



Organization for Security and Co-operation in Europe Mission to Georgia

From: OSCE Mission to Georgia

No of Page(s): 6 pages

OSCE Ref: 0802-2008 (please quote in all correspondence)

Subject: Washing and Dry Cleaning Service of Textile

REQUEST FOR QUOTATION (RFQ) No. 0802-2008

Dear Sir/Madam:

1. The OSCE Mission to Georgia, Procurement Unit (hereinafter called “the OSCE”) invites you to submit your quotation for: **Provision of Washing and Dry Cleaning Service of Textile** as specified in Section II hereto.

2. **Your documentation should be including the following:**

Key Technical Requirements:

- General information (Company name, requisites, profile, year established, number of staff employed, list of inventory).
- Company qualification record (including presentation, experience, CVs of personnel and company references).
- Licenses, certificate of provision of the service

Key Financial Requirements:

- Prices lists.
- Financial information on revenues for last three years (Similar contracts scale/volume during last three years).
- Tax department reference on no debt towards budget.
- Bank information.

Legal Requirements:

- A court resolution on registration (state registration document).
- A court reference on no bankruptcy, rehabilitation and re-organization/liquidation of company underway.
- An extract from the entrepreneurial register (state registration documents).
- A Tax payer certificate.

- A VAT payer certificate (If applicable) or a notice from the tax inspection that company isn't registered as VAT payer.
- 3. Your quotation should be addressed and submitted to e-mail address:
Tender-GE@osce.org **on or before 22-Feb-2008, 15.00 CET.**
- 4. Your quotation should be in accordance with the following instructions:
 - (i) Your quotation should contain the duly completed part(s) of Section I, Quotation Submission Form, and Section II, Schedule of Requirements. Failure to complete and sign these sections may result in the rejection of your quotation;
 - (ii) All price(s) shall be quoted in the currency accepted by the OSCE, as specified in Section I, Quotation Submission Form;
 - (iii) All price(s) shall be quoted excluding taxes;
 - (iv) Your quotation shall be valid for the period of 60 calendars days past the deadline for receipt of quotations as specified by the OSCE in Section I, Quotation Submission Form;
 - (v) Your quotation must bear the OSCE Ref No indicated above;
- 5. The administrative examination and evaluation of quotations received will in material aspects follow the OSCE's Instructions to Bidders specified at <http://www.osce.org/tenders>. Contract award will be made to the company whose quotation is determined substantially responsive to the requirements of the OSCE and whose quotation contains the lowest evaluated price(s).
- 6. Unless superseded in specific aspects by the requirements specified by the OSCE in Section II, Schedule of Requirements, the OSCE General Conditions of Contract applicable for the type and nature of the contract under consideration (to be viewed at <http://www.osce.org/tenders>) shall apply to any contract/purchase order awarded as a result of this RFQ.
- 7. The OSCE reserves the right to accept or reject any quotation, and to annul, in whole or in part, or to suspend the process and reject all quotations at any time prior to the award, without thereby incurring any liability to the affected company or companies or any obligation to inform the affected company or companies of the reasons for the OSCE's action.
- 8. Nothing in or relating to this RFQ shall be deemed a waiver, expressed or implied, of any of the privileges and immunities of the OSCE.
- 9. Please note that the OSCE will not notify unsuccessful company(ies).
- 10. Please address all your queries or questions in writing at the address given above and kindly refrain from any telephone calls or personal visits.

Attachments:

Section I, Quotation Submission Form
Section II, Schedule of Requirements.