



**BIDDING DOCUMENTS FOR
THE SUPPLY AND DELIVERY OF EIGHT (8) PRINTERS
To
OSCE MISSION TO BOSNIA AND HERZEGOVINA**

NO. PRIN/06

WED NOVEMBER 1ST 2006



Date: 01/Nov/2006

Invitation To Bid
No. PRIN/06
The Supply and Delivery of eight (8) Printers to OSCE Mission to
Bosnia and Herzegovina

The OSCE Mission to Bosnia and Herzegovina (hereinafter called "the OSCE") invites Bids (hereinafter referred to as "Bids") from eligible, qualified and capable companies for the supply and delivery of eight (8) Printers.

The attached documents (hereinafter referred to as the "Bidding Documents") include:

Section I:	Instructions to Bidders (to be viewed at http://www.osce.org/tenders)
Section II:	Bidding Data Sheet
Section III:	Bid Forms
Section IV:	Technical Specifications and Requirements
Section V:	General Conditions of Contract (to be viewed at http://www.osce.org/tenders)
Section VI:	Special Conditions of Contract

Bids must be delivered to the following address on or before 15/Nov/2006 at 1200hrs.

Proposals must be delivered to the OSCE to the following address: Fra Andela Zvizdovića 1, Sarajevo 71000, on or before **15 Nov 2006, 12:00** hrs local Sarajevo time.

Bids sent by e-mail and facsimile will not be accepted.

The Bid prices shall be quoted in Euro or BAM (If BAM converted at official OSCE rate for Nov. '06 which is 0.511292673).

Partial Bids submitted as lots 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.

Please address all your queries or questions in writing at the address given below and kindly refrain from any telephone calls or personal visits.

The supply and delivery of eight (8) printers to OSCE Mission to Bosnia and Herzegovina

Raymond Kenny,
Chief of Procurement & Supply

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SECTION I - INSTRUCTIONS TO BIDDERS

***Note to Bidders:** This section of the Bidding Documents can be viewed on the OSCE web-site at <http://www.osce.org/tenders/>. This section provides information necessary for Bidders to prepare responsive Bids, in accordance with the technical specifications and requirements specified by the OSCE. It also provides information on Bid submission, opening, and evaluation, and on the award of contract. Bidders should read these Instructions to Bidders in conjunction with the Bidding Data Sheet in Section II of the Bidding Documents. These Instructions to Bidders will not be part of the Contract/Purchase Order.*

1. SCOPE OF BID

The entity of the OSCE specified in the cover note to these Bidding Documents invites Bids for the procurement of Goods and ancillary services as described in Section IV, Technical Specifications and Requirements, in these Bidding Documents.

2. ELIGIBILITY OF BIDDERS

2.1 This ITB is open to all eligible companies as defined in ITB Articles 2.2, 2.3 and 2.4.

2.2 A Bidder shall not be eligible to participate in this procurement or in the performance of the contract under consideration if such Bidder, or any employee, executive, manager or director thereof:

- participated in the preparation of the concerned procurement notice or these Bidding Documents, or any part thereof, being subsequently used by the OSCE; or
 - received assistance in the preparation of its Bid from a person or company who or that participated in the preparation of the concerned procurement notice or these Bidding Documents, or any part thereof.
- 2.3 A Bidder shall not be eligible to participate in this procurement activity or in the performance of this contract under consideration if such Bidder, or any executive, manager or director thereof, has, in the past five years:
- been determined by a court of competent jurisdiction to have committed a criminal or civil offence involving corrupt practices, money laundering, bribery, or other equivalent activities under the laws or regulations applicable in the country of location of the relevant entity of the OSCE or any country, or under international treaties or conventions;
 - been declared ineligible, by reason of conduct such as that described above, by any bank, institution or organization providing funds for general development, public investment or reconstruction;
 - been determined by a court of competent jurisdiction to have committed a serious offence by participating in the activities of a criminal

organization, defined as a structured association established over a period of time and operating in a concerted manner to achieve financial gain through activities that are criminal or otherwise illegal where they take place; or

- been determined by a court of competent jurisdiction to have committed an act of fraud or an act equivalent to fraud;
 - been determined to have engaged in unprofessional conduct by a court of competent jurisdiction, administrative agency or organization responsible for enforcing standards of professional conduct; or
 - been determined by the OSCE as ineligible, on the basis of substantial evidence, to have engaged in serious professional misconduct or made serious misrepresentations in documents submitted in connection with a procurement.
- 2.4 A Bidder shall not be eligible to participate in this procurement activity or in the performance of this contract under consideration if such Bidder:
- has, in the past two years, been adjudged to be bankrupt or insolvent by a court of competent jurisdiction;
 - is being wound up or administered, or its affairs are being wound up or administered, by a court of competent jurisdiction;
 - currently has in place an agreement or arrangement with its creditors providing for extended or reduced terms of payment if such terms were agreed to by such creditors because the Bidder had previously been unable to satisfy its obligations as they came due;
 - is currently the subject of a judicial or administrative order suspending or reducing payments by or to such Bidder and resulting in the total or partial loss of the Bidder's right to administer and/or dispose of its property;
 - is currently the subject of legal or administrative proceedings that may result in a judicial or administrative order suspending or reducing

payments by or to such Bidder if such proceedings may also result in the Bidder being adjudged bankrupt or insolvent;

- has, in the past three years, been adjudged by a court of competent jurisdiction to have seriously breached a contract with the OSCE;
- is currently delinquent in the payment of any social security contributions in the country of establishment of the Bidder;
- is currently delinquent in the payment of taxes in the country of establishment of the Bidder;
- is based in, or its offered goods originate from, a country from which, as a matter of law or official regulation, the OSCE or the country in which the relevant goods or services are intended to be delivered (i) prohibits commercial relations with such country or (ii), by an act of compliance with a decision by the United Nations Security Council under Chapter VII of the Charter of the United Nations, prohibits any imports of goods from, or payments to, a particular country, person or company.

2.5 Government-owned enterprises may be eligible only if they can establish that (i) they are legally and financially autonomous from the beneficiary, (ii) operate under applicable commercial law, and (iii) are not a dependent agency of the beneficiary of the Goods.

2.6 Bidders may be requested to provide such evidence of their continued eligibility satisfactory to the OSCE, as the OSCE shall reasonably request.

3. OSCE PRIVILEGES AND IMMUNITIES

3.1 Nothing in or relating to these Bidding Documents shall be deemed a waiver, expressed or implied, of any of the privileges and immunities of the OSCE.

4. ETHICS

4.1 In accordance with general OSCE procurement principles, it is the policy of the OSCE to require that Bidders, or any executive, manager or director thereof, observe the highest standards of ethics during each phase of any procurement and execution of contracts. The OSCE defines for this purpose:

- ‘coercive practice’ means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement or affect the execution of a contract;

- ‘collusive practice’ means a scheme or arrangement between two or more Bidders, designed to establish bid prices or other terms at artificial, non-competitive levels;
- ‘corrupt practice’ means the offering, giving, receiving, or soliciting, directly or indirectly, of any thing, of value to influence the action of any OSCE official or any other person involved in any procurement or in contract execution;
- ‘fraudulent practice’ means a misrepresentation or omission of facts in order to influence a procurement or the execution of a contract;

4.2 In pursuance of this policy, the OSCE will:

- Reject a Bidder if it determines that the Bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract;
- Terminate a contractor if it determines that the contractor has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, and in executing, the contract;
- Sanction a Bidder or person, including declaring ineligible, either indefinitely or for a stated period of time, to be awarded any contract by the OSCE if it at any time determines that the Bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, the contract.

5. BIDDER’S RESPONSIBILITIES

5.1 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or to submit a Bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder’s risk and may result in the rejection of its Bid.

5.2 The Bidder shall bear all costs associated with the preparation and submission of its Bid, including costs relating to contract award, and the OSCE will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.

6. ONE BID PER BIDDER

6.1 Each Bidder shall submit only one Bid, either individually or as a partner in a joint venture. A Bidder who submits or participates in more than one Bid (other than as a sub-contractor or in case of alternatives that have been permitted or requested pursuant to ITB Article 12) shall cause all Bids with the Bidder’s participation to be disqualified.

7. LANGUAGE OF BID

7.1 Unless another governing language is specified in the Bidding Data Sheet, the governing language in respect to the Bid prepared by the Bidder as well as all correspondence and documents relating to the Bid exchanged between the Bidder and the OSCE shall be English. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation in the governing language, in which case, for purposes of interpretation of the Bid, the translation shall govern.

8. CLARIFICATION OF BIDDING DOCUMENTS

8.1 Any prospective Bidder requesting any clarification on any contents in the Bidding Documents may notify the contact person of the OSCE stated in the cover note to these Bidding Documents in writing.

8.2 The OSCE will issue a clarification note in respect to any, in the opinion of the OSCE, reasonable request for clarification on the contents in the Bidding Documents, which it receives no later than seven (7) calendar days prior to the deadline for the receipt of Bids.

8.3 Such clarification note, containing the OSCE's response and a description of the contents of the query but without identifying the source thereof, shall be immediately uploaded under the relevant procurement notice on the OSCE's web-site.

8.4 If the OSCE determines that Bidders do not need the requested information, the OSCE shall immediately reject to respond to the request of the concerned Bidder.

9. AMENDMENTS TO BIDDING DOCUMENTS

9.1 At any time prior to the deadline for the receipt of Bids, the OSCE may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding Documents by amendment which will be published on the OSCE web-site at <http://www.osce.org/tenders/>.

9.2 All prospective Bidders are advised to regularly visit the OSCE web-site to view any amendment made to the Bidding Documents. **The amendments pursuant to ITB Articles 8.3 and 9.1 will be binding on the Bidders.** The OSCE will assume neither responsibility nor liability for the Bidder's non-familiarity with any amendment issued pursuant to any provision herein.

9.3 In order to allow prospective Bidders reasonable time in which to take the amendment into

account in preparing their Bids, the OSCE may, at its discretion, extend the deadline for the receipt of Bids.

10. DOCUMENTS COMPRISING THE BID

10.1 The Bid prepared by the Bidder shall comprise the following components:

- Section III – A: Bid Submission Form, duly completed and signed by the Bidder;
- Section III – B: Bidder's Qualification Form, duly completed and signed by the Bidder;
- Section III – C: Price Schedule Form, duly completed and signed by the Bidder;
- If required, a Bid Security Form (Section III – D);
- If required, a Manufacturer's Authorization Form (Section III – E);
- Any other documents specified in the Bidding Data Sheet.

11. BID SUBMISSION FORM

11.1 The Bidder shall complete the Bid Submission Form and the appropriate Price Schedule contained in Section III, Bid Forms, in the Bidding Documents, indicating the goods to be supplied, a brief description of the goods, their country of origin, quantity, and prices.

12. ALTERNATIVE BIDS

12.1 Unless otherwise specified in the Bidding Data Sheet, alternative Bids shall not be considered.

13. BID PRICES

13.1 The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total Bid Price of the goods it proposes to supply under the Contract.

13.2 The terms EXW, CIF, CIP, etc., shall be governed by the rules prescribed in the current edition of INCOTERMS published by the International Chamber of Commerce, Paris.

13.3 The Bidder's separation of price components will be solely for the purpose of facilitating the comparison of Bids by the OSCE and will not in any way limit the OSCE's right to contract on any of the terms offered.

13.4 The Bidder shall quote any unconditional discounts and indicate the method for their application in the Bid Submission Form.

13.5 All duties, taxes, and other levies payable by the Contractor under the Contract, or for any other cause shall be included in the rates, prices, and total Bid price submitted by the Bidder.

13.6 If so indicated in ITB Article 1.1, Bids are being invited for individual contracts (lots) or for any combination of contracts (packages). Unless otherwise indicated in the Bidding Data Sheet, prices quoted shall correspond to 100 % of the items specified for each Lot and to 100% of the quantities specified for each item of a Lot. Bidders wishing to offer any price reduction (discount) for the award of more than one Contract shall specify the applicable price reduction provided the Bids for all Lots are submitted and opened at the same time.

14. BID CURRENCY

14.1 Unless otherwise specified in the Bidding Data Sheet, the unit rates and prices shall be quoted by the Bidder entirely in EURO.

15. BIDDER'S QUALIFICATION FORM

15.1 Pursuant to ITB Article 10, the Bidder shall furnish, as part of its Bid, the Qualification Form and other relevant documents establishing the Bidder's eligibility to bid and its qualifications to perform the Contract if its Bid is accepted.

15.2 The documentary evidence of the Bidder's eligibility to bid shall establish to the OSCE's satisfaction that the Bidder is eligible as defined under ITB Article 1.

15.3 The documentary evidence of the Bidder's qualifications to perform the Contract if its Bid is accepted shall establish to the OSCE's satisfaction:

- (a) that, in the case of a Bidder offering to supply the Goods under the Contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the Goods' Manufacturer or producer to supply such goods (Manufacturer's Authorization Form);
- (b) that the Bidder has the financial, technical, and production capability necessary to perform the Contract;
- (c) that, in the case of a Bidder not doing business within the country where the Goods will be delivered, the Bidder is or will be (if awarded the Contract) represented by an agent in such country equipped and able to carry out the Contractor's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications; and

- (d) that the Bidder meets the qualification criteria listed in Section III – B, Bidder's Qualification Form.

16. CONFORMITY OF GOODS

16.1 Pursuant to ITB Article 10, the Bidder shall furnish, as part of its Bid, the Price Schedule Form and other relevant documents establishing the conformity to the Bidding Documents of all Goods and services which the Bidder proposes to supply under the Contract;

16.2 The documentary evidence of conformity of the Goods and services to the Bidding Documents may be in the form of literature, drawings, and data, and shall consist of:

- (a) a detailed description of the essential technical and performance characteristics of the Goods;
 - (b) a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods for a time period specified in Section IV, Technical Specifications and Requirements, following commencement of the use of the Goods by the OSCE; and
 - (c) an item-by-item commentary on the prescribed Technical Specifications demonstrating substantial responsiveness of the goods and services to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications and Requirements.
- 16.3 For purposes of the commentary to be furnished pursuant to ITB Article 16.2 (c) above, the Bidder shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the OSCE in its Technical Specifications and Requirements, are intended to be descriptive only and not restrictive. The Bidder may substitute alternative standards, brand names, and/or catalogue numbers in its Bid, provided that it demonstrates to the OSCE's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications and Requirements.

17. PERIOD OF VALIDITY OF BIDS

17.1 Bids shall remain valid for the period specified in the Bidding Data Sheet after the deadline for the receipt of Bids. A Bid valid for a shorter period shall be rejected by the OSCE as non-responsive.

17.2 In exceptional circumstances, the OSCE may solicit the Bidders' consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The Bid Security

provided under ITB Article 18 shall also be suitably extended. A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request will not be required nor permitted to modify its Bid.

18. BID SECURITY

18.1 If specified in the Bidding Data Sheet, the Bidder shall furnish, as part of its Bid, a Bid Security in the amount specified in the Bidding Data Sheet.

18.2 The Bid Security is required to protect the OSCE against the risk of Bidder's conduct, which would warrant the Bid Security's forfeiture, pursuant to ITB Article 18.7.

18.3 If provided therefore under ITB Article 18.1, the Bid Security shall be denominated in EURO, shall be submitted in original, and shall be in one of the following forms:

- (a) a bank guarantee issued by a reputable bank in the form provided in Section III, Bid Forms, of the Bidding Documents or another form acceptable to the OSCE and valid for thirty (30) calendar days beyond the bid validity period stipulated by the OSCE; or
- (b) a cashier's or certified check.

18.4 Any Bid not secured in accordance with ITB Articles 18.1 and 18.3 will be rejected by the OSCE as non-responsive, pursuant to ITB Article 27.4.

18.5 Unsuccessful Bidders' Bid Securities will be discharged or returned as promptly as possible but not later than thirty (30) calendar days after the date of expiration of the period of Bid Validity prescribed by the OSCE pursuant to ITB Article 17.

18.6 The successful Bidder's Bid Security will be discharged upon such Bidder signing the Contract and the Purchase Order and furnishing the Performance Security, if applicable, pursuant to ITB Article 35.3.

18.7 The Bid Security may be forfeited:

- (a) if the OSCE determines, on the basis of objectively verifiable evidence, that such Bidder has provided materially false or misleading information to the OSCE;
- (b) if a Bidder (i) withdraws its Bid during the period of Bid validity specified by the Bidder on the Bid Submission Form, or (ii) does not accept the correction of errors pursuant to ITB Article 27.2; or
- (c) in the case of a successful Bidder, if the Bidder fails (i) to sign the Contract and the Purchase Order in accordance with ITB Article 35.2; or (ii) to furnish a Performance Security in accordance with ITB Article 36.2.

19. FORMAT AND SIGNING OF BID

19.1 The Bidder shall prepare an original and the number of copies of the Bid indicated in the Bidding Data Sheet, clearly marking each "**ORIGINAL**" and "**COPY**", as appropriate. In the event of any discrepancy between them, the original shall govern.

19.2 The original and the copy or copies of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract.

19.3 Any interlineation, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the Bid.

20. SUBMISSION, SEALING AND MARKING OF BIDS

20.1 Bidders may always submit their Bids by mail or by hand. When so specified in the Bidding Data Sheet, Bidders shall have the option of submitting their Bids electronically. Bidders submitting their Bids electronically shall follow the procedures specified in the Bidding Data Sheet. The Bidder shall seal the original and each copy of the Bid, including any alternative Bid, in separate envelopes, duly marking the envelopes as "**ORIGINAL**" and "**COPY**." The envelopes shall then be sealed in an outer envelope.

20.2 The inner and outer envelopes shall:

- (a) be addressed to the OSCE at the address indicated in the cover note to these Bidding Documents; and
- (b) bear the Bid Reference Number and Title indicated in the cover note to these Bidding Documents, and a statement: "**DO NOT OPEN BEFORE**", to be completed with the date and time specified in the cover note to these Bidding Documents.

20.3 All inner and outer envelopes shall also indicate the name and address of the Bidder to enable the Bid to be returned unopened in case it is declared "late" or the Bid is validly withdrawn by the Bidder.

20.4 If the outer envelope is not sealed and marked as required by ITB Article 20.2, the OSCE will assume no responsibility for the Bid's misplacement or premature opening.

21. DEADLINE FOR THE RECEIPT OF BIDS

21.1 Bids must be received by the OSCE at the address specified under ITB Article 20.2 (a) no later than the time and date specified in the cover note to these Bidding Documents.

21.2 The OSCE may, at its discretion, extend the deadline for the receipt of Bids by amending the Bidding Documents in accordance with ITB Article

9, in which case all rights and obligations of the OSCE and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

22. LATE BIDS

22.1 Any Bid received by the OSCE after the deadline for receipt of Bids prescribed by the OSCE pursuant to ITB Article 18 will be rejected and returned unopened to the Bidder.

23. WITHDRAWAL, MODIFICATION AND SUBSTITUTION OF BIDS

23.1 The Bidder may withdraw, modify or substitute its Bid after the Bid's submission, provided that written notice of the withdrawal, modification or substitution is received by the OSCE prior to the deadline prescribed for the receipt of Bids.

23.2 The Bidder's withdrawal, modification or substitution notice shall be prepared, sealed, marked, and delivered in accordance with the provisions of ITB Article 20, with the outer and inner envelopes additionally marked "**WITHDRAWAL**", "**MODIFICATION**" or "**SUBSTITUTION**," as appropriate.

23.3 No Bid may be substituted or modified after the deadline for receipt of Bids.

23.4 No Bid may be withdrawn in the interval between the deadline for receipt of Bids and the expiration of the period of Bid validity specified in the cover note of these Bidding documents, or as extended pursuant to ITB Article 21.2. Withdrawal of a Bid during this interval may result in the Bidder's forfeiture of its Bid Security, pursuant to ITB Article 18.7 (a).

24. OPENING OF BIDS BY THE OSCE

24.1 In general, the OSCE Bid Opening Board will open all Bids non-publicly. Only if specifically provided for in the Bidding Data Sheet, the OSCE will open all Bids, including modifications and substitutions pursuant to ITB Article 23, in the presence of Bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the Bidding Data Sheet. Any specific opening procedures required if electronic bidding is permitted in accordance with ITB Article 20.1 shall be as specified in the Bidding Data Sheet. The Bidders' representatives who are present shall sign a register evidencing their attendance.

24.2 First, envelopes marked "**WITHDRAWAL**" shall be opened and read out. Bids for which an acceptable notice of withdrawal has been submitted pursuant to ITB Article 23.1 shall not be opened and shall be returned unopened. Next, envelopes marked "**SUBSTITUTION**" shall be

opened and read out and exchanged with the corresponding Bid being substituted, and the substituted Bid shall not be opened, but returned to the Bidder. Envelopes marked "**MODIFICATION**" shall be opened and read out with the corresponding Bid. Only envelopes that are opened and read out at Bid opening shall be considered further.

24.3 All other envelopes shall be opened one at a time, reading out: The Bidders' names, Bid prices, discounts, and the presence or absence of requisite Bid Security and such other details as the OSCE, at its discretion, may consider appropriate, will be announced at the Bid Opening. No Bid shall be rejected at the Bid Opening, except for late Bids, which shall be returned unopened to the Bidder pursuant to ITB Article 19.

24.4 The Bids (and modifications sent pursuant to ITB Article 20.2) that are not opened and read out at Bid Opening shall not be considered further for evaluation, irrespective of the circumstances.

25. CONFIDENTIALITY

25.1 From the time of Bid opening to the time of contract award, if any Bidder wishes to contact the OSCE on any matter related to the Bid, it should do so in writing. Information relating to the examination, clarification, evaluation and comparison of Bids, and recommendation for Contract Award, shall not be disclosed.

25.2 Any effort by a Bidder to influence the OSCE in its decisions on Bid evaluation, Bid comparison, or Contract Award may result in the rejection of the Bidder's Bid.

26. CLARIFICATION OF BIDS

26.1 During evaluation of the Bids, the OSCE may, at its discretion, ask any Bidder for a clarification of its Bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the Bid shall be sought, offered, or permitted. Failure by any Bidder to timely and duly respond to a request for clarification may result in the rejection of its Bid.

27. PRELIMINARY EXAMINATION

27.1 The OSCE will examine the Bids to determine whether they are complete, whether any computational or arithmetical errors have been made, whether a Bid Security, if required, has been furnished, whether the documents have been properly signed, and whether the Bids are generally in order.

27.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price

shall prevail, and the total price shall be corrected unless in the opinion of the OSCE there is an obviously gross misplacement of the decimal point in the unit price, in which case the line item total as quoted will govern, and the unit rate will be corrected. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail. The amount stated in the Bid will be adjusted by the OSCE in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected, and the Bid Security may be forfeited in accordance with ITB Article 14.7.

27.3 The OSCE may waive any minor informality, nonconformity, or irregularity in a Bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

27.4 Prior to the detailed evaluation, pursuant to ITB Article 24, the OSCE will determine the substantial responsiveness of each Bid to the Bidding Documents. For purposes of these articles, a substantially responsive Bid is one which conforms to all the terms and conditions of the Bidding Documents without material deviations. Deviations from, or objections or reservations to critical provisions, such as those concerning Bid Security (ITB Article 14), will be deemed to be a material deviation.

27.5 If a Bid is not substantially responsive, it will be rejected by the OSCE and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

28. CURRENCY FOR BID EVALUATION

28.1 Unless otherwise specified in accordance with ITB Article 14.1, Bids shall be evaluated as quoted in the currency of the EURO. In the event, (i) the OSCE has permitted Bids in currencies other than the EURO, and (ii) valid Bids have been received containing several currency options, the exchange rate to be applied by the OSCE shall be the applicable United Nations foreign exchange rate applicable for the month in which the deadline for the receipt of Bids was set by the OSCE.

29. EVALUATION AND COMPARISON OF BIDS

29.1 The OSCE will evaluate and compare Bids, which have been determined to be substantially responsive, pursuant to ITB Article 27.

29.2 The OSCE will compare the Bid prices quoted in accordance with ITB Article 14.1.

29.3 The OSCE's evaluation of a Bid will take into account, in addition to the Bid price, one or more of the following factors as specified in the Bidding Data Sheet.

- (a) delivery schedule offered in the Bid;
- (b) the availability of spare parts and after-sales services for the equipment offered in the Bid;
- (c) the projected operating and maintenance costs during the life of the equipment;
- (d) other specific criteria indicated in the Bidding Data Sheet and/or in the Technical Specifications.

30. POST-QUALIFICATION

30.1 In the absence of prequalification, the OSCE will determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated responsive Bid is qualified to perform the contract satisfactorily, in accordance with the criteria listed in ITB Articles 15 and 16.

30.2 The determination will take into account the Bidder's financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Articles 15 and 16, as well as such other information as the OSCE deems necessary and appropriate.

30.3 An affirmative determination will be a prerequisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's Bid, in which event the OSCE will proceed to the next lowest evaluated Bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.

31. AWARD CRITERIA

31.1 Subject to ITB Articles 35 and 36, the OSCE will award the Contract/Purchase Order to the successful Bidder whose Bid has been determined to be substantially responsive and has been determined to be the lowest evaluated Bid, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

32. OSCE'S RIGHT TO VARY QUANTITIES AT TIME OF AWARD

32.1 The OSCE reserves the right at the time of award to increase or decrease, by up to twenty (20) percent, the quantity of Goods originally specified in the Bidding Documents without any change in unit price or other terms and conditions.

33. OSCE'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

33.1 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.

34. NOTIFICATION OF AWARD

34.1 Prior to the expiration of the period of Bid Validity, the OSCE will notify the successful Bidder in writing, e.g. by facsimile or registered letter, that its Bid has been accepted.

35. CONTRACT FORMATION

35.1 At the same time as or after the OSCE notifies the successful Bidder that its Bid has been accepted, the OSCE will send the successful Bidder two original signed and stamped sets of the Contract/Purchase Order, incorporating all agreements between the parties.

35.2 Within two (2) calendar days of receipt of the Contract/Purchase Order, the successful Bidder shall sign and date both sets and return one set to the OSCE.

35.3 Upon receipt by the OSCE of one original set of signed and stamped Contract, pursuant to ITB Article 35.2, and the furnishing of a Performance Security (if one is required), in form and content acceptable to the OSCE in accordance with ITB Article 36.1, the OSCE shall notify the unsuccessful Bidders, and shall promptly discharge the Bid Securities, if any, of the winning Bidder and the unsuccessful Bidders, in accordance with ITB Article 18.

36. PERFORMANCE SECURITY

36.1 Within fifteen (15) calendar days of the date of notification of award by the OSCE, pursuant to ITB Article 34.1, the successful Bidder shall furnish a Performance Security in an amount, form and format as provided for in Article 5.1 of Section VI of these Bidding Documents, Special Conditions of Contract (Goods).

36.2 Failure of the successful Bidder to comply with the requirement of ITB Article 36.1 and ITB Article 35.3 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security, in which event the OSCE may make the award to the next lowest evaluated Bidder or call for new Bids.

Section II - BIDDING DATA SHEET

***Note to Bidders:** This Bidding Data Sheet should be read in conjunction with Section I – Instructions to Bidders which can be downloaded from <http://www.osce.org/tenders>.*

Instructions to Bidders		Amendment/Modification of Relevant Article in the Instructions to Bidders						
ITB Article No.	Article Description.							
7.1	Language of Bid	The language of the Bid and all correspondence and documents exchanged between the Bidder and the OSCE shall be in English.						
10.1	Other Documents Comprising the Bid	In addition to the mandatory documents stated in ITB Article 10.1, the following additional mandatory documents are required Certificate of dealership Tax VAT no. Court Registration						
12.1	Alternative Bids	Alternative Bids shall not be considered.						
14.1	Bid Currency	EURO or BAM (If BAM converted at official OSCE rate for Nov. '06 which is 0.511292673).						
17.1	Bid Validity Period	The Bid validity period is 30 calendar days.						
18.1	Bid Security	The Bid Security is required: No.						
19.1	Number of Copies of Bid	The number of copies of the Bid is: 1						
20.1	Electronic Submission of Bids	Bidders may submit their Bids electronically: NO						
24.1	Bid Opening	Bids will be opened publicly: NO The time, date, and place for the Bid opening is : 16 th Nov 2006 1400 hrs						
29.3	Criteria for Bid Evaluation	Criteria for Bid evaluation. <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding-right: 20px;">(i)</td> <td style="padding-right: 20px;">Delivery on time.</td> <td style="text-align: right;">20</td> </tr> <tr> <td>(ii)</td> <td>Price</td> <td style="text-align: right;">80</td> </tr> </table>	(i)	Delivery on time.	20	(ii)	Price	80
(i)	Delivery on time.	20						
(ii)	Price	80						
29.3 (d)	Specific Other Evaluation Criteria	N/A						

Section III – BID FORMS

Notes on Forms of Bid to Bidders: It is mandatory that the Bidder duly completes and signs the Bid Submission Form, the Qualification Form, Price Schedule(s), and, if applicable, the Manufacturer's Authorization Form and the Bid Security Form.

SECTION III – A BID SUBMISSION FORM

Date: 01/11/2006

Bid Ref No: Prin/06

To: *OSCE Mission to Bosnia and Herzegovina*

Having examined the Bidding Documents No **PRIN/06** and any addenda thereof, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver 8 Printers, in conformity with the said Bidding Documents for the sum of Euro or BAM _____ or such other sums as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Bid.

If our Bid is accepted, the following discounts shall apply: Euro or BAM _____

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in Section IV of your Bidding Documents, Technical Specifications and Requirements.

We agree to abide by this Bid for the Bid Validity Period specified in the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We represent and warrant that we are not participating, as Bidders, in more than one Bid in this Bidding process, other than alternative offers in accordance with the Bidding Documents.

Until a formal contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of Contract Award, shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any Bid you may receive.

We certify and confirm that we comply with the eligibility requirements stated in ITB Article 2 of your Bidding Documents.

[Bidder to sign]

[Bidder to insert Bidder's capacity of]

Duly authorized to sign Bid for and on behalf of

[Bidder to insert Corporate Name of Bidder]

SECTION III – B BIDDER’S QUALIFICATION FORM

Note to Bidders: The Bidder shall fill in and submit this Bidder’s Qualification Form as evidence that it complies with the OSCE’s eligibility, qualification and capacity requirements.

Note to OSCE Buyer: Please amend this Form according to the (i) particular eligibility, qualification and capacity requirements specified by the OSCE for Bidders in accordance with ITB Article 15. The Bidder’s Qualification Form should ensure that all materially relevant information is obtained to confirm this. The below table may be used as guidance. Please delete these notes in the final Bidding Documents.

General Information

1. Name of Bidder:			
2. Street Address:	Postal Code:	City:	Country:
3. P.O. Box and Mailing Address:			
4. Telephone Number:			
5. Fax Number:			
6. E-mail Address:			
7. WWW Address:			
8a. Contact Name:			
8b. Contact Title:			
9. Parent Company, if any (full legal name):			
10. Principal subsidiaries, associates, and/or representative(s), if any and relevant to the Services:			
11. Country of Establishment of the Bidder:			
12. Type of Business:			
13. Year Established:			
14. Number of Staff Employed:			
15. Attached are copies of original documents of: [Bidder to check the box(es) of the attached original documents]			
<input type="checkbox"/> Articles of Incorporation or Registration of firm named in field 1 above.			
<input type="checkbox"/> In case of a joint-venture, letter of intent to form such joint-venture or joint-venture agreement.			
In case of government owned entity, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB Article 2.5.			

Financial Information

15. For the last three financial years of the Bidder:			
Year	Balance (EUR; end of period)	Revenues (EUR)	Operating Profit (EUR)

Experience

16. Contracts of similar scale/volume during the last three years:				
Customer	Value (EUR)	Year	Goods Provided	Country

SECTION III – C PRICE SCHEDULE FORM***Note to Bidders:***

The Bidder shall fill in this Price Schedule Form in accordance with the instructions indicated. The list of line items in column 1 of the Price Schedule shall coincide with the List of Goods and Related Services specified by the OSCE in Section IV, Technical Specifications and Requirements.

On (i) Compliance: By reference to Section IV, Technical Specifications and Requirements, the Bidder is requested to provide an item-by-item commentary on the OSCE's Technical Specifications and Requirements, demonstrating to the OSCE that its offered Goods are substantially responsive to those specifications and requirements. Any deviation or exception to these specifications and requirements should be clearly indicated here.

On (ii) Unit Price: The Bidder should offer unit prices on the basis of the delivery terms specified by the OSCE in Section IV, Technical Specifications and Requirements.

1 Item	2 Description	Compliance (i)	Country of Origin	3 Quantity	4 Offered Unit Price (ii)	5 Total Offered Price
1.	Laser printer, HP LaserJet 4250DTN, Monochrome 43 ppm, with network card, 500 sheet tray and duplexer, p/n Q5403A			8		

Name of Bidder _____. Bid Ref Number _____. Page __ of _____.

Signature of Bidder: _____

SECTION III – D BID SECURITY FORM

Note to Bidders: If a Bid Security is required by the OSCE pursuant to ITB Article 18.1, this form should be printed out on the corporate letter head of the financial institution.

To: OSCE Mission to Bosnia and Herzegovina

Whereas *[Bidder to insert corporate name of Bidder]* (hereinafter called “the Bidder”) has submitted its Bid dated *[Bidder to insert date of Bid]* for the supply and delivery of Printers (hereinafter called “the Bid”).

KNOW ALL PEOPLE by these presents that WE *[Bidder to insert name of bank]* of *[Bidder to insert name of country]*, having our registered office at *[Bidder to insert address of bank]* (hereinafter called “the Bank”), are bound unto OSCE Mission to Bosnia and Herzegovina (hereinafter called “the OSCE”) in the sum of *[Bidder to insert amount]* for which payment well and truly to be made to the OSCE, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this *[number]* day of *[year]*.

THE CONDITIONS of this obligation are:

1. If
 - (a) the OSCE determines, on the basis of objectively verifiable evidence, that such Bidder has provided materially false or misleading information to the OSCE;
 - (b) the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Submission Form; or
 - (c) the Bidder does not accept the correction of errors in accordance with the Instructions to Bidders; or
2. If the Bidder, having been notified of the acceptance of its Bid by the OSCE during the period of the Bid Validity:
 - (a) fails or refuses to execute the Contract/OSCE Purchase Order, if required; or
 - (b) fails or refuses to furnish the Performance Security, in accordance with the Instructions to Bidders;

we undertake to pay to the OSCE up to the above amount upon receipt of its first written demand, without the OSCE having to substantiate its demand, provided that in its demand the OSCE will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including thirty (30) calendar days after the period of Bid Validity, and any demand in respect thereof should reach the Bank not later than the above date.

[signature and corporate seal of financial institution]

SECTION III –E MANUFACTURER’S AUTHORIZATION FORM

***Note to Bidders:** The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the original letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its Bid, if so indicated in the Bidding Data Sheet.*

To: OSCE Mission to Bosnia and Herzegovina

WHEREAS *[Bidder to insert name of the Manufacturer]* who are established and reputable manufacturers of *[Bidder to insert name and/or description of the Goods]* having factories at *[address of factory]*, do hereby authorize *[Bidder to insert its name and address]* to submit a Bid, and subsequently negotiate and sign the Contract with you against the Bidding Documents No. PRIN/06 for the above Goods manufactured by us.

We hereby extend our full guarantee and warranty as per Article 17 of the OSCE’s General Conditions of Contract (Goods) for the Goods offered for supply by the above Bidder against this Invitation to Bid.

[signature for and on behalf of Manufacturer]

Section IV - TECHNICAL SPECIFICATIONS AND REQUIREMENTS

Notes to Buyers on the Preparation of Technical Specifications and Requirements:

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the relevant OSCE Institution/Mission without qualifying their Bids. The technical specifications and requirements must be drafted to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the Goods and services to be procured. Only if this is done will the objectives of economy, efficiency, and fairness in procurement be realized, responsiveness of Bids be ensured, and the subsequent task of evaluation facilitated.

The technical specifications should require that all goods and materials to be incorporated into the Goods be new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided for otherwise in the Contract.

The technical specifications should be prepared taking into account that:

- *Technical Specifications constitute the benchmarks against which the technical responsiveness of Bids will be verified. Therefore, well-defined Technical Specifications will facilitate preparation of responsive Bids by Bidders, as well as examination, evaluation, and comparison of the Bids.*
- *Technical Specifications should be broad enough to avoid restrictions on workmanship, materials, and equipment commonly used in manufacturing similar kinds of goods.*
- *Reference to brand names and catalogue numbers should be avoided as far as possible; where unavoidable the words “or equivalent” should always follow such references.*
- *Technical Specifications specify all essential technical and performance characteristics and requirements, including guaranteed or acceptable maximum or minimum values, as appropriate.*

#	Item Description	Technical Specifications
1.	Laser printer, HP LaserJet 4250DTN, Monochrome 43 ppm, with network card, 500 sheet tray and duplexer, p/n Q5403A	
	Item Description/Requirement	OSCE Requirements (required certifications, technical standards, delivery terms, after-sales services; spare parts; etc)

Signature of Bidder: _____

Section V – GENERAL CONDITIONS OF CONTRACT (GOODS)

***Note to Bidders:** Section V of the Bidding Documents, General Conditions of Contract (Goods), can be viewed on the OSCE web-site at <http://www.osce.org/tenders/>. This Section should be read in conjunction with Section VI, Special Conditions of Contract (Goods), and other documents listed therein. The General Conditions of Contract (Goods) should not be altered. Any changes and complementary information are introduced through the Special Conditions of Contract (Goods).*

1. DEFINITIONS

1.1 In this Contract as defined below, the words and expressions shall have the following meanings assigned to them, except where the context requires otherwise:

"Contract" means the agreement (Contract or OSCE Purchase Order in accordance with GCC Article 3) entered into between the OSCE and the Contractor including the General Conditions of Contract (Goods) and all attachments and appendices thereto and all documents incorporated by reference therein;

"Contract Price" means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations, in accordance with GCC Article 17 herein;

"Contractor" means the firm or its legal successor(s) named in the Contract or in field 1 of the OSCE Purchase Order, who shall provide the Goods and Services, if any, under this Contract;

"Day" means calendar day;

"GCC" means these General Conditions of Contract (Goods);

"Goods" means all of the equipment, machinery, and/or other materials, which the Contractor is required to supply and deliver to the OSCE under the Contract;

"OSCE" means the Institution, Mission or Field Operation of the Organization for Security and Co-operation in Europe named in the Contract or the OSCE Purchase Order. The OSCE consists of the Secretariat, the Office of the High Commissioner on National Minorities (HCNM), the Office of Democratic Institutions and Human Rights (ODIHR), the Office of the Representative on Freedom of the Media, of Missions and of Field Operations;

"OSCE Holiday" means an official OSCE holiday as determined by the Secretary General of the OSCE and applicable in the relevant country/location where the Goods shall be provided under this Contract;

"Party" means the OSCE or the Contractor, as the case may be, and "Parties" means both of them;

"SCC" means the Special Conditions of Contract (Goods) by which the GCC may be amended or supplemented;

"Services" means those services ancillary to the supply and delivery of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Contractor covered under the Contract;

"Sub-contractor" means any entity to which the Contractor subcontracts any part or parts of this Contract in accordance with GCC Article 22.

2. APPLICATION

2.1 These General Conditions of Contract (GCC) shall be read in conjunction with the Special Conditions of Contract (SCC) and other documents forming the Contract. The GCC shall not be altered. Any changes and complementary information to the GCC are introduced through the SCC.

3. CONTRACT DOCUMENTS

3.1 The following documents (hereinafter referred to as "the Contract Documents") shall be deemed to form and be read and construed as an integral part of the Contract/OSCE Purchase Order:

- (a) The Contract, if applicable;
- (b) The OSCE Purchase Order, provided field 11 of the relevant purchase order contains no explicit provisions by which those of the Contract are superseded;
- (c) The Special Conditions of Contract (Goods);
- (d) The General Conditions of Contract (Goods);
- (e) The Price Schedule;
- (f) The Technical Specifications and Requirements;
- (g) The Performance Security Form;
- (h) The Manufacturer's Authorization Form;
- (i) Other documents if specified in the SCC.

3.2 The Contract Documents are complementary of one another. However, in the event of any inconsistency, ambiguity, or contradiction between or among them, they shall prevail in the order of their enumeration stated in GCC Article 3.1 above.

3.3 In consideration of the payments to be made by the OSCE to the Contractor, the Contractor hereby covenants with the OSCE to provide the Goods and the Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

3.4 The OSCE hereby covenants to pay the Contractor in consideration of the provision of the Goods and the Services, the Contract Price(s) or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

3.5 For the purpose of this GCC Article 3, the term "Contract" throughout the Contract Documents shall have the meaning of OSCE Purchase Order.

4. USE OF CONTRACT DOCUMENTS AND INFORMATION

4.1 The Contractor is required to exercise the utmost discretion during the performance of the Contract. The Contractor shall not, without the OSCE's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the OSCE in connection therewith, to any person or entity other than a person or entity employed by the Contractor in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so as may be necessary for purposes of such performance.

4.2 Any document, other than the Contract itself, specified in GCC Article 4.1 shall remain the property of the OSCE and shall be returned (in all copies) to the OSCE on completion of the Contractor's performance under the Contract if so required by the OSCE.

5. PERFORMANCE SECURITY

5.1 If stipulated in the SCC, within twenty one (21) Days of the notification of contract award issued by the OSCE, the Contractor shall furnish to the OSCE the Performance Security in the amount and currency specified in the SCC, and in a form in conformity with the Performance Security Form that may be downloaded at <http://www.osce.org/tenders>.

5.2 The proceeds of the Performance Security shall be payable to the OSCE as compensation for any loss resulting from the Contractor's failure to complete its obligations under the Contract.

5.3 The Performance Security will be discharged by the OSCE and returned to the Contractor not later than thirty (30) Days following the date of completion of the Contractor's performance obligations under the Contract.

6. GOVERNING LANGUAGE

6.1 Unless specified otherwise in the SCC, this Contract has been executed in the English language which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

7. NOTICES

7.1 Any notice, request or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telegram or facsimile to such Party. Such duly authorized representative and the relevant address shall be specified in the SCC.

7.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.

8. SPECIFICATIONS AND STANDARDS

8.1 The Goods and Services supplied under this Contract shall conform to the technical specifications and standards mentioned in Section IV, Technical Specifications and Requirements, and, when no applicable standard is mentioned, the standard shall be equivalent or superior to the official standards whose application is appropriate to the Goods' country of origin.

8.2 Wherever references are made in the Contract to codes and standards in accordance with which it shall be executed, the edition or the revised version of such codes and standards shall be the current ones or otherwise those specified in Section IV, Technical Specifications and Requirements. During Contract execution, any changes in any such codes and standards shall be applied only after approval by the OSCE and shall be treated in accordance with GCC Article 20.

9. PACKING

9.1 The Goods shall be packed and marked in a proper manner and in accordance with the instructions stipulated in the Contract and any statutory requirements and any requirements of the carriers. In particular, the Goods shall be marked with the OSCE Purchase Order and Contract number (if applicable) and the net, gross and tare weights, the name of the contents shall be clearly marked on each container and all containers of hazardous goods (and all documents relating thereto) shall bear prominent and adequate warnings. The Contractor shall indemnify the OSCE against all actions, suits, claims, demands, losses, charges, costs and expenses which the OSCE may suffer or incur as a result of or in connection with any breach of this GCC Article 9. All packaging materials shall be considered non-returnable unless otherwise specified in the Contract.

9.2 The Contractor shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

9.3 The packing, marking, and documentation within and outside the packages shall comply strictly with special requirements as shall be expressly provided for in Section IV, Technical Specifications and Requirements, and in any other instruction given by the OSCE.

10. INSURANCE

10.1 Unless otherwise specified in the SCC, the Goods supplied under the Contract shall be fully insured — in a freely convertible currency — against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery, in accordance with the applicable INCOTERMS or in the manner specified in the SCC.

11. TRANSPORTATION

11.1 Unless otherwise specified in the SCC, the responsibility for arranging transportation of the Goods shall be in accordance with the specified INCOTERMS.

12. DELIVERY AND SHIPPING DOCUMENTS

12.1 Delivery of the Goods and provision of the Services shall be made by the Contractor within the period and in accordance with the terms and conditions specified in the Contract. The OSCE, through its authorized representative(s), shall take over the Goods upon delivery. Take-over of the Goods by the OSCE shall not be deemed acceptance of the Goods.

12.2 The Contractor shall provide the OSCE with all shipping documents that are needed for taking over the Goods.

12.3 For the purposes of the Contract, "EXW", "FOB", "FCA", "CIF", "CIP", "DDU" and other trade terms used to describe the obligations of the Parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. Where the Contractor is required under the Contract to deliver the Goods FCA, transport of the Goods and delivery into the custody of the carrier at the place named by the OSCE or other agreed point shall be arranged and paid for by the Contractor, and the cost thereof shall be deemed included in the Contract Price(s).

13. INSPECTIONS AND TESTS

13.1 The OSCE or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications. The OSCE shall notify the Contractor in writing, in a timely manner, of the identity of any representatives retained for these purposes.

13.2 The inspections and tests may be conducted on the premises of the Contractor or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the Contractor or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the OSCE. Inspection prior to shipment does not relieve the Contractor from any of its contractual obligations.

13.3 Should any inspected or tested Goods fail to conform to the technical specifications, codes and standards under the Contract, the OSCE may reject the Goods, and the Contractor shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the OSCE. There will be no acceptance of the Goods until this is done.

13.4 The OSCE's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival at the place of delivery shall in no way be limited or waived by reason of the Goods having previously been inspected, tested, and passed by the OSCE or its representative prior to or during the Goods' shipment.

13.5 Nothing in this GCC Article 13 shall in any way release the Contractor from any warranty or other obligations under this Contract.

13.6 Payment for the Goods by the OSCE pursuant to the Contract shall not be deemed an acceptance of the Goods.

14. EXPORT LICENSES

14.1 If any export licence or any other governmental authorisation is required for the export of the Goods, it shall be the obligation of the Contractor to obtain such licence or governmental authorisation. In the event of failure to obtain such licence or authorisation within a reasonable time, the OSCE may cancel the Contract at no costs to the OSCE.

15. INCIDENTAL SERVICES

15.1 The Contractor may be required to provide any or all of incidental services specified in the SCC.

15.2 Prices charged by the Contractor for incidental services, if not included in the Contract Price(s) for the Goods, shall be agreed upon in advance by the Parties and shall not exceed the prevailing rates charged for other parties by the Contractor for similar services.

16. WARRANTY

16.1 The Contractor warrants that the Goods supplied under the Contract conform to the technical specifications, description and standards specified in the Contract. The Contractor further warrants that the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials.

16.2 The Contractor warrants that the Goods shall be free from defects arising from any act or omission of the Contractor or arising from the design, materials, and workmanship, under normal use in the conditions prevailing in the country/location of final destination.

16.3 Unless the standard manufacturer's warranty period is longer than twelve (12) months or unless otherwise specified in the SCC, the warranty shall remain valid for the later of (i) twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted by the OSCE at the final destination as specified in field xxx of the OSCE Purchase Order or in the SCC, if relevant, or (ii) eighteen (18) months after the date of shipment from the port or place of loading in the country of origin.

16.4 The OSCE shall give notice to the Contractor stating the nature of any such defects together with all available evidence thereof, promptly following the discovery thereof. The OSCE shall provide reasonable opportunity for the Contractor to inspect such defects.

16.5 Upon receipt of such notice, the Contractor shall expeditiously replace or - subject to prior written consent by the OSCE - repair the defective Goods or parts thereof, at no cost to the OSCE.

16.6 If the Contractor, having been notified, fails to remedy the defect(s) within the period specified in the Contract, the OSCE may proceed to take such remedial action as may be necessary at the Contractor's expense without prejudice to any other rights which the OSCE may have against the Contractor under the Contract.

17. PAYMENT

17.1 Upon fulfilment of the Contractor's obligations stipulated in the Contract, the Contractor shall submit an original invoice to the OSCE bearing the OSCE Purchase Order number and Contract number (if applicable) and containing description of the Goods delivered or Services performed, quantities, unit price(s) and total(s).

17.2 Unless otherwise expressly stipulated in the Contract, the payment(s) shall be made by the OSCE within thirty (30) days after submission of an original invoice by the Contractor and receipt and acceptance by the OSCE of the Goods and Services, whichever is later.

17.3 The OSCE shall not pay any charge for late payments unless specifically authorized in the Contract.

17.4 The currency in which payment is made to the Contractor under this Contract shall be specified in the Contract.

18. PRICES

18.1 Prices charged by the Contractor for the Goods delivered and Services performed shall be as stated in the Contract and may not be increased, with the exception of any price adjustments stipulated in the Contract.

18.2 In the event the Contract is for an aggregate period exceeding the relevant (provisional) budget allotment period of the OSCE, any extension thereof shall be conditional upon the Contractor demonstrating to the OSCE that the Contractor can offer or is offering prices that are adequately competitive in relation to the relevant market. The method by which this shall be done will be agreed upon by the Parties before the end of the relevant contract term. Such demonstration of competitiveness by the Contractor shall in no way bind the OSCE to an extension of the Contract. The OSCE reserves the right to conduct its own market research at any time and in any manner.

19. INDEMNITY

19.1 The Contractor agrees to hold harmless and indemnify the OSCE, its officers, agents and employees, against and from all suits and costs of any kind and description and from all damages which the OSCE, or any of its officers, agents, or employees may sustain by reason of damage, injury, loss, or theft arising out of the performance under the Contract.

20. CONTRACT AMENDMENTS

20.1 No variation in or modification of the terms and conditions of the Contract shall be made except by a written amendment to the Contract signed by the Parties.

21. ASSIGNMENT

21.1 The Contractor shall not voluntarily assign, transfer, pledge or make other disposition of the Contract or any part thereof or of any of the Contractor's rights, claims or obligations under the Contract except with the prior written consent of the OSCE.

21.2 In the event of involuntary assignment, transfer, pledge or disposition of the Contract or any part thereof or of any of the Contractor's rights, claims or obligations under the Contract, the Contractor shall notify the OSCE of the assignor of such rights, claims or obligations under the Contract.

22. SUBCONTRACTING

22.1 The Contractor may not enter into any subcontract for the performance under this Contract unless the OSCE shall have previously consented in writing to such subcontract. Such consent shall not, however, relieve the Contractor from any liability or obligation under the Contract.

23. DELAYS IN THE CONTRACTOR'S PERFORMANCE

23.1 Delivery of the Goods and performance of Services shall be made by the Contractor in accordance with the time period prescribed in the SCC.

23.2 If at any time during performance of the Contract, the Contractor or its subcontractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Contractor shall promptly notify the OSCE in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Contractor's notice, the OSCE shall evaluate the situation and may at its discretion extend the Contractor's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the Parties by signing an amendment to the Contract.

23.3 Except as provided under GCC Article 26, a delay by the Contractor in the performance of its obligations shall render the Contractor liable to the imposition of liquidated damages pursuant to GCC Article 24, unless an extension of time is agreed upon between the Parties pursuant to GCC Article 23.2 without the application of liquidated damages.

24. LIQUIDATED DAMAGES

24.1 Subject to GCC Article 23, if the Contractor fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the OSCE may, without prejudice to other remedies under the Contract, deduct from the Contract Price as liquidated damages a sum equivalent to zero point one (0.1%) percent of the total Contract Price for each Day of delay until actual delivery or performance, up to a maximum deduction of ten (10%) percent of such total Contract Price. Once the maximum is reached, the OSCE may consider termination of the Contract and/or the OSCE Purchase Order pursuant to GCC Article 25.

25. TERMINATION FOR DEFAULT

25.1 Without prejudice to any right or remedy under this Contract, the OSCE may by serving a written notice to the Contractor, terminate the Contract in whole or in part:

(a) if the Contractor fails to deliver any or all of the Goods within the period(s) specified in the Contract,

or within any extension thereof granted by the OSCE pursuant to GCC Article 23.2; or

(b) if the Contractor fails to perform any other obligation(s) under the Contract.

25.2 In the event the OSCE terminates the Contract and/or Purchase Order, in whole or in part, pursuant to GCC Article 25.1, the OSCE may procure, upon such terms and in such manner as it deems appropriate, the goods and/or services similar to those undelivered, and the Contractor shall be liable to the OSCE for any excess costs for such similar goods or services. However, the Contractor shall continue performance of the Contract to the extent not terminated.

25.3 Notwithstanding the above provisions, the OSCE may, by written notice sent to the Contractor, terminate the Contract, in whole or in part, at any time, upon thirty (30) Days' notice of termination to the Contractor. In the event such termination is not caused by the Contractor's negligence or fault, the OSCE shall be liable to the Contractor for payment in respect of Goods and Services provided and accepted and in conformity with the terms of the Contract. The Contractor shall keep expenses at a minimum and shall not undertake any forward commitment from the date of receipt of the OSCE's notice of termination.

26. FORCE MAJEURE

26.1 Notwithstanding the provisions of GCC Articles 23, 24, and 25, the Contractor shall not be liable for forfeiture of its Performance Security, imposition of liquidated damages, or termination for default if and to the extent that its delay in the performance or other failure to perform its obligations under the Contract is the result of an event of *Force Majeure*.

26.2 For purposes of this Article, "*Force Majeure*" means an event beyond the control of the Contractor and not involving the Contractor's fault or negligence and not foreseeable at the time the Contract was made. Such events include wars, terrorist strikes or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

26.3 If a *Force Majeure* situation arises, the Contractor shall promptly notify the OSCE in writing of such condition and the cause thereof. Unless otherwise directed by the OSCE in writing, the Contractor shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the *Force Majeure* event.

27. TERMINATION FOR INSOLVENCY

27.1 The OSCE may at any time terminate the Contract by giving written notice to the Contractor, if the Contractor becomes bankrupt or insolvent. In this event, termination will be without compensation to the

Contractor, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the OSCE. The Contractor shall immediately notify the OSCE of the occurrence of any of the above events.

28. RESOLUTION OF DISPUTES

28.1 The OSCE and the Contractor shall make every effort to resolve amicably by direct negotiation any disagreement, dispute, or claim arising out of or in connection with the Contract or the breach, termination, or validity thereof.

28.2 If, after thirty (30) Days from the commencement of such informal negotiations, the OSCE and the Contractor have failed to negotiate such an amicable settlement, any dispute, controversy, or claim arising out of or in connection with the Contract, or the breach, termination, or validity thereof, either Party may require that the dispute be referred for resolution by final and binding arbitration in accordance with the UNCITRAL Arbitration Rules in force on such date. The place of arbitration shall be Vienna, Austria. The number of arbitrators shall be one (1). The language to be used in the arbitration proceedings shall be English. The decision of the arbitrator shall be final and binding to the Parties.

29. TAX EXEMPTION

29.1 The Contract Price shall reflect any tax exemption, to which the OSCE is entitled by reason of the privileges that it enjoys. If it is subsequently determined that any taxes that have been included in the price are not required to be paid or if, having been paid, any such taxes are subject to refunding, the OSCE shall deduct the amount from the Contract Price. Payment of such corrected amount shall constitute full payment by the OSCE. In the event that any taxing authority refuses to recognize exemption from such taxes, the Contractor shall immediately consult with the OSCE to determine a mutually acceptable procedure for settling the amount involved.

30. OFFICIALS NOT TO BENEFIT

30.1 The Contractor shall not admit any staff member of the OSCE to any direct or indirect benefit arising from the Contract or the award thereof. The Contractor agrees that breach of this provision shall constitute a fundamental breach of the Contract.

31. ADVERTISING

31.1 The Contractor shall not advertise or otherwise make public the fact that it is providing the Goods and ancillary Services to the OSCE. The Contractor shall not, in any manner whatsoever, use the name, emblem or official seal of the OSCE, or any abbreviation of the

name of the OSCE in connection with its business, advertising or other purpose.

32. PRIVILEGES AND IMMUNITIES

32.1 Nothing contained in or relating to the Contract shall be deemed a waiver, express or implied, of the privileges and immunities, which the OSCE enjoys.

33. FUNDING

33.1 This Contract shall become and remain effective only on the condition that the Secretary General of the OSCE issues a budget allotment or a provisional budget allotment in respect to the Goods to be provided under this Contract. In the event this is not or no longer the case in respect to the Goods to be provided hereunder, the OSCE shall without unreasonable delay notify the Contractor thereof. **Any continuation of the Contractor's performance of the Works under this Contract after so being notified by the OSCE shall be at the Contractor's risk and expense.**

34. INDEMNITY

34.1 The Contractor shall indemnify and hold harmless the OSCE and its employees from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, which the OSCE may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract.

Section VI – SPECIAL CONDITIONS OF CONTRACT (GOODS)

Note to Bidders: The provisions of Section IV, Special Conditions of Contract, of the Bidding Documents modify/ supplement those of the General Conditions of Contract included in Section III.

General Conditions of Contract		Amendment/Modification of relevant Article in the General Conditions of Contract
Article No.	Article Description	
5.1	Performance Security	The Performance Security is required: NO
6.1	Governing Language	The governing language of the Contract is English.
7.1	Duly Authorized Representatives of Parties	N/A
9.1	Packing	The following packing, marking, documentation and other requirements shall apply: Manufacturer packing will be sufficient.
10.1	Insurance	If not in accordance with INCOTERMS, insurance shall be as follows: The contractor will be responsible for insuring the goods during transportation until arrival at destination in OSCE.
11.1	Transportation	The responsibility for transportation of the Goods shall be as specified in the INCOTERMS. (DDU) If not in accordance with the INCOTERMS, responsibility for transportations shall be as follows: “The Contractor is required under the Contract to transport the Goods to a specified place of final destination, transport to such place of destination, including insurance and storage, as shall be specified in the Contract, shall be arranged by the Contractor, and related costs shall be included in the Contract Price”; or any other agreed upon trade terms. Contractor: The contractor is responsible for delivery of the goods. OSCE: OSCE are responsible for receipt of the goods and subsequent storage.
15.1	Incidental Services	Incidental services to be provided are: N/A
16.2	Warranty	3 yrs warranty must be provided for the 8 printers.
17.1	Payment	The method and conditions of payment to be made to the Contractor under this Contract shall be as follows: Electronic transfer within 30 days of receiving orders
17.4	Currency of Payment	Currency of payment is: Euro or BAM (If BAM converted at official OSCE rate for Nov. 06 which is 0.511292673.)
18.1	Price Adjustments	Prices shall be adjusted in accordance with the following: OSCE will accept no price escalation.