
Request for Proposal
No. 08/2010/CPA201344
THE PROVISION OF SECURITY GUARD SERVICES
FOR THE OSCE SECRETARIAT

The OSCE Secretariat (“the OSCE”) invites proposals (“Proposals”) from eligible and qualified companies (“the Bidders”) for the provision of Security Guard Services (“the Services”), according to the requirements as defined in the bidding documents (“the Bidding Documents”).

The Bidding Documents include:

Section I:	Instructions to Bidders
Section II:	Bidding Data Sheet
Section III:	Technical Proposal Forms
Section IV:	Financial Proposal Standard Forms
Section V:	Terms of Reference
Section VI:	General Conditions of Contract (Services)

It is expected that the aggregate duration of the proposed contract will be five (5) years. Throughout the term of the contract the OSCE does not guarantee any minimum level of business. Any orders placed against the contract shall be on an “as and when required” basis, and the OSCE shall be under no obligation to procure the Services exclusively from the selected contractor.

Proposals must be delivered to the below specified address on or before 16 July 2010 at 12.00 hours CET.

The OSCE Secretariat
Wallnerstraße 6
A-1010 Vienna, Austria

Proposals sent by email and facsimile will not be accepted. The prices shall be quoted in EURO.

The Services are expected to commence 22 November 2010.

The OSCE reserves the right to accept or reject any Proposal, and to annul, in whole or in part, or to suspend the bidding process and reject all Proposals at any time and without reason prior to award, without thereby incurring any liability to the affected Bidder or Bidders.

Potential bidders interested to receive a complete set of the Bidding Documents are kindly requested to contact the OSCE at the address indicated below.

For those companies having obtained the Bidding Documents, please kindly inform the OSCE at the address below on whether you intend to submit a Proposal or abstain from participation. In case of non-participation, please kindly specify the reason(s).

Please address your queries or questions in writing at the address given below and kindly refrain from any telephone calls or personal visits.

Procurement and Contracting Unit
Organization for Security and Co-operation in Europe
Wallnerstraße 6, A-1010 Vienna, Austria
Attn: Gerhild Kernberger, Procurement Assistant
Fax: + 43 1 514 36 6283
E-mail: gerhild.kernberger@osce.org