



## Organization for Security and Co-operation in Europe

The Secretariat

Department of Management and Finance

Palais Palfy - Wallnerstrasse 6, A - 1010 Vienna, Austria

Date: 04 April, 2008

### Invitation to Bid

No. 10/2008

### Provision of Checkpoint Software Subscription to the OSCE

The Secretariat of the Organization for Security and Co-operation in Europe (hereinafter called "the OSCE") invites sealed bids from qualified companies for the provision of Checkpoint Software Subscription ("the Products").

The OSCE will be issuing the individual Purchase Order to the selected contractor on a one-off basis.

The OSCE cannot confirm to the successful company any minimum level of business and reserves the right to purchase the Products from other companies. Any Purchase Order placed as a result of this ITB shall be bound by the OSCE General Conditions of Purchase Agreement, which can be viewed at <http://www.osce.org/tenders>.

The Bidding Documents include:

Section I: Instructions to Bidders  
Section II: Forms of Bid

Bids must be delivered on or before **15 April 2008, 12:00 hrs (CET)** either by post to the following address in a sealed envelope marked with "**Bid for Provision of Checkpoint Software Subscription to the OSCE - ITB No. 10/2008 - Do Not Open Before 15 April 2008, 12:00 hrs (CET)**":

**OSCE Secretariat  
Procurement & Contracting Unit  
Palais Palfy - Wallnerstrasse 6  
1010 Vienna – Austria**

Or be sent by email clearly marked with "**Bid for ITB No. 10/2008**" in the subject field to the following email address: [\*\*tenders-at@osce.org\*\*](mailto:tenders-at@osce.org)

The bid prices shall be quoted in EURO or USD. Partial bids will not be accepted.

The OSCE 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 in writing at the address given below and refrain from any telephone calls or personal visits.

**OSCE Secretariat  
Procurement and Contracting Unit  
Palais Palfy - Wallnerstrasse 6, A-1010 Vienna, Austria  
Attn: Mrs. Khawla Farah, Senior Procurement Assistant  
Email: [khawla.farah@osce.org](mailto:khawla.farah@osce.org)  
Fax: + 43 1 514 36 6667**