



**REQUEST FOR PROPOSAL (RFP) DOCUMENTS FOR  
THE SUPPLY, DELIVERY, INSTALLATION AND TRAINING IN USE OF THE  
PUBLIC INFORMATION DISPLAY AND MANAGEMENT SYSTEM  
FOR THE  
OSCE MISSION IN KOSOVO**

**No. OMIK/PUBLIC INFO DISPLAY/GS/2008/01**

**11 FEBRUARY 2008**



**ORGANIZATION FOR SECURITY AND CO-OPERATION IN EUROPE**  
**MISSION IN KOSOVO**

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**Request for Proposal (RFP)**

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**SUPPLY, DELIVERY, INSTALLATION AND TRAINING IN USE OF THE  
PUBLIC INFORMATION DISPLAY AND MANAGEMENT SYSTEM FOR  
THE OSCE MISSION IN KOSOVO**

The OSCE Mission in Kosovo (hereinafter referred to as “the OSCE Entity”) invites sealed proposals from eligible and qualified companies (hereinafter referred to as “the Bidders”) for the **Supply, Delivery, Installation and Training in Use of a Public Information Display and Management System** (hereinafter referred to as “the Services”), according to the requirements as defined in the Statement of Requirement (hereinafter referred to as the “Statement of Requirement” and/or “SOR”) attached hereto.

The RFP Documents include:

- Section I: Information to Bidders
- Section II: Data Sheet
- Section III: Technical Proposal Standard Forms
- Section IV: Financial Proposal Standard Forms
- Section V: Statement of Requirement (SOR)
- Section VI: OSCE General Conditions of Contract

A complete set of RFP Documents may be obtained by interested parties by submitting a written request to the fax or e-mail address indicated below.

Fax: +381 38 249 984 or +381 38 240 711

E-mail: [Procurement.omik@osce.org](mailto:Procurement.omik@osce.org)

A Technical Proposal and a Financial Proposal shall be submitted in two separate, sealed envelopes, clearly marked as such. In addition, the envelope for the Financial Proposal should have a warning note **“FINANCIAL PROPOSAL: DO NOT OPEN WITH TECHNICAL PROPOSAL”** printed on it. The Technical Proposal shall not include any financial information. Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and clearly marked with **“Proposal for the Supply, Delivery, Installation and Training in Use of a Public Information Display System for the OSCE Mission in Kosovo, RFP No. OMIK/PUBLIC INFO DISPLAY/GS/2008/01 - Do Not Open Before 25 February 2008 13:15hrs”**. Bidders wishing to submit their proposals by e-mail shall send a formal request to that effect, subject to approval by the OSCE Entity. The proposed prices shall be quoted in Euro currency.

**Complete “turn-key solution” Proposals will be considered ONLY.**

The OSCE Entity reserves the right to accept or reject any Proposal, and to annul, in whole or in part, or to suspend the solicitation process and reject all Proposals at any time and without reason prior to award, without thereby incurring any liability to the affected Bidder(s).

Please address all your queries or questions by fax or e-mail only to [Procurement.omik@osce.org](mailto:Procurement.omik@osce.org) and refrain from any telephone calls or personal visits.

Procurement and Contractual Services Section  
OSCE Mission in Kosovo, OSCE HQ, Prishtinë/Priština, Kosovo