



**Organization for Security and Co-operation in Europe
Project Coordinator in Ukraine**

**Request for Proposal No UKR/02/2009
For Design, Production and Placement of Audiovisual Production within
the framework of the State Voter Register Awareness Campaign
For the OSCE Project Coordinator in Ukraine**

Date: 30 April 2009

The OSCE Project Coordinator in Ukraine (hereinafter referred to as “the OSCE”) invites sealed proposals (hereinafter referred to as “Proposal(s)”) from eligible and qualified companies (commercial company or NGO or consortium, hereinafter referred to as “the Bidders”) for design, production and placement of audiovisual production within the framework of the State Voter Register Awareness Campaign (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 (to be viewed at http://www.osce.org/tenders/)
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 http://www.osce.org/tenders/)

Proposals must be delivered to the OSCE to the following address on or before 15 May 2009 at 16:00 pm (Local time in Kyiv):

Ms. Tetyana Husar,
Senior Finance Assistant
OSCE Project Coordinator in Ukraine
16, Striletska Str.
01034, Kyiv, Ukraine

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

The prices shall be quoted in EURO.

The Services are expected to commence on 01 June 2009, although the OSCE reserves the right to shift the date to later terms.

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:

Ms. Ludmila Alekseenko, Procurement Officer
16, Striletska Str.
01034, Kyiv, Ukraine
Fax: + 380 (44) 492 03 83
E-mail: Ludmila.Alekseenko@osce.org