



## Organization for Security and Co-operation in Europe

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### **Request for Proposal No 18/2006-90250** **For the Provision of Emergency Medical Evacuation Insurance to the OSCE Worldwide**

Date: 12 July 2006

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The Secretariat of the Organization for Security and Co-operation in Europe (hereinafter referred to as “the OSCE”) invites sealed proposals from qualified companies (hereinafter referred to as “the Bidders”) for the provision of emergency medical evacuation insurance to the OSCE worldwide (hereinafter referred to as “the Services”), according to the requirements as defined in the Terms of Reference (hereinafter referred to as the “TOR”). The OSCE intends to enter into an OSCE-wide Corporate Window Contract having an aggregated duration of up to five years. The contract under consideration will be annually extendable for a period of one year, subject to satisfactory performance by the contractor and the issuance by the Secretary General of the OSCE of a budget allotment in respect to the Services to be provided hereunder.

The Bidding Documents include:

|              |                                   |
|--------------|-----------------------------------|
| Section I:   | Instructions to Bidders           |
| Section II:  | Bidding Data Sheet                |
| Section III: | Technical Proposal Standard Forms |
| Section IV:  | Financial Proposal Standard Forms |
| Section V:   | Terms of Reference (“TOR”)        |
| Section VI:  | Contract Form                     |

Proposals must be delivered to the OSCE to the address stated below on or before **16 August 2006, 12:00 h (CET)**.

The address for submitting Proposals is:

**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**

Proposals sent by fax or e-mail will not be accepted. The Services are expected to commence in January 2007.

Nothing in or relating to this Request for Proposal shall be deemed a waiver, expressed or implied, of any of the privileges and immunities of the OSCE. The OSCE reserves the right to accept or reject any Proposal, and to cancel, in whole or in part, or to suspend the solicitation process, or to reject all Proposals, at any time and without reason prior to the date of contract award.

Further information and the Bidding Documents can be obtained from the OSCE at the address below.

Please address your queries or comments in writing and kindly refrain from any personal visits or telephone calls.

A complete set of bidding documents may be obtained by interested bidders on the submission of written application to the address given below.

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