



Organization for Security and Co-operation in Europe

The Secretariat

Procurement and Contracting Unit

Wallnerstrasse 6, A - 1010 Vienna

Clarifications Note No. 1

Date: 8 July 2010

RFP No. 06/2010, THE PROVISION OF PRINTING SERVICES TO THE OSCE

The Organization for Security and Co-operation in Europe (“the OSCE”) has received requests for clarification from potential bidders. In accordance with Article 8 “Clarification of RFP Documents” of Section I “Instructions to Bidders” the OSCE would like to provide the following clarifications:

Question 1: Page numbers in the Appendices 1 and 4, some are not technically feasible (ie. not divisible by 4).

Answer 1: Please quote the following number of pages:

Annex 1

- 64
- 92 (not 90)
- 116
- 140 (not 142)
- 200

Annex 4

- 80
- 104 (not 105)
- 132 (not 130)
- 156 (not 155)
- 180
- 200

Question 2: Terms of Reference (TOR) and Annex 4 prices are requested for: option 1; 4 page cover and option 2; 8 page cover. This is not reflected in the price schedule.

Answer 2: Please offer option 1 only, cover 4 pages.

Question 3: TOR and Annex 4 (Cover-Paper); 250g and 300g as option 2. This is not reflected in the TOR.

Answer 3: Please offer both 250g and 300g as per annex (excel sheet).

Question 4: Digital/Offset Print: In the price schedule the request is for: 200-500 copies digital print. It is less expensive to offer 500 copies in offset print.

Answer 4: Please offer both offset and digital, as per annex (excel sheet).

Question 5: Annex 3, Handbook Number of Pages : “Cover 8 pages = 4 pages title +42 pages back”. Please clarify?

Answer 5: Please offer regular 4 page cover, printed on 4 pages (both inside and outside).