



Organization for Security and Co-operation in Europe

The Secretariat Procurement and Contracting Unit Kärntner Ring 5-7, A - 1010 Vienna

Date: April 4, 2006

Clarifications and Amendment No. 1

ITB 06/2006/CPA83089 - Provision of Promotional Items to the OSCE

The Organization for Security and Co-operation in Europe (the OSCE) has received the requests for clarifications from some potential bidders with regard to ITB No. 06/2006.

In accordance with paragraph 5 “Clarification of Bidding Documents” of Instructions to Bidders, the OSCE would like to provide the clarifications to the Bidding Documents as specified below:

Question 1:

The potential bidders requested the OSCE to specify (i) the quantities of promotional items to be purchased, and (ii) the required minimum quantities per item.

Answer to Question 1:

The potential bidders are kindly requested to note the provision contained in the Bidding Documents that states that the OSCE will be issuing the individual Purchase Orders to the selected contractor on an “as and when” required basis.

The OSCE cannot provide the indicative quantities for the items listed in the Bidding Documents. The quantities may vary significantly depending on the OSCE operational requirements. The OSCE cannot confirm to the successful company any minimum level of business. It is expected that the contract duration shall be twelve (12) months from the date of contract signature with possibility of two annual extensions.

Please note that the Bidding Documents do not establish the minimum quantity per order with an assumption that the potential bidders may have different minimum order thresholds per each item.

The bidders shall complete the Price and Delivery Schedule (Section II-D) by specifying the prices as per the quantity options which the bidders can offer. The Bidding Documents do not establish any limitations on the number of such options.

Question 2:

Potential bidder has requested whether the OSCE requires the bidders to submit the bids only for the items specified in the Bidding Documents or the bidders can also provide their catalogues.

Answer to Question 2:

The bidders are required to submit their bids against all items specified in the Bidding Documents. Since the Form of Contract contained in the Bidding Documents provide for the possibility of expanding the scope of contract throughout the term of the proposed contract, the bidders are also encouraged to submit the catalogues covering other promotional products offered by the bidder. The submission of such catalogues for other promotional items is optional.

Question 3:

Potential bidder has requested whether the unit prices shall include the screening and moulding costs and the costs for print of logo.

Answer to Question 3:

The quoted prices shall cover all expenses.

Question 4:

Potential bidder has requested to specify the colours of print of the OSCE logo.

Answer to Question 4:

The colours of the OSCE logo shall be as per samples shown in the Bidding Documents (Section II-C).

Amendment to the Bidding Documents:

In accordance with the paragraph 6 “Amendments to the Bidding Documents” the OSCE would like to notify potential bidders of amendment made into sub-paragraph 23.2 of Section I.

The text of this sub-paragraph shall be read as follows:

The OSCE will compare the prices offered in the Bids, which have been determined to be substantially responsive as a result of preliminary examination and technical evaluation, with a view to select the Bidder whose Bid offering the economically most advantageous Bid on the basis of quality and value for money. For the comparison purpose the OSCE will apply the evaluation weightings assigned to the items as specified in the Price and Delivery Schedule.

The amended text supersedes the previous text of the mentioned sub-paragraph.