



Organization for Security and Co-operation in Europe

The Secretariat

Department of Management and Finance

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

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/) 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
Fax: + 43 1 514 36 567**