



**BIDDING DOCUMENTS FOR
THE SALE AND REMOVAL OF
SURPLUS EQUIPMENT
FROM THE OSCE MISSION IN KOSOVO**

No. OMIK/SALE OF ASSETS/AS/2008/02

29 APRIL 2008



ORGANIZATION FOR SECURITY AND CO-OPERATION IN EUROPE
MISSION IN KOSOVO

Invitation To Bid (ITB)
No. OMIK/SALE OF ASSETS /AS/2008/02

SALE AND REMOVAL OF SURPLUS EQUIPMENT
FROM THE OSCE MISSION IN KOSOVO

The OSCE Mission in Kosovo (hereinafter referred to as “the OSCE Entity”) invites sealed bids from qualified Purchasers for the sale and removal of its used equipment, including but not limited to IT and office equipment, deemed surplus to the OSCE Entity’s operations (hereinafter referred to as “the Assets”).

The Bidding Documents include:

- Section I: Bidding Instructions
- Section II: Bid Data Sheet
- Section III: Bid Submission Form
- Section IV: List of Assets for Sale

A complete set of Bidding Documents may be obtained by interested bidders by submitting a written request to the fax or e-mail address indicated below.

Fax: +381 38 249 984 or +381 38 240 711

E-mail: Procurement.omik@osce.org

Bids must be delivered to the office at the address given below on or before Wednesday 21 May 2008 13:00hrs Kosovo time in a sealed envelope marked with “**Bid for the Sale and Removal of Surplus Equipment from the OSCE Mission in Kosovo, ITB Ref. No. OMIK/SALE OF ASSETS/AS/2008/02 - Do Not Open Before 21 May 2008 13:15hrs**”. Bids sent by e-mail and/or fax will NOT be accepted. The bid price shall be quoted in Euro currency.

Assets are offered for sale as one (1) Lot. Bidders are therefore encouraged to submit an all-inclusive bid for *ALL* Assets listed under this Invitation. This notwithstanding, the OSCE reserves the right to withdraw any of the Assets prior to award, to award separate or multiple contracts for any portion or quantity of the Assets it may deem appropriate, in its sole discretion.

Bidders are advised to inspect the Assets prior to submitting bids.

The OSCE Entity 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 by e-mail only to Procurement.omik@osce.org and refrain from telephone calls or personal visits.

Procurement and Contractual Services Section
OSCE Mission in Kosovo, OSCE HQ, Prishtinë/Priština, Kosovo