, and shall duly fill-in all the requested forms and applications.