



Organization for Security and Co-operation in Europe

Date: April 25, 2007

Invitation to Bid
No. 07/2007/CPA110944
Supply and Delivery of Office Supplies and Stationery to the OSCE Secretariat
Located in Vienna, Austria

The Secretariat of the Organization for Security and Co-operation in Europe (hereinafter called "the OSCE") invites sealed bids from qualified companies for the supply and delivery of office supplies and stationery (hereinafter called "the Goods") to the OSCE Secretariat located in Vienna, Austria.

The objective of this tender is to obtain competitive bids and enter into a contract with the successful bidder. The OSCE will be issuing the individual Purchase Orders to the selected contractor on an "as and when required" basis that shall constitute the basis for the provision of the Goods by the contractor on the basis of the terms and conditions of the contract.

It is expected that the contract duration will be twelve (12) months from the date of contract signature with possibility of four (4) annual extensions. An aggregate duration of the contract placed as a result of this tender shall not exceed five (5) years. Throughout the term of the contract, the OSCE shall be under no obligation to buy any or all of the Goods specified in the bidding documents (hereinafter called "the Bidding Documents") from the contractor. The OSCE cannot confirm to the successful company any minimum level of business.

The Bidding Documents include:

- Section I: Instructions to Bidders
- Section II: Forms of Bid
- Section III: Form of Contract

Bids must be delivered to the office at the following address:

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

Bids must be delivered on or before **May 18, 2007, 12:00 hrs (CET)** in a sealed envelope marked with "**Bid for the Supply and Delivery of Office Supplies and Stationery to the OSCE Secretariat Located in Vienna, Austria - ITB No. 07/2007/CPA110944 - Do Not Open Except in Presence of Tender Opening Board**".

Bids sent by e-mail and fax will not be accepted. The bid prices shall be quoted in EURO.

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

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. 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
Kaerntner Ring 5-7, A-1010 Vienna, Austria
Attn: Ms. Gerhild Kernberger, Procurement Assistant
Email: gerhild.kernberger@osce.org
Fax: + 43 1 514 36 567