



**ORGANIZATION FOR SECURITY AND CO-OPERATION IN EUROPE  
PROJECT CO-ORDINATOR IN UZBEKISTAN**

**REQUEST FOR QUOTATION (RFQ) No UZB\_02/2010**

**Publication of OSCE Posters**



**ORGANIZATION FOR SECURITY AND CO-OPERATION IN EUROPE  
PROJECT CO-ORDINATOR IN UZBEKISTAN**

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To: All interested bidders

Fax No: (99871) 140 04 66/67

From: OSCE Project Co-ordinator in Uzbekistan

No of Pages: 7 pages

RFQ No: UZB\_02/ 2010 (Please quote in all correspondence)

Subject: **Publication of OSCE Posters**

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**REQUEST FOR QUOTATION (RFQ) No UZB\_02/2010**

Dear Sir/Madam:

1. The **OSCE Project Co-ordinator in Uzbekistan** (hereinafter called “the OSCE”) invites you to submit your quotation for **Publication of OSCE Posters** (hereinafter called “the Services”) as specified in this Request for Quotation and Attachments hereto (hereinafter called “the RFQ Documents”).
2. Your quotation shall be addressed and submitted to the OSCE Project Co-ordinator in Uzbekistan either by email: [tenders-UZ@osce.org](mailto:tenders-UZ@osce.org) or fax: +998 71 140 04 66/67 on or before **8 April 2010 14:00 hrs (GMT+5)**.
3. Any quotation received by the OSCE after the deadline for receipt of quotations prescribed by the OSCE pursuant to paragraph 2 above will be rejected.
4. Your quotation and all correspondence shall be made in **English or in Russian**.
5. Your quotation shall be prepared in accordance with the following instructions:
  - (i) Your quotation shall contain the duly completed parts of Section I “Quotation Forms”. Failure to complete and sign these sections may result in the rejection of your quotation;
  - (ii) In preparing the quotation, you shall take into account the requirements and conditions outlined in the RFQ Documents. The quotation shall follow the standard forms contained in Section I “Quotation Forms” of the RFQ Documents. The price shall cover all costs for performing the Services including but not limited to remuneration for staff, reimbursable expenses, transportation, equipment and materials, insurance, surveys, etc. If appropriate, these costs should be broken down by activity;
  - (iii) All prices shall be quoted in **Uzbek sums**;
  - (iv) All prices shall be quoted excluding taxes;
  - (v) Your quotation shall be valid for the period of **30 calendars days** past the deadline for receipt of quotations;
  - (vii) Your quotation shall bear the RFQ Reference Number and Title indicated above.

6. Prior to the detailed evaluation, the OSCE will examine the received quotations to determine whether they are complete, whether the documents have been properly signed, and whether the quotations are generally in order. The OSCE may waive any minor informality, nonconformity, or irregularity in a quotation which does not constitute a material deviation, reservation or omission. If a quotation is not substantially responsive, it will be rejected by the OSCE and may not subsequently be made responsive by correction of the nonconformity.

7. The OSCE will apply the below described evaluation methodology:

Least Cost Selection:

The quotations will be evaluated on the basis of their responsiveness to the technical requirements contained in the RFQ Documents by applying “fail/comply” evaluation criteria specified below.

A quotation shall be rejected at this stage if it fails to meet any or several requirements indicated below.

**Administrative requirements**

- Submission of duly completed forms
- Certificates

**Technical requirements**

- Publication product - A1 format posters, 70x100 cm
- Paper type - Matt enamel-paper
- Paper density - 300 gr/sq.m
- Colour 4+0
- Need-by-date: 15 days after approval of pre-print versions.

The quotations that complied with the above described requirements will be evaluated further and award will be made to the company whose quotation is the lowest priced one.

8. During evaluation of the quotations, the OSCE may, at its discretion, ask you for a clarification of your quotation. The request for clarification and the response shall be in writing, and no change in the prices (except for correction of arithmetical errors) or substance of the quotation shall be sought, offered, or permitted. Failure by you to timely and duly respond to a request for clarification may result in the rejection of your quotation.

9. Unless superseded in specific aspects by the requirements specified by the OSCE in the RFQ Documents, the OSCE General Conditions of Contract applicable for the type and nature of the contract under consideration (to be viewed at <http://www.osce.org/tenders>) shall apply to any contract/purchase order awarded as a result of this RFQ.

10. The OSCE reserves the right to accept or reject any quotation, and to annul, in whole or in part, or to suspend the process and reject all quotations at any time prior to the award, without thereby incurring any liability to the affected company or companies or any obligation to inform the affected company or companies of the reasons for the OSCE's action.

11. Nothing in or relating to this RFQ shall be deemed a waiver, expressed or implied, of any of the privileges and immunities of the OSCE.

12. Please note that the OSCE will not notify unsuccessful company(ies).

13. Please address all your queries or questions in writing at the address given below and kindly refrain from any telephone calls or personal visits.

Mr. Malik Nurmatov  
Email: Malik.Nurmatov@osce.org  
OSCE Project Coordinator in Uzbekistan  
12B, Afrosiyob str, 100015, Tashkent, Uzbekistan

Yours sincerely

Attachments:

Section I “Quotation Forms”