



Organization for Security and Co-operation in Europe

The Secretariat

Department of Management and Finance

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

REQUEST FOR PROPOSAL NO. 17/2005

PROVISION OF ARTISTIC, GRAPHIC DESIGN AND PRINTING SERVICES TO THE ORGANIZATION FOR SECURITY AND CO-OPERATION IN EUROPE(OSCE)

Minutes of Pre-Proposal Meeting Held on 20 September 2005

In accordance with the provisions of the RFP documents a pre-proposal meeting was held on September 20, 2005 in Vienna, Austria.

Presentation by Chief of Procurement and Contracting Unit (presentation materials are attached)

Mr. Michael Dethlefsen, Chief of Procurement and Contracting Unit of the OSCE Secretariat, opened the meeting by briefing the participants on the main objectives, scope of the services and requirements, details of evaluation methodology.

The participants were reminded that the OSCE will evaluate the proposals taking into account the following principles:

Lot I - Best Value for Money Principles. The bidders need to prove their qualifications, experience, capabilities to perform artistic, graphic design services. The OSCE is aiming to obtain the prices from the bidders which can be used for calculating the cost of individual requirement on the basis of contractually agreed rates. For this purpose the time based pricing is considered appropriate, e.g. hourly rates for different types of services.

Lot II - Lowest Evaluated Price Principles given the fact that the OSCE is looking for tangible output under this part of the tender, namely, printed materials. The bidders are requested to offer the rates as per the RFP documents.

It was also emphasized that the Secretariat total expenditure of approx. EUR250,000 for artistic design and printing services in 2004, is just an indication of the potential volume of business, which can vary dramatically depending on the OSCE operational requirements. The OSCE can not guarantee any level of the volume of the expected business under the proposed contract(s).

Presentation by Project Officer/Freedom of the Media (presentation materials are attached)

Mr. Christian Moeller, Project Officer/Freedom of the Media (FOM), made presentation on the scope of the regular requirements of this office. Mr. Moeller stressed that FOM has its corporate identity which are intended to be kept. Nevertheless, FOM would be open for design suggestions.

Recently the FOM work was connected with the OSCE Missions in ex-Soviet republics, thus, which constitute a number of requirements for jobs in the languages/fonts used in those countries.

Mainly FOM is issuing booklets (demonstrated at the meeting) and business cards (with OSCE and FOM logo).

Due to specifics of FOM activities the deadlines for completion of some jobs are short, and occasionally work over weekends would be required (approx. 4-6 weekends a year). The selected contractor(s) should be flexible in this respect. Normal work days shall be Monday – Friday.

Presentation by Acting Head/Press and Public Information Section

Mr. Keith Jinks, Acting Head/Press and Public Information Section, briefed the participants on the most common requirements by his section, such as the design and production of Annual Reports in book form. While PPIS requests its own printing jobs, it also acts as a service centre to the OSCE Missions, i.e. PPIS is in charge of co-ordination of printing requirements.

While co-ordinating work with the OSCE Missions, once a design is agreed on, usually for some time thereafter there are no or minimal changes to the design and text. The contractor might be asked to do many repeats of the same document. PPIS contact with the missions is frequent, and availability of and quick response by the contractor is very crucial given the effect of different time zones on PPIS activities.

Usually PPIS works with the six official OSCE languages. However, sometimes there is a need for some specific character sets, e.g. the ones of the Georgian language. In view of this the contractor(s) must be familiar and capable of working with different fonts, and to be able to detect major errors. Most of the work is carried out in English because although PPIS understands German it cannot be taken for granted in the missions and institutions .

Unlike FOM which has more flexibility, PPIS is more controlled on design/structure of print materials and dependant on political decisions from the OSCE participating states. Thus, PPIS is expected to have fairly narrowly prescribed design.

The participants were notified that the OSCE is using specific software agreed by Information Technology Section, which confines PPIS' work. Given this fact, the selected bidder should be able to match this software, as the OSCE is not in a position to change uniformity. This can often mean an older version than the bidder is using.

PPIS works with very late indications of changes, so the contractor is left with a short deadline to conclude the actual document. Thus, the contractor's capability to react rapidly is critical.

Questions & Answers:

Question: Will the contractor be required to do translation and editing of texts?

Answer: No. This work will be performed outside the proposed contract

Question: What would be usual format in which the documents are provided to the contractor?

Answer: Normally the documents are provided in PDF and/or MS Word formats. However, the contractor must be capable of working with different formats as specified in the RFP documents. Text is approved by FOM/OSCE, and provided in a MS Word document file.

Question: Is the OSCE Magazine printed in four colours for both languages (E and R)?

Answer: Yes.

Question: (i) What are the quantities for business cards in batches?
(ii) How will the prices apply when making orders?

Answer: (i) Each batch contains 100 copies. Thus, for 1-10 batches the quantities are 100 – 1.000 cards, for 11-20 batches the quantities are 1.100 – 2.000 cards, etc.
(ii) Example: for order of 200 cards unit rate for 1-10 batches will be used.

Mr. Dethlefsen thanked all for coming and asked the participants to send their requests for clarifications (if any) in writing and up to seven calendar days before the proposal submission deadline as specified in the RFP documents.