



Organization for Security and Co-operation in Europe

Date: November 21, 2006

Invitation to Bid

No. 28/2006

Supply and Delivery of Light Motor Vehicles and Provision of Related Services to the OSCE

The Secretariat of the Organization for Security and Co-operation in Europe (hereinafter called “the OSCE”) invites sealed bids from qualified suppliers for the supply and delivery of light motor vehicles, accessories and service parts (hereinafter called “the Goods”) and the provision of related services (hereinafter called “the Related Services”).

The objective of this tender is to obtain competitive bids and enter into corporate window contract(s) with the successful bidder(s).

The OSCE Secretariat located in Vienna and/or the OSCE missions/institutions will be issuing the individual Purchase Orders to the selected supplier(s) on an “as and when” required basis that shall constitute the basis for the supply and delivery of the Goods and/or the provision of Related Services by the supplier(s) to the locations specified in such Purchase Orders on the basis of the terms and conditions of the corporate window contract(s).

It is expected that the contract duration shall be twelve (12) months from the date of contract signature with possibility of four (4) annual extensions. An aggregate duration of the contract placed as a result of this tender shall not exceed five (5) years. Throughout the term of the contract, the OSCE shall be under no obligation to buy any or all of the Goods specified in the bidding documents (hereinafter called “the Bidding Documents”) from the contractor.

The Bidding Documents include:

- Section I: Instructions to Bidders
- Section II: Forms of Bid
- Section III: Form of Contract

Bids must be delivered to the office at the following address:

**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**

Bids must be delivered on or before **December 19, 2006, 12:00 hrs (CET)** in a sealed envelope marked with “**Bid for the Supply and Delivery of Light Motor Vehicles and Provision of Related Services to the OSCE - ITB No. 28/2006 - Do Not Open Except in Presence of Tender Opening Board**”.

Bids sent by e-mail and fax will not be accepted. The bid prices shall be quoted in EURO.

Partial bids submitted as the following complete lots will be accepted.

- Lot 1: Light On/Off Road, 4x4 Station Wagon or SUV**
- Lot 2: City Vehicle, 4x2 Station Wagon**
- Lot 3: Representation Vehicle, 4x2 Sedan**
- Lot 4: Transporter Cargo Van**
- Lot 5: Transporter Minibus**

Based on historical data, the OSCE procures about 100 - 120 vehicles annually. The actual vehicle categories required vary by region based on the operational requirements.

Please note that this is an indicative quantity which can vary significantly depending on the OSCE operational requirements. The OSCE cannot confirm to the successful company any minimum level of business and reserves the right to purchase the vehicles, accessories and service parts from other companies at any time during the contract duration.

The OSCE reserves the right to accept or reject any Bid, and to annul, in whole or in part, or to suspend the bidding process and reject all Bids at any time and without reason prior to award, without thereby incurring any liability to the affected Bidder or Bidders.

A complete set of bidding documents may be obtained by interested bidders on the submission of written application to the address given below.

Please address all your queries or questions in writing at the address given below and kindly refrain from any telephone calls or personal visits.

OSCE Secretariat
Procurement and Contracting Unit
Kärntner Ring 5-7, A-1010 Vienna, Austria
Attn: Mrs. Selma Bukvic-Sadovic, Senior Contracts Assistant
Email: selma.bukvic-sadovic@osce.org
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