



**BIDDING DOCUMENTS FOR
THE SUPPLY AND DELIVERY OF
OFFICE FURNITURE
TO THE
OSCE MISSION IN KOSOVO**

No. OMIK/FURNITURE/GS/2005/01

17 NOVEMBER 2005



ORGANIZATION FOR SECURITY AND CO-OPERATION IN EUROPE
MISSION IN KOSOVO

Invitation To Bid (ITB)
No. OMIK/FURNITURE/GS/2005/01

SUPPLY AND DELIVERY OF
OFFICE FURNITURE

TO THE
OSCE MISSION IN KOSOVO

The OSCE Mission in Kosovo (hereinafter called “the OSCE Entity”) invites bids from qualified Suppliers for the supply and delivery of **Office Furniture (bookshelves, chairs, tables and desks)** to the OSCE Mission in Kosovo.

The Bidding Documents include:

- Section I: Bidding Instructions
- Section II: Bid Data Sheet
- Section III: General Conditions of Contract (Goods)
- Section IV: Forms of Bid
- Section V: Schedule of Requirements and Technical Specifications

A complete set of Bidding Documents may be obtained by interested bidders by submitting a written request to the fax or e-mail address indicated below.

Fax: +381 (0)38 249 984

E-mail: Procurement.omik@osce.org

Bids must be delivered:

- a) to the office at the address specified in the ITB Bid Data Sheet, or
- b) by e-mail to Procurement.omik@osce.org only

on or before Monday 05 December 2005 13:00hrs Kosovo time, marked with “**Bid for the Supply and Delivery of Office Furniture to the OSCE Mission in Kosovo, ITB Ref. No. OMIK/FURNITURE/GS/2005/01 - Do Not Open Before 05 December 2005 13:15hrs**”. All bid prices shall be quoted in Euros.

Partial bids WILL be accepted.

The OSCE Entity 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.

Please address all your queries or questions by e-mail only to Procurement.omik@osce.org and refrain from any telephone calls or personal visits.

Chief

Procurement and Contractual Services Section
OSCE Mission in Kosovo, OSCE HQ, Prishtinë/Priština, Kosovo-UNMIK