

**Invitation to Bid
No. 2308-2007****FOR THE PROVISION OF SMALL VOLUME REPAIR, MAINTENANCE,
CONSTRUCTION/RECONSTRUCTION WORKS FOR
OSCE MISSION TO GEORGIA**

The *OSCE Mission to Georgia* (hereinafter called “the OSCE Entity”) invites sealed bids (hereinafter referred to as “Bids”) from qualified and capable companies for the Provision of Small Volume Repair Maintenance, Construction/Reconstruction Works. The delivery/construction/contract period is *31.12.2007*. (*subject to extension upon satisfactory performance of the contractor*). The key qualification requirements include:

Key Technical Requirements:

- General information (Company name, requisites, profile, year established, number of staff employed, list of inventory).
- Company qualification record (including presentation, experience, CVs of personnel and company references).
- Licenses, certificate of origin/quality supporting the plumbing materials (European standards) to be submitted upon request.

Key Financial Requirements:

- Prices lists.
- Financial information on revenues for last three years (Similar contracts scale/volume during last three years).
- Tax department reference on no debt towards budget.
- Bank information.

Legal Requirements:

- A court resolution on registration (state registration document).
- A court reference on no bankruptcy, rehabilitation and re-organization/liquidation of company underway.
- An extract from the entrepreneurial register (state registration documents).
- A Tax payer certificate.
- A VAT payer certificate (If applicable) or a notice from the tax inspection that company isn't registered as VAT payer.

The Bidding Documents include:

Section I:	Instructions to Bidders;
Section II:	Bidding Data Sheet;
Section III:	Forms of Bid;
Section IV:	General Conditions of Contract (Works);
Section V:	Special Conditions of Contract (Works);
Section VI:	Specifications and Performance Requirements.

The Bidding Documents can be obtained by sending a request to: Tender-GE@osce.org

or at the address below:

63 Krtsanisi Street, OSCE Mission to Georgia, Procurement Unit.

Bids in **SEALED ENVELOPES** must be delivered to:

Tbilisi: 63 Krtsanisi Street, OSCE Mission to Georgia, General Services, Tender box.

on or before: **14 September 2007, 15:00 CET**

Bids sent by e-mail and fax will not be accepted.

The Bid prices shall be quoted in EUR.

Bids will be opened by internal committee without presence of Bidders' representatives.

The OSCE 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.

NB! All submission of applications - as well as participation throughout the Tender and final selection processes - does not require any kind of payment

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

Tender-GE@osce.org

Attn: Ms. Ketevan Albekioni