



# OSCE

## Office for Democratic Institutions and Human Rights

PR NO: N/A  
DATE: 12.08.2009  
FROM: ODIHR  
PAGES: 2 incl. this cover and 5 pages of Annex I.

**SUBJECT: Video Spot for “Early Education of Roma and Sinti children”**

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### REQUEST FOR QUOTATION (RFQ)

Dear Sir/Madam,

1. The Office for Democratic Institutions and Human Rights (hereinafter called “the ODIHR”) invites you to submit your quotation for *Preparing Video Spot “Early Education of Roma and Sinti children”*.
2. Detailed requirements are described in Terms of Reference (Annex I)
3. Your quotation should be addressed and submitted to Małgorzata Grabowska, email: [malgorzata.grabowska@odihr.pl](mailto:malgorzata.grabowska@odihr.pl) on or before 31 August 2009.
4. Your quotation should be in accordance with the following instructions:
  - (i) All price(s) shall be quoted in the EURO currency.
  - (ii) All price(s) shall be quoted excluding taxes;
  - (iii) Your quotation shall be valid for the period of 90 calendars days.
5. The administrative examination and evaluation of offers received will in material aspects follow the OSCE’s Instructions to Bidders specified at <http://www.osce.org/tenders>. Contract award will be made to the company whose quotation is determined substantially responsive to the requirements of the OSCE and whose quotation contains the lowest evaluated price(s).
6. Unless superseded in specific aspects by the requirements specified by the OSCE in Section II, Technical Specifications and Requirements, the OSCE General Conditions of Contract applicable for the type and nature of the contract under consideration (to be viewed at <http://www.osce.org/tenders>) shall apply to any contract/purchase order awarded as a result of this RFQ.
7. The OSCE reserves the right to accept or reject any quotation, and to annul, in whole or in part, or to suspend the process and reject all quotations at any time prior to the award, without thereby incurring any liability to the affected company or companies or any obligation to inform the affected company or companies of the reasons for the OSCE’s action.
8. Nothing in or relating to this RFQ shall be deemed a waiver, expressed or implied, of any of the privileges and immunities of the OSCE.
9. Please note that the OSCE will not notify unsuccessful company(ies).



**OSCE**  
**Office for Democratic Institutions and Human Rights**

10. Please address all your queries or questions in writing to: [Roma@odihr.pl](mailto:Roma@odihr.pl) with copy to [malgorzata.grabowska@odihr.pl](mailto:malgorzata.grabowska@odihr.pl)

Yours sincerely,  
Małgorzata Grabowska

Procurement Assistant  
Office for Democratic Institutions and Human Rights (ODIHR)