



**Organization for Security and Co-operation in Europe  
MISSION IN KOSOVO**

---

**Request for Proposal (RFP)  
OMIK/VEHICLE MAINTENANCE/AS/2007/04  
For the Provision of Vehicle Maintenance Services For the OSCE Mission in Kosovo**

---

The OSCE Mission in Kosovo (hereinafter referred to as “the OSCE”) invites sealed proposals (hereinafter referred to as “Proposal(s)”) from eligible and qualified companies (hereinafter referred to as “the Bidders”) for Provision of Vehicle Maintenance Services (hereinafter referred to as “the Services”), according to the requirements as defined in the documents (hereinafter referred to as “the Bidding Documents”) attached hereto.

The Bidding Documents include:

Section I:	Instructions to Bidders
Section II:	Bidding Data Sheet
Section III:	Technical Proposal Standard Forms
Section IV:	Financial Proposal Standard Forms
Section V:	Terms of Reference (“TOR”)
Section VI:	General Conditions of Contract (Services) (to be viewed at <a href="http://www.osce.org/tenders/">http://www.osce.org/tenders/</a> )

Proposals must be delivered to the OSCE to address given below in a sealed envelope on or before 12:00hrs CET, 30 July 2007.

A Technical Proposal and a Financial Proposal shall be submitted in two separate, sealed envelopes, clearly marked as such. In addition, the envelope for the Financial Proposal should have a warning note **“FINANCIAL PROPOSAL: DO NOT OPEN WITH TECHNICAL PROPOSAL”** printed on it. The Technical Proposal shall not include any financial information. Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and clearly marked with **“Proposal for the Provision of Vehicle Maintenance Services for OSCE Mission in Kosovo, RFP No. OMIK/VEHICLE MAINTENANCE/AS/2007/04 - Do Not Open Before 30 July 2007 12:00hrs”**.

Proposals sent by facsimile or e-mail will not be accepted. The prices shall be quoted in EURO.

Partial bids submitted for a complete range of services per vehicle make shall be accepted.

All Proposals shall be accompanied by a Bid Security of EUR 6,000.00

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.

Please address your queries or comments in writing and kindly refrain from any personal visits or telephone calls.

OSCE Mission in Kosovo  
Procurement and Contractual Services Section  
OSCE HQ, Prishtinë/Priština, Kosovo-UNMIK  
Email [procurement.omik@osce.org](mailto:procurement.omik@osce.org)  
Fax: + 381 (0)38 249 984