



**BIDDING DOCUMENTS FOR  
THE SUPPLY, DELIVERY AND INSTALLATION  
OF COMPLETE ACCESS FLOORING AND  
INTEGRAL AIR-CONDITIONING SYSTEM  
FOR THE COMPUTER SERVER ROOM  
OF THE  
OSCE MISSION IN KOSOVO**

**No. ESS/SERVER ROOM/GS/2005/01**

**06 OCTOBER 2005**



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

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**Invitation To Bid (ITB)**  
**No. ESS/SERVER ROOM/GS/2005/01**  
**SUPPLY AND INSTALLATION OF COMPUTER SERVER ROOM**  
**FLOORING AND AIR-CONDITIONING SYSTEM**  
**TO THE**  
**OSCE MISSION IN KOSOVO**

The OSCE Mission in Kosovo (hereinafter called “the OSCE Entity”) invites sealed bids from qualified Companies for the supply, delivery and installation of a **Complete Access (Raised) Floor and Integral Air-conditioning System for the Server Room** at the OSCE Mission in Kosovo Headquarters in Prishtinë/Priština.

**1. Bidding Documents:** A complete set of Tender Documentation including Materials’ Specification and Scope of Work may be obtained by interested bidders by contacting the OSCE Procurement and Contractual Services Section (PCSS) on the fax numbers or e-mail address indicated below.

Fax: +381 (0)38 249 984 or +381 (0)38 500 188

E-mail: [Procurement.omik@osce.org](mailto:Procurement.omik@osce.org)

**2. Site Visit:** Should Bidders intend to submit an offer, a MANDATORY site visit is scheduled on Wednesday, 19 October 2005, at 10:00am at the OSCE Headquarters.

**3. OSCE Contact:** Bidders may address technical questions related to this tender to Mr. Benny Keith Adkins, Chief, OSCE Building Management Services. He can be contacted during normal working hours via telephone: + 381 (0)38 500 162 Ext. 443, fax: + 381 38 500 188 or  
E-mail: [Benny.Adkins@osce.org](mailto:Benny.Adkins@osce.org)

**4. Submission of Bids:** Bids must be delivered to the office at the address given below on or before Wednesday 26 October 2005 13:00hrs Kosovo time in a sealed envelope marked with “**Bid for the Supply and Installation of Flooring and Air-conditioning System to the OSCE Mission in Kosovo, ITB Ref. No. ESS/SERVER ROOM/GS/2005/01 - Do Not Open Before 26 October 2005 13:15hrs**”.

The address of the OSCE Entity for submission (in person or courier) of Bids is  
OSCE Mission in Kosovo HQ, Visitor Room/Tender Box, 10000 Prishtinë/Priština, Kosovo-UNMIK.  
Bids are to be placed in the Tender Box in the Visitors Room of the Reception Area on the ground floor. Bids sent by e-mail and/or fax will NOT be accepted. The bid prices shall be quoted in Euros.

**5. OSCE Rights:** 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 queries or questions regarding this Invitation to Bid by e-mail only to [Procurement.omik@osce.org](mailto:Procurement.omik@osce.org) and refrain from any telephone calls or personal visits.

Chief  
Procurement and Contractual Services Section  
OSCE Mission in Kosovo, OSCE HQ, Prishtinë/Priština, Kosovo-UNMIK