



Organization for Security and Co-operation in Europe

Request for Proposal No 19/2006/CPA91133 for the Provision of Transport and Warehouse Insurance to the OSCE

Date: 8 August 2006

The Secretariat of the Organization for Security and Co-operation in Europe (hereinafter referred to as “the OSCE”) invites sealed proposals from qualified companies (hereinafter referred to as “the Bidders”) for the Provision of Transport and Warehouse Insurance (hereinafter referred to as “the Services”), according to the requirements as defined in the Terms of Reference (hereinafter referred to as the “TOR”). The OSCE intends to enter into an OSCE-wide Corporate Window Contract having an aggregated duration of up to five years. The contract under consideration will be annually extendable for a period of one year, subject to satisfactory performance by the contractor and the issuance by the Secretary General of the OSCE of a budget allotment in respect to the Services to be provided hereunder.

The Bidding Documents include:

Section I:	Instructions to Bidders
Section II:	Bidding Data Sheet
Section III:	Technical Proposal Standard Forms
Section IV:	Financial Proposal Standard Forms
Section V:	Terms of Reference (“TOR”)
Section VI:	Form of Contract

Proposals must be delivered to the OSCE to the address stated below on or before **1 September 2006, 12:00 hours (CET)**.

The address for submitting Proposals is:

**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**

Proposals sent by fax or e-mail will not be accepted.

The Services are expected to commence in January 2007.

Nothing in or relating to this Request for Proposal shall be deemed a waiver, expressed or implied, of any of the privileges and immunities of the OSCE. The OSCE reserves the right to accept or reject any Proposal, and to cancel, in whole or in part, or to suspend the solicitation process, or to reject all Proposals, at any time and without reason prior to the date of contract award.

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

**OSCE Secretariat
Procurement and Contracting Unit
Kärntner Ring 5-7, A-1010 Vienna, Austria
Attn: Ms. Gerhild Kernberger, Procurement Assistant
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