



Organization for Security and Co-operation in Europe

The Secretariat

Department of Management and Finance

Wallnerstrasse 6, A - 1010 Vienna, Austria

Date: February 15, 2008

Invitation to Bid No. 05/2008

Sale of Assets

The Secretariat of the Organization for Security and Co-operation in Europe (hereinafter called "the OSCE") invites bids from individuals and/or legal entities for the purpose of sale of various assets (hereinafter called "the Goods") as specified in the bidding documents (hereinafter called "the Bidding Documents").

In addition to this Invitation to Bid the Bidding Documents also include:

Section I: Bid Forms
Section II: Terms of Reference

Bids must be delivered at the below specified address, fax or email on or before **February 29, 2008, 12:00 hrs (CET)** marked with **"TTB No. 05/2008 – Sale of Assets - Do Not Open Except in Presence of Tender Opening Board"**.

Organization for Security and Co-operation in Europe (OSCE)
Secretariat

Attn: Procurement and Contracting Unit

Wallnerstrasse 6, A-1010 Vienna, Austria

Fax: + 43 1 514 36 6283

Email: tenders-at@osce.org

Partial bids submitted as the following complete lots will be accepted:

Lot 1 Fax Machines
Lot 2 Photocopiers
Lot 3 Rack/electric supply unit/distribution frame
Lot 4 UPS

You are invited to inspect the Goods at their location. The date of inspection visit shall be coordinated directly with the contact person named below who shall be contacted reasonably in advance in order to make necessary arrangements. Please note that inspection is optional and is not a pre-condition for participation in this bidding exercise.

Mrs. Naomi Guerrero
Phone: + 43 1 514 36 6703
Email: naomi.guerrero@osce.org

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.

A complete set of the Bidding Documents may be obtained by interested bidders on the submission of written application to the address given below. Please address all your queries or questions in writing at the address given below and kindly refrain from any telephone calls or personal visits.

OSCE Secretariat
Procurement and Contracting Unit
Wallnerstrasse 6, A-1010 Vienna, Austria
Attn: Ms. Mirjana Janic, Procurement Assistant
Email: mirjana.janic@osce.org