



Organization for Security and Co-operation in Europe
The Secretariat
Procurement and Contracting Unit
Wallnerstrasse 6, A - 1010 Vienna

Date: 26 June 2008

Clarifications Note No. 1

Invitation to Bid – ITB 17/2008 Supply and Delivery of IT Hardware Equipment and Provision of Associated Services to the OSCE

In accordance with paragraphs 9.1 and 20.2 of the Instructions to Bidders, the OSCE would like to provide the following amendments to the bidding documents:

1) The deadline for receipt of bids for this tender is extended until Friday 18 July 12.00 CET.

2) The responsibility for the supplier with regards to customs clearance and warehousing costs in Kiev has been amended as detailed in Question 4 below.

In accordance with paragraph 8 “Clarification of Bidding Documents” of Section I, the OSCE would like to provide the following clarifications:

Question 1: Item 1: Personal Computer: Would a Russian Keyboard instead of a Ukrainian be acceptable?

Answer 1: No. Ukrainian keyboard is required.

Question 2: Items 4-6: Printer Copier: Are black & white or colour machines requested?

Answer 2: Black and white.

Question 3: Items 1 and 11
Which exact General Operating System is required? What is its functional appointment? With requirement there are for it? License or Open licence? Please advise which type of Microsoft Operating System should be quoted for bearing in mind that for compatibility reasons the operating system (OS) required with item 1 should be compatible with the operating system (OS) already in use with the project in Kiev.

Answer 3: For item 1, all desktops must contain a Microsoft official OEM licence which entitles the owner to run the Windows XP Professional (Russian) on the machine. The operating system should be pre-installed.
For item 11, these are Microsoft Licences for computers that were purchased under a previous project, so the hardware is already owned. In that case transferable 'System Builder' licences would be required. These additional licences should also be for Windows XP Professional (Russian).

Question 4: Please specify place of delivery to Kiev (e.g. CPT Airport, Door-Desk). Will the company awarded with the contract be solely responsible for shipping, exporting and customs clearance to Ukraine?

Answer 4: The place of delivery is Kiev, the precise location can be determined with the winning Bidder. For international shipments, the place of delivery should be a bonded warehouse which can hold the items whilst customs clearance takes place. If the Bidder has a preferred arrangement with a freight forwarding or warehousing company with facilities in Kiev then this may be nominated in their bid. Customs clearance and receipt of the tax exemption certificate from the Government of Ukraine requires submission of documents from both the OSCE (project registration) and the supplier (invoices) and will be undertaken by the OSCE or professional customs clearance agents. The costs of warehousing and customs clearance if agents are used will be either born directly by the OSCE or reimbursed to the supplier on the basis of actual costs incurred. The intention is then to load the items onto trucks for onward delivery to multiple locations around Ukraine. The supplier's responsibility is discharged upon receipt of customs clearance and loading onto trucks. For suppliers based in Ukraine, a suitable location for pick up may be nominated, which must be accessible by truck.

Question 5: Item 4+5+6: Should each specified product have printer, copier, scan and fax function and how about system options such as ADF, Finisher etc.

Answer 5: According to the technical specifications in the bidding documents, all three printer models should have printer, copier and scanning capabilities, whilst item 4 should also have fax function. Regarding other options such as ADF or Finisher, the technical specifications are minimum requirements and as such Bidders are entitled to offer items with equal or higher specifications as necessary.

Question 6: Will all goods have to be shipped at once or is there delivery and shipment plan/schedule?

Answer 6: All goods must arrive in Kiev within 28 days of the signature of the supply contract / purchase order. It is preferable that the shipment arrives in one lot, but not obligatory, as long as the entire shipment is together in one place by the delivery deadline.

Question 7: Personal Computer inc. Operating System - specified requirements are technically outdated:

- Intel CORE 2 DUO E6300 1.86 GHz - end of life (EOL)
- 40GB HDD- end of life (EOL)

Is it possible to revise/update the requirements of PCs?

Answer 7: The technical specifications are **minimum** requirements. As such Bidders are entitled to offer items with equal or higher specifications as necessary. Please note however that multiple alternatives are not accepted.

Question 8: Line 2 Monitors: Monitors of 17" are going to be phased-out models and the production of 17" Monitors will be discontinued in the near future. Can we offer 19" Monitors?

Answer 8: The technical specifications are **minimum** requirements. As such Bidders are entitled to offer items with equal or higher specifications as necessary. Please note however that multiple alternatives are not accepted.

Question 9: Who is the invoice recipient, OSCE in Austria or Kiev?

Answer 9: The invoice recipient should be the OSCE in Ukraine.

Question 10: Would a bid submitted electronically be acceptable?

Answer 10: Unfortunately we are not able to accept bids electronically; however the extension to the deadline should provide greater opportunity to submit bids from overseas.

Please note there are also further requests for clarification outstanding which will be answered in due course.