



Organization for Security and Co-operation in Europe

Date: March 28, 2006

Invitation to Bid No. 06/2006/CPA83089 Provision of Promotional Items to the OSCE

The Secretariat of the Organization for Security and Co-operation in Europe (hereinafter called "the OSCE") invites sealed bids from qualified Contractors for the provision of promotional items (hereinafter called "the Goods").

The objective of this tender is to obtain competitive bids and enter into a corporate window contract with the successful bidder. The OSCE will be issuing the individual Purchase Orders to the selected contractor on an "as and when" required and non-exclusive basis that shall constitute the basis for the provision of the Goods by the contractor on the basis of the terms and conditions of the corporate window contract.

It is expected that the contract duration shall be twelve (12) months from the date of contract signature with possibility of two annual extensions. An aggregate duration of the contract placed as a result of this tender shall not exceed three (3) years. Throughout the term of the contract, the OSCE shall be under no obligation to buy any or all of the Goods specified in the bidding documents (hereinafter called "the Bidding Documents") from the contractor. The OSCE cannot confirm to the successful company any minimum level of business and reserves the right to purchase the Goods from other companies at any time during the contract duration.

The Bidding Documents include:

- Section I: Instructions to Bidders
- Section II: Forms of Bid
- Section III: Form of Contract

Bids must be delivered to the office at the following address:

**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**

Bids must be delivered on or before **April 24, 2006, 12:00 hrs (CET)** in a sealed envelope marked with "**Bid for the Provision of Promotional Materials to the OSCE - ITB No. 06/2006/CPA83089 - Do Not Open Before April 24, 2006, 12:00 hrs (CET)**". Bids sent by e-mail and fax will not be accepted. The bid prices shall be quoted in EURO.

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.

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

**OSCE Secretariat
Procurement and Contracting Unit
Kärntner Ring 5-7, A-1010 Vienna, Austria
Attn: Ms. Gerhild Kernberger, Procurement Assistant
Email: gerhild.kernberger@osce.org
Fax: + 43 1 514 36 567**