



Organization for Security and Co-operation in Europe

Date: 21 August 2006

Request for Proposal No. 23/2006/CPA91486 **Provision of Artistic and Graphic Design Services to the OSCE**

The Organization for Security and Co-operation in Europe (hereinafter referred to as “the OSCE”) invites sealed Proposals from qualified companies (hereinafter referred to as “the Bidders”) for the provision of artistic and graphic design services (hereinafter referred to as “the Services”) to the OSCE offices located in Vienna, Austria, according to the requirements as defined in the Request for Proposal Documents (hereinafter referred to as “the RFP Documents”).

The RFP Documents include:

Section I:	Information to Bidders
Section II:	Proposal Standard Forms
Section III:	Terms of Reference

The contract(s) under consideration (hereinafter referred to as “the Contract”) shall be bound by the OSCE General Conditions for Service Contracts to be viewed at www.osce.org/tenders. The duration of the Contract(s) will be for a period of one year with a possibility of four annual extensions up to a maximum aggregate duration of five (5) consecutive years. The OSCE will be issuing the individual Purchase Orders to the selected contractor(s) on an “as and when” required and non-exclusive basis that shall constitute the basis for the provision of the Services by the contractor in accordance with the terms and conditions of the Contract(s). The OSCE cannot confirm to the contractor(s) any minimum level of business.

Proposals must be delivered to the OSCE to the address stated below on or before **22 September 2006 at 12:00 hrs (CET)**. The address for the submission of Proposals is:

Organization for Security and Co-operation in Europe (OSCE)
Secretariat
Attn: Central Records and Documents Management Section
Kaerntner Ring 5-7
A-1010 Vienna, Austria

Proposals sent by fax or e-mail will not be accepted.

Bidders interested to participate in this solicitation are required to regularly visit the OSCE website (www.osce.org/tenders) to view any amendment made to the RFP Documents. **The amendments will be binding for all Bidders.** The OSCE will assume no responsibility for any Bidder’s non-familiarity with any amendment issued pursuant to any provision in the RFP Documents.

Nothing in or relating to this Request for Proposal shall be deemed a waiver, expressed or implied, of any of the privileges and immunities of the OSCE. The OSCE reserves the right to accept or reject any Proposal, and to cancel, in whole or in part, or to suspend the solicitation process, or to reject all Proposals, at any time and without reason nor liability prior to the date of award of the Contract(s).

A complete set of the RFP Documents may be obtained by interested bidders on the submission of written application to the address given below. Please address your queries or comments in writing and kindly refrain from any personal visits or telephone calls.

OSCE Secretariat
Procurement and Contracting Unit
Kärntner Ring 5-7, A-1010 Vienna, Austria
Attn: Mirjana Janic, Procurement Assistant
Email: mirjana.janic@osce.org
Fax: + 43 1 514 36 567