



Organization for Security and Co-operation in Europe
Project Co-ordinator in Uzbekistan

Date: 3 March 2008

Request for Proposal

No. UZB/01/2008

**THE PROVISION OF TRAVEL AND EVENT MANAGEMENT SERVICES
FOR OSCE PROJECT CO-ORDINATOR IN UZBEKISTAN**

The OSCE Project Co-ordinator in Uzbekistan (“the OSCE”) invites proposals (“Proposals”) from eligible and qualified companies (“the Bidders”) for the provision of conference facilities, related equipment, meals, accommodation, and transportation of the participants throughout Uzbekistan (“the Services”), according to the requirements as defined in the bidding documents (“the Bidding Documents”).

The Bidding Documents include:

Section I: Instructions to Bidders (to be viewed at www.osce.org/tenders)
Section II: Bidding Data Sheet
Section III: Technical Proposal Forms
Section IV: Financial Proposal Forms
Section V: Terms of Reference

It is expected that the duration of the proposed contract will be 12 calendar months with possibility of annual extensions. An aggregate duration of the contract placed as a result of this tender shall not exceed 36 calendar months. Throughout the term of the contract the OSCE does not guarantee any minimum level of business and shall be under no obligation to use the Services exclusively from the selected contractor.

Proposals must be delivered to the following address on or before: 20 March 2008

4th floor, 12B, Afrosiyob street, 100015, Tashkent, Uzbekistan

Proposals submitted by e-mail and facsimile will not be accepted.

The prices shall be quoted in EURO.

The Services are expected to commence on 1 May 2008.

The OSCE reserves the right to accept or reject any proposal, and to annul, in whole or in part, or to suspend the bidding process and to reject all Proposals, at any time and without reason prior to award, without thereby incurring any liability to the affected Bidder or Bidders.

Information on RFP No. UZB/01/2008 can be viewed at www.osce.org/tenders.

Potential bidders interested to receive a complete set of the Bidding Documents are kindly requested to contact the OSCE at the address indicated below.

For those companies having obtained the Bidding Documents, please kindly inform the OSCE at the address below on whether you intend to submit a Proposal or abstain from participation. In case of non-participation, please kindly specify the reason(s).

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