



**BIDDING DOCUMENTS FOR  
THE SUPPLY AND DELIVERY OF IT HARDWARE, SOFTWARE,  
ACCESSORIES AND CONSUMABLES  
TO THE  
OSCE MISSION IN KOSOVO**

**No. OMIK/AS/IT4/2005/01**

**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!**

**21 MARCH 2005**



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

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**Invitation To Bid (ITB)  
No. OMIK/AS/IT4/2005/01**

**SUPPLY AND DELIVERY OF IT HARDWARE, SOFTWARE, ACCESSORIES AND CONSUMABLES 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 and delivery of IT Hardware, Software, Accessories and Consumables:

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, consisting of Lot 1, Lot 2, Lot 3, Lot 4, Lot 5, Lot 6

A complete set of Bidding Documents may be obtained by interested bidders from:  
[artan.sanaja@osce.org](mailto: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](mailto:artan.sanaja@osce.org) on or before 20 April 2005, 12:00 noon, CET marked with “**Bid for the Supply and Delivery of IT Hardware, Software, Accessories and Consumables, ref. OMIK/AS/IT4/2005/01 - Do Not Open Before 20 April 2005, 12:00 noon, CET**”. Bids sent by e-mail will be accepted. The bid prices shall be quoted in Euros.

Partial bids will be accepted. The OSCE Entity reserves the right to award complete and partial contracts at the same prices quoted by the bidder.

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](mailto: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