



REQUEST FOR QUOTATION (RFQ)



ORGANIZATION FOR SECURITY AND CO-OPERATION IN EUROPE
ОРГАНИЗАЦИЯ ПО БЕЗОПАСНОСТИ И СОТРУДНИЧЕСТВУ В ЕВРОПЕ

OSCE PROJECT COORDINATOR IN UZBEKISTAN
КООРДИНАТОР ПРОЕКТОВ ОБСЕ В УЗБЕКИСТАНЕ

PR NO: N/A

DATE: 21.08.2008

FROM: OSCE Project Coordinator in Uzbekistan

TO: All interested suppliers

PAGES: 3 incl. this cover page

SUBJECT: **Provision of copy machines**

REQUEST FOR QUOTATION (RFQ) No. UZB_13/2008

Dear Sir/Madam,

1. The OSCE Project Coordinator in Uzbekistan (hereinafter called “the OSCE”) invites you to submit your price quotation for **provision of copy machines**, as specified in Annexes A and B.
2. *You must quote for all the items under this RFQ. Price quotations 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.*
3. Your quotation should be addressed and submitted to: *OSCE Project Coordinator in Uzbekistan* either by email: tenders-UZ@osce.org or fax: +998 71 140 04 66.
4. Your quotation should be made in English or Russian Language.
5. The deadline for receipt of quotations is: **27 August 2008, 17:00 hrs** (GMT+5).
6. Your quotation should be submitted as per the following instructions.
 - (i) Please provide information as specified in the Schedule of Requirements (Annex A) in preparing your quotation.
 - (ii) Prices shall be quoted in **EUR** and as per the Price Schedule (Annex B). Prices in other currencies will be converted to EUR at OSCE Exchange rate for August 2008.
 - (iii) Prices shall be quoted excluding taxes.

(iv) Prices quoted shall be **CIP Tashkent** according to the current edition of INCOTERMS published by the International Chamber of Commerce, Paris

(v) Your quotation shall be valid for a period of **two weeks** from the deadline for receipt of quotations.

(vi) Your quotation shall bear the RFQ Reference Number and Title.

7. Quotations determined to be substantially responsive to the requirements specified in this RFQ will be evaluated by comparison of their prices.
8. 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 RFQ.
9. 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 firm or firms or any obligation to inform the affected firm or firms of the reasons for the OSCE's action.
10. 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.
11. Please note that the OSCE will not notify the unsuccessful firms.
12. For any queries please contact me

Best regards,

Malik Nurmatov

Asset Management Assistant

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OSCE Project Coordinator in Uzbekistan

Annex A "Schedule of Requirements"

Annex B "Price Schedule"