



**Organization for Security and Co-operation in Europe**  
**The Secretariat**  
**Department of Management and Finance**  
Kärntner Ring 5-7, A - 1010 Vienna, Austria

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Date: May 3, 2005

**Invitation to Bid**  
**ITB No. 09/2005**  
**Supply, Delivery and Installation of Memory Modules**

The Secretariat of Organization for Security and Co-Operation in Europe (hereinafter called "the OSCE") invites sealed bids from qualified suppliers for supply, delivery and installation of memory modules. The Bidding Documents include:

|             |                          |
|-------------|--------------------------|
| Section I   | Bid Submission Form      |
| Section II  | Schedule of Requirements |
| Section III | Price Schedule           |

Bids must be delivered to the OSCE 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 **May 24, 2005, 12:00 hrs (CET)** in a sealed envelope marked with "**Bid for Supply, Delivery and Installation of Memory Modules for the OSCE - ITB No. 09/2005 - Do Not Open Before May 24, 2005, 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 General Conditions of Contract (to be viewed on [www.osce.org/tenders/](http://www.osce.org/tenders/)) shall apply to any purchase order awarded as a result of this ITB.

The OSCE reserves the right to accept or reject any bid, and to annul, in whole or in part, or to suspend the process and reject all bids at any time prior to the award, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the reasons for the OSCE's action.

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 refrain from any telephone calls or personal visits.

**OSCE Secretariat**  
**Procurement and Contracting Unit**  
**Kärntner Ring 5-7, A-1010 Vienna, Austria**  
**Attn: Ms. Selma Sadovic, Senior Contracts Assistant**  
**Email: [selma.sadovic@osce.org](mailto:selma.sadovic@osce.org)**  
**Fax: + 43 1 514 36 567**