



**BIDDING DOCUMENTS FOR
THE SUPPLY, DELIVERY AND INSTALLATION OF
CANON PHOTOCOPIERS
TO THE
OSCE MISSION IN KOSOVO**

No. OMIK/PHOTOCOPY/AS/2005/03

IMPORTANT NOTE!

BIDDERS MUST REFRAIN FROM ALTERING ANY CONTENT OF THE ORIGINAL OSCE INVITATION To Bid (ITB) DOCUMENTS RECEIVED FROM THE OSCE. ANY ASPECT OF THEIR BID THAT CONFLICTS WITH, DEVIATES FROM, OR IS IN ADDITION TO THE OSCE INVITATION To Bid DOCUMENT TERMS AND CONDITIONS, MUST BE LISTED SEPERATELY IN THE BIDDER'S BID, CLEARLY HIGHLIGHTED. ANY SUCH INFORMATION THAT IS NOT CLEARLY MARKED AND IS SUBSEQUENTLY OVERSIGHTED BY THE OSCE DURING Bid EVALUATION AND CONTRACT AWARD, SHALL BE DEEMED INVALID AND BY DEFAULT THE BIDDER SHALL BE HELD TO THE OSCE INVITATION To Bid DOCUMENT TERMS AND CONDITIONS IN ANY CONTRACT AWARDED!

13 JUNE 2005



ORGANIZATION FOR SECURITY AND CO-OPERATION IN EUROPE MISSION IN KOSOVO

Invitation To Bid (ITB) No. OMIK/PHOTOCOPY/AS/2005/03

SUPPLY, DELIVERY AND INSTALLATION OF CANON PHOTOCOPIERS TO THE OSCE MISSION IN KOSOVO

The OSCE Mission in Kosovo (hereinafter called “the OSCE Entity”) invites sealed bids from qualified Suppliers for the supply, delivery and installation of Canon Photocopiers:

The Bidding Documents include:

- Section I: Bidding Instructions
- Section II: Bid Data Sheet
- Section III: General Conditions of Contract (Goods)
- Section IV: Forms of Bid
- Section V: Schedule of Requirements
- Section VI: Bill of Quantities

A complete set of Bidding Documents may be obtained by interested bidders from:
artan.sanaja@osce.org

Bids must be delivered to the office at the address given below in a sealed envelope and/or by email to artan.sanaja@osce.org on or before 13 July 2005, 12:00 noon, CET marked with **“Bid for the Supply, Delivery and Installation of Canon Photocopiers, ref. OMIK/PHOTOCOPY/AS/2005/03 - Do Not Open Before 13 July 2005, 12:00 noon, CET”**. Bids sent by e-mail will be accepted. The bid prices shall be quoted in Euros.

Partial bids will not be accepted.

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

Please address all your queries or questions by email only to artan.sanaja@osce.org and refrain from any telephone calls or personal visits.

Ms. Daniela Leinen
A/Chief, Procurement and Contractual Services Section
OSCE Mission in Kosovo, OSCE HQ, Prishtinë/Priština, Kosovo-UNMIK