



Organization for Security and Co-operation in Europe

Date: 3 July 2008

Request for Proposal

RFP No. 13/2008/CPA142379

Provision of Express Mail and Parcel Services to the OSCE Secretariat

The Organization for Security and Co-operation in Europe (hereinafter referred to as “the OSCE”) invites sealed proposals from qualified companies (hereinafter referred to as “the Bidders”) for the provision of for the express mail and parcel services (hereinafter referred to as “the Services”) in accordance with the requirements outlined in the Request for Proposal Documents (hereinafter referred to as “the RFP Documents”).

Any contract awarded as a result of this RFP shall be bound by the terms and conditions specified in the Form of Contract (Section IV). The duration of the proposed contract(s) will be for a period of one year with a possibility of four annual extensions, up to a maximum aggregate duration of five (5) consecutive years. The contract(s) will provide for the use of the Services on “as and when required” basis and throughout the term of the contract the OSCE shall be under no obligation to use the Services of the selected contractor(s). The OSCE can neither confirm to the successful company(ies) any minimum level of business nor the exclusivity of a sole contractor for the Services.

The RFP Documents include:

- Section I: Information to Bidders
- Section II: Proposal Standard Forms
- Section III: Terms of Reference
- Section IV: Form of Contract

Proposals must be delivered to the OSCE at the address stated below on or before **15 August 2008, 12:00 hours (CET)**.

The address for the submission of proposals is:

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

Proposals sent by fax or e-mail will not be accepted.

Nothing in or relating to this Request for Proposal shall be deemed a waiver, expressed or implied, of any of the privileges and immunities of the OSCE. The OSCE reserves the right to accept or reject any Proposal, and to cancel, in whole or in part, or to suspend the solicitation process, or to reject all Proposals, at any time and without reason prior to the date of contract award.

A complete set of the RFP Documents may be obtained by interested bidders on the submission of written application to the address given below.

Please address your queries or comments in writing and kindly refrain from any personal visits or telephone calls.

**OSCE Secretariat
Procurement and Contracting Unit
Wallnerstrasse 6, A-1010 Vienna, Austria
Attn: Ms. Gerhild Kernberger, Procurement Assistant
Email: gerhild.kernberger@osce.org
Fax: + 43 1 514 36 6283**