



## Organization for Security and Co-operation in Europe

Date: February 26, 2007

### **Request for Proposal No. 03/2007/CPA91468** **Provision of Services related to the Relocation of the OSCE Secretariat** **within Vienna, Austria**

The Organization for Security and Co-operation in Europe (hereinafter referred to as “the OSCE”) invites sealed proposals from eligible, qualified and capable companies (hereinafter referred to as “the Bidders”) for the provision of services related to the relocation of the OSCE Secretariat from Kaerntner Ring 5-7, A-1010 Vienna to Wallnerstrasse 6, A-1010 Vienna (hereinafter referred to as “the Services”) in accordance with the Request for Proposal Documents (hereinafter referred to as “RFP Documents”).

The RFP Documents include:

- Section I: Information to Bidders
- Section II: Technical Proposal - Standard Forms
- Section III: Financial Proposal - Standard Forms
- Section IV: Terms of Reference with Annexes
- Section V: Form of Contract

A contract awarded as a result of this RFP shall be bound in all material aspects by the contract provisions specified in the Form of Contract (Section V).

The Services are expected to commence in December 2007.

To obtain information on the OSCE requirements and terms and conditions contained in the RFP Documents, the Bidders are encouraged to attend, at their own cost and risk, a pre-Proposal meeting.

**The pre-Proposal meeting followed with the guided tours will take place on March 12, 2007 in Vienna, Austria (please see more details in Clause 3.2 of Section I “Information to Bidders”).**

Proposals must be delivered to the OSCE at the address stated below on or before **16 April 2007, 12:00 hours (CET)**. The address for the submission of proposals is:

**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**

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 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.: Ms. Gerhild Kernberger, Procurement Assistant**  
**Email: [gerhild.kernberger@osce.org](mailto:gerhild.kernberger@osce.org)**  
**Fax: + 43 1 514 36 567**