



Organization for Security and Co-operation in Europe

The Secretariat

Department of Management and Finance

Kärntner Ring 5-7, A - 1010 Vienna, Austria

Date: May 16, 2006

Invitation to Bid

No. 10/2006

**Supply and Delivery of Multimedia Environment Installations for Wide-Span
Conference Room and Provision of Related Installation and Maintenance
Services to the OSCE Secretariat**

The Secretariat of the Organization for Security and Co-operation in Europe (hereinafter called "the OSCE") invites sealed bids from qualified companies for the supply and delivery of multimedia environment installations for wide-span conference room (hereinafter called "the Goods") and provision of related installation at the OSCE Conference Services premises located in Vienna, Austria and maintenance services (hereinafter called "the Related Services").

The Bidding Documents include:

Section I: Instructions to Bidders

Section II: Forms of Bid

Any Purchase Order/Contract placed as a result of this ITB shall be bound by the OSCE General Conditions of Purchase Agreement and the OSCE General Conditions of Purchase Agreement, which can be viewed on <http://www.osce.org/tenders/>.

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

**Organization for Security and Co-operation in Europe (OSCE)
Secretariat
Attn: Central Records and Documents Management Section
Kaerntner Ring 5-7
A-1010 Vienna, Austria**

Bids must be delivered on or before **June 13, 2006, 12:00 hrs (CET)** in a sealed envelope marked with "**Bid for the Supply and Delivery of Multimedia Environment Installations for Wide-Span Conference Room and Provision of Related Installation and Maintenance Services to the OSCE Secretariat - ITB No. 10/2006 - Do Not Open Before June 13, 2006, 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 will not be accepted.

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 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
Kärntner Ring 5-7, A-1010 Vienna, Austria
Attn: Mrs. Khawla Farah, Senior Procurement Assistant
Email: khawla.farah@osce.org
Fax: + 43 1 514 36 567**