



INVITATION TO BID (ITB)
ALB/003/2005



Organization for Security and Co-operation in Europe

OSCE Presence in Albania

DATE: 11 July 2005

FROM: OSCE Presence in Albania
Ms. Mira Vevecka, Procurement Assistant
Fund Administration Unit

PAGES: 8 incl. this cover page

SUBJECT: Invitation to Bid for the below items:

- 1-Digital Conference System
- 2-Dictation Transcription Device
- 3-Conference Recorder Set
- 4-Transcription Device

Invitation to Bid (ITB) No. ALB/003/2005

Dear Sir/Madam,

1. The OSCE Presence in Albania (hereinafter called "the OSCE") invites you to submit your bid for provision of **Digital Conference System, Dictation Transcription Device, Conference Recorder Set, Transcription Device** as specified in Annexes A and B.

2. The OSCE Presence in Albania is planning to procure **Digital Conference System, Dictation Transcription Device, Conference Recorder Set, Transcription Device.**

The OSCE reserves the right to increase or decrease the quantity of items without any change of unit price.

3. You must bid for all the items under this ITB. Bids will be evaluated for all the items together and contract will be awarded to the firm offering the lowest evaluated total price of all the items.

4. Bids must be delivered on or before **25 July 2005, 17:00 hrs local time** in a sealed envelope marked with **"Bid for supply and delivery of Digital Conference System, Dictation Transcription Device, Conference Recorder Set, Transcription Device – ITB ALB/003/2005" – Do Not Open before 26 July 2005, 10:00 hrs local time.**

5. Bids must be delivered to the OSCE at the following address:

OSCE Presence in Albania
Rruga Donika Kastrioti, Villa 6, Tirana
Attn. Ms. Mira Vevecka, Procurement Assistant

6. Bids sent by E-mail at the following address **tenders-at@osce.org** will be accepted

7. Your bid should be made in English

8. Your bid should be submitted as per the following instructions.

(i) Please provide information as specified in the Schedule of Requirements (Annex A) in preparing your bid.

(ii) Prices quoted shall be according to the current edition of INCOTERMS published by the International Chamber of Commerce, Paris as per the following options:

- OPTION ONE: EXW (specify location)
- OPTION TWO: CIP Tirana, Albania

(iii) Prices shall be quoted in EUR and as per the Price Schedule (Annex B).

(iv) Prices shall be quoted excluding taxes.

(v) Your bid shall be valid for a period of 90 days from the deadline for receipt of quotations.

(vi) The country of origin of the offered goods shall be specified.

(vii) Your bid shall bear the ITB Reference Number and Title.

9. Bids determined to be substantially responsive to the requirements specified in this ITB will be evaluated by comparison of their prices.

10. The OSCE General Conditions of Contract (to be viewed on www.osce.org/tenders/ shall apply to any contract/purchase order awarded as a result of this ITB.

11. 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 bids at any time prior to the award, without thereby incurring any liability to the affected firm or firms or any obligation to inform the affected firm or firms of the reasons for the OSCE's action.

12. Nothing in or relating to this ITB shall be deemed a waiver, expressed or implied, of any of the privileges and immunities of the OSCE.

13. Please note that the OSCE will not notify the unsuccessful firms.

Annexes: Annex A “Schedule of Requirements”
 Annex B “Price Schedule”

Sincerely yours,

Ms. Mira Vevecka
Procurement Assistant
Fund Administration Unit, OSCE Presence in Albania

Annex A “Schedule of Requirements”

Technical specifications

1.Digital Conference System(DCS)

No	Description	Quantity
1	Central Panel Unit with PC control facilities	1
2	Chairman Unit	1
3	Chairman Microphone Stem Unit	1
4	Member Unit	24
5	Member Microphone System Unit	24
6	Cable For Conections Beetwen Conference Equipments 5m	7
7	Digital Conference System SW compatible with windows 2000 or XP professional.	1
8	System Installation SW	1
9	Microphone Management SW	1
10	Synoptic Microphone Control SW	1
11	Voting SW compatible with windows 2000 or XP professional.	1
12	Members Data Base SW compatible with windows 2000 or XP professional.	1
13	Data Distribution Board & Voting Display	1
14	Preamplifier	1
15	Amplifier 240W	1
16	Feedback Suppressor	1
17	Loudspeaker	4
18	Indoor Color Camera & 2.8-10mm Lense	1
19	Indoor Autodome Color Camera	2
20	Video Matrix	1
21	Full Function Keyboard Speed Joystick with 30 feet cable	1
22	14” Color Monitor	2
23	Camera Control SW PC-Control	1
24	Digital video/audio recorder Including Recorder SW	1
25	PC For Operator Including Recorder SW	1
26	19”RACK 2HU ,Glass Door	1

2. Dictation Transcription Device PHILIPS 730T or similar model with adequate function and specifications for the following benefits:

Quantity 6

- All information at a glance with visual workflow display
- Record important telephone conversations with built-in telephone recording option
- Scan and display all information with auto rewind scan
- Fast return to the beginning of the tape with auto rewind
- Quick access to the start of the next job with search forward and skip functions
- LCD tape counter shows information stored on the cassette

Package Content

Package 730T (for transcription) contents:

- Executive Desktop 730
- Earphones 234
- Foot Control 210
- Power Supply 155

Package 730D (for dictation) contents:

- Executive Desktop 730
- Mini Cassette 005 (30 min)
- Microphone 276
- Power Supply 155

Technical Data

- Weight: 1150 grams
- Dimensions: 135 x 232 x 50 mm
- Acoustic frequency response: 200 - 6,000 Hz
- Output power: > 600 mW
- Earphones socket
- Foot Control socket
- Microphone socket
- Power Supply socket

3. Conference Recorder Set 732 PHILIPS or similar model with adequate function and specifications for the following benefits:

Quantity 1

- Allows recording of important meetings without losing a single word

- Two ready-wired desktops for fast and easy installation and immediate use
- Automatic Switching alternately between two machines
- Save valuable recordings with record protection
- All information at a glance with visual workflow display

Package Content

- 2 x Desktop 730
- 2 x Power Supply 155
- 1 Connecting Cable
- 1 Control Cable
- 2 x Conference Lapel Microphone (suitable for up to 16 participants)
- 10 x Mini Cassette 005

Technical Data

- Size of hard case: 53 x 42 x 11 cm
- Weight of hard case (incl. content): 5.5 kg
- Cable length:
- from desktop to microphone: 10 m
- from microphone to microphone: 1.5 m
- No. of microphones (2 included): max. 5
- Optimal recording distance: average 2.5 m per microphone
- Recommended no. of participants:

4. Transcription Device **SANYO TRC 8080** or similar model with adequate function and specifications for the following benefits:

Quantity 6

- Uses Standard Cassettes
- Solenoid Transport Controls
- Automatic Cue Tone Index Search
- Three-position foot control
- High-speed erase
- Adjustable playback speed
- Variable backspacing
- End-of-tape warning
- Accessories Include AC Adaptor,

Foot Control, and Headset
Specifications

Erasing System	DC Erase
Tape Speed	4.75cm/Sec
Fast Fwd. and Rewind Time	110 Sec. (C-60 Tape)
Wow and Flutter	0.2% WRMS
Frequency Response	200-10,000Hz

S/N Ratio	36dB
Output Power	1000mW (max.)
Power Source	AC Local Voltage
Loudspeaker	2.6" Dia
Terminals	Earphone Jack, Foot Switch
Jack, External DC Jack	
Dimensions (WxHxD)	10.8" x 2.2" x 6.5"
Weight	2.5 lbs.

Schedule of Requirements	
Requirement	Information required (to be completed by the invited firm)
<u>Acceptance of the OSCE General Conditions of Contract.</u> <i>Please confirm acceptance.</i>	
<u>Delivery schedule.</u> The goods should be delivered within 30 days from the date of contract/purchase order signature. <i>Please specify the offered delivery period in calendar days from the date of order.</i>	
<u>Warranty.</u> The goods should be covered by manufacturer's warranty for at least 12 months from the date of delivery to the final destination. <i>Please specify the warranty period and terms in detail.</i>	
<u>After-sales service.</u> The after-sales facilities should be available in the country where the goods will be used. <i>Please provide the details of after-sales service covering the offered goods, and specify name and address of company that shall provide the services in Albania.</i>	

Signature: _____

Date: 11.07.2005

Annex B “Price Schedule”

Option One: EXW (specify location)

Price Schedule (to be completed by the invited firm)			
Item	Unit Price <i>EUR</i>	Quantity	Total Price <i>EUR</i>

NOTE: Please indicate the price separately of each line marked as OPTIONAL in Annex A.

Signature: _____

Date: 11.07.2005

Option Two: CIP Tirana, Albania

Price Schedule (to be completed by the invited firm)			
Item	Unit Price <i>EUR</i>	Quantity	Total Price <i>EUR</i>

NOTE: Please indicate the price separately of each line marked as OPTIONAL in Annex A.

Signature: _____

Date: 11.07.2005