



**Organization for Security and Co-operation in Europe**

**The Secretariat**

**Department of Management and Finance**

Kärntner Ring 5-7, A - 1010 Vienna, Austria

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**REQUEST FOR PROPOSAL NO. 03/2007/CPA91468**

**PROVISION OF SERVICES RELATED TO THE RELOCATION OF THE OSCE**

**SECRETARIAT WITHIN VIENNA, AUSTRIA**

**Minutes of Pre-Proposal Meeting/Site Visits held on 12 March 2007**

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In accordance with the provisions of the Request for Proposal ("RFP") documents a pre-Proposal Meeting with Site Visits was held on 12 March 2007 in Vienna, Austria.

Presentation by Deputy Director of Mission Support/OSCE Project Director

Mr. Philip Hatton, Deputy Director of Mission Support, gave a short introduction and elaborated on the Terms of Reference (please see Power Point presentation attached).

I. Current situation

With the expansion of the OSCE, the decision was made in 2002 to upgrade its offices in Kaerntner Ring 5-7 from a 'Ringstrassen Shopping Mall' to a building more adequate for the organization with a more modern office environment. The Austrian Government agreed to the rebuilding and refurbishment of the building in Wallnerstrasse 6. The building, constructed in the 16<sup>th</sup> Century, shows a mix of styles, from historical to modern.

II. Main objective

The current expectation is that the OSCE will take ownership of the WNS premises on 20 November 2007. It is expected that in December 2007 the OSCE will be relocating its Secretariat Headquarters from Kaerntnerringhof (KRH) to Wallnerstrasse (WNS). The OSCE is looking for a duly qualified and experienced contractor for the provision of services related to the relocation of the OSCE Secretariat to its new premises at Wallnerstrasse.

This relocation will involve the following main four (4) specific tasks:

1. Project Management
2. Design of Office Space
3. Provision of new furnishing
4. Physical office move

**IMPORTANT:** a single Project Manager is to be appointed with responsibility to ensure the delivery of the full range of tasks as given in the RFP Documents.

Indicative Time Line:

- 16 April 2006 – Deadline for submission of Proposals
- End April/May 2007: Selection of preferred provider
- Start of planning process, commence work date to be agreed
- 20 November 2007: OSCE scheduled to take ownership of WNS premises
- 8 – 16 December 2007 (9 days maximum, but shorter if possible): Physical office move

An indicative budget of the OSCE's expenditures related to these tasks was also presented in order to provide a broad financial context against which Proposals could be prepared. This was done in order to avoid potential contractors preparing, and the OSCE receiving, submissions containing unrealistically higher or lower Financial Proposals which would have little likelihood of being accepted by the OSCE.

#### Presentation by Chief, Procurement and Contracting

Mr. Michael Dethlefsen, Chief of Procurement and Contracting of the OSCE Secretariat, briefed the participants on the bidding process, evaluation methodology and contract award procedures (please see Power Point presentation attached).

The participants were reminded that the Bidders are expected to examine all instructions, forms, terms, and specifications in the RFP Documents. Failure to furnish all information required by the RFP Documents may result in the rejection of their Proposals.

Evaluation process in three (3) phases:

a) Preliminary Examination: This phase is intended to ensure that the administrative requirements have been met (including the proper completion of all necessary forms).

b) Technical Evaluation: Proposal should address all four Tasks as specified in Section IV of the Terms of Reference (min. pass mark 75% out of 100% for each and any task).

Special emphasis is made to Point 6.2 (iv) in Section I of the RFP Documents. A substantive and detailed description of the proposed work plan, methodology and technical specifications and other documentation describing the proposed solution for performing the Services and demonstrating substantial responsiveness to the requirements specified in the Terms of Reference. The reply/response should be structured in respect to the detailed tasks and the outcomes the OSCE is looking for.

c) Financial Evaluation: It should be taken into consideration that the OSCE will also look into a long-term supply contract for providing office furniture also in future years in addition to the one-off requirement as part of the relocation exercise in November/December 2007. In respect to Task C and in view of establishing a long-term contract for the supply and delivery of office furniture, Bidders are requested to indicate in their Proposals the discount levels against their catalogue prices or general prices, taking into account inflation, etc.

Only proposals demonstrating substantial responsiveness to the requirements in the bidding documents will be allowed for financial evaluation. The bidders were also reminded to comply with all other requirements in the bidding documents such as submission of proposals by the established deadline. Late proposals cannot be accepted.

#### Guided Tours

The meeting was followed with guided tours headed by Mr. Uli Schmid and Mr. Harald Passler. The participants were shown the new OSCE premises in Wallnerstrasse and the current OSCE premises at the Kaerntner Ring to get an overview of the site and current furniture/equipment.

#### Questions & Answers at Pre-Proposal Meeting

Question: How will amendments to the bidding documents be communicated?

Answer: *All amendments and clarifications will be published on the OSCE web-site at <http://www.osce.org/tenders>. The amendments will be legally binding on the Bidders. Bidders are advised to regularly visit the OSCE web-site to view any*

*amendments made to the RFP Documents or Clarifications published.  
Bidders may request a clarification up to seven (7) calendar days (i.e. 9 April 2007 latest) before the deadline for the receipt of Proposals by the OSCE.*

Question: Is the legal form of 'Arbeitsgemeinschaft' permissible?

Answer: This question is currently being investigated and the answer shall be posted in due course to the OSCE web-site referred to above.

Question: You do not need a legal founded company?

Answer: *Whatever joint venture mechanism is used (eg. whether through a company association or contract among the partners), the requirements at Section I, 6.2(viii) must be complied with. Please note that however the joint venture is formed, a copy of the joint venture agreement must be submitted with the Proposal.*

Question: Would it be acceptable to split the Proposals?

Answer: *No. Proposals cannot be split. They have to be submitted by one partner only. Bidders can sub-contract, but please note that – according to the Bidding Documents – certain details related to your proposed sub-contractors must be included in your Proposal.  
Any Proposal including sub-contracting will be evaluated on compliance with the requirements specified in the RFP Documents.*

Question: SECTION III-B Breakdown of Costs: TASK A. Project Management shows Unit of Measure. Is it possible to use a different form of measurement?

Answer: *You can use your own form of measurement as long as it provides the OSCE with information on the aggregate costs as total consideration of the services to be provided in respect to each and any task.*

Question: SECTION III-B Breakdown of Costs: TASK B. Design of Office Space shows a footnote. Does it not refer to TASK C?

Answer: *Yes. The footnote refers to TASK C. Provision of Furnishings.*

Question: Is it possible to split up the Breakdown of Costs into sub-sections?

Answer: *The Breakdown of Costs can be split up in your own form. Bidders can be flexible to amend, as long as corresponds to the proposal, as long as the total costs as total consideration can be verified.  
Bidders may have a different categorization of cost components. This is acceptable as long as the tasks are stipulated.*

Question: With regards to the time schedule 8 – 16 December 2007 (max. 9 days), should the physical move take place during weekends? The costs are higher during weekends than weekdays.

Answer: *9 days is the absolute maximum. Any shorter time is of course acceptable to the OSCE. There is a link between time and budget. It has to be within the given budget line.*

Question: Is it possible to obtain the planning documents in AutoCAD format?

Answer: *Yes. Floor Plans in AutoCAD format on CD can be obtained from the OSCE (Ms. Kernberger) upon request.*

Question: When is the final decision expected?

Answer: *A final decision is expected to be reached by end April/May 2007.*

Question: Can detailed information with regards to the layout of office space and existing furniture be provided?

Answer: *Any additional information that is reasonably required may be provided. Please address all your questions in writing. The site visit will provide additional information on style and format.*

Question: How many lifts will be available for the move?

Answer: *For the removal the following elevators will be available:*

**Kaerntner Ring:**

*1.) During working hours (09:00h – 18:00h)*

***Elevator # 9: Floors: up to 7<sup>th</sup>. Rear access Mahlerstrasse and parking garage, 1500 kg capacity, dimensions: Inside dim.  $L \times W \times H = 215 \times 140 \times 220$  cm  
Door dim. =  $W \times H = 110 \times 210$  cm***

***Elevator # 4: Floors: up to 9<sup>th</sup>. Front access Ringstrasse, 1800 kg capacity, dimensions: Inside dim. =  $L \times W \times H = 190 \times 150 \times 220$  cm  
2 x Door (front and side) dim. =  $W \times H = 110 \times 210$  cm***

*2.) After working hours and on weekends*

***Elevator # 1 (or #2 or #3): Floors: up to 7<sup>th</sup>. Front access Ringstrasse, 1800 kg capacity, dimensions: Inside dim. =  $L \times W \times H = 184 \times 165 \times 220$  cm  
Door dim. =  $W \times H = 110 \times 210$  cm***

*Note: Elevators # 1 - 4 require special inside protection . #1 -3 have glass walls.*

**Wallnerstrasse:**

***Elevator # 1: Cabin dim.: 110x140cm, Door: 90x210cm, capacity: 630 kg***

***Elevator # 2: Cabin dim.: 110x210cm, Door: 90x210cm, capacity: 1025 kg (cargo)***

***Elevator #3: Cabin dim.: 110x140cm, Door: 90x210cm, capacity: 630 kg***