

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

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**DATE:** 24 April 2008  
**SUBJECT:** Request for Proposal No. 2008/04/TRA – Provision of Vehicle Maintenance Services  
**PAGES:** one (1) page

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The OSCE Spillover Monitor Mission to Skopje conducted a pre-proposal meeting in respect to RFP No 2008/04/TRA. The Associate Procurement Officer for the OSCE explained the requirements as detailed in the bidding documents. Thereafter questions were raised by prospective Bidders.

In accordance with paragraph 8 “Clarification of Bidding Documents” of Section I, Instructions to Bidders, of the RFP documents, the OSCE would like to provide the following summary of questions raised in the pre-proposal meeting in the form of a clarification to all prospective Bidders:

**- The provision of manufacturer’s authorisation forms for all 4 vehicle makes is problematic, as most dealers/distributors specialise in one group of vehicle makes. Is it obligatory to give an offer for all requested brands from the tender, or are partial offers accepted?**

\*The intention of this tender is to engage one contractor who can provide the necessary maintenance services for all makes and models in the OSCE fleet. However, if this is not technically feasible, the Bidders may provide detailed reasons in Section III – C ‘Comments and Suggestions of Bidders on the Terms of Reference’, and submit their proposal accordingly.

**- The needed certificate is a requirement for the staff or the Company?**

\* Certificates needed and for the Company and for the staff, wherever available and appropriate.

**- How should the CV's for all key staff be presented?**

\* Please use the format provided in Section III – E and include copies of all certificates in the file.

**- Is there a need of Bank Warranty? (if yes, for how long period)**

\* No Bank Warranty is required.

**- Is a Bid Security required?**

\* No Bid Security required.

**- How will OSCE control the spare parts (original or generic)?**

\*After every service, OSCE may check the replaced part.

**- How should the invoice be presented to OSCE?**

\*Invoices to be issued once per month as per Macedonian regulations (VAT to be presented as a separate line) and all detailed working orders to be attached to the invoice.

**- What are the payment terms?**

\* Due within 30 days upon receipt of services.

**- Who will provide the documentation for custom exemption?**

\* OSCE will provide the documents, but 5 days announcement should be done before the goods are presented to the Official custom office.