



**OFFICE FOR DEMOCRATIC INSTITUTIONS AND HUMAN RIGHTS
ELECTION OBSERVATION MISSION TO GEORGIA**

No of Page(s): 5 pages

OSCE Ref: 14.04.2010

Subject: Accommodation of OSCE/ODIHR Short Term Observers in Tbilisi

REQUEST FOR QUOTATION (RFQ) No 14042010

Dear Sir/Madam:

1. The OSCE/ODIHR Election Observation Mission to Georgia (hereinafter called “the OSCE/ODIHR”) invites you to submit your quotation for Accommodation of OSCE/ODIHR Short Term Observers in Tbilisi in period from 25 May 2010 to 2 June 2010, as specified in Sections I and II hereto.

2. Your quotation should be addressed and submitted to procurement@odihr.ge on or before 19 April 2010 18:00 CET

3. You must submit your quotation for all lots in respect to this RFQ.

4. Your quotation should be in accordance with the following instructions:

(i) Your quotation should contain the duly completed part(s) of Section I, Quotation Submission Form, and Section II, Technical Specifications and Schedule of Requirements. Failure to complete and sign these sections may result in the rejection of your quotation;

(ii) All price(s) quoted shall be made on the basis of the delivery terms required by the OSCE, as specified in Section II;

(iii) All price(s) shall be quoted in the currency accepted by the OSCE, as specified in Section II, Technical Specifications and Schedule of Requirements Form;

(iv) All price(s) shall be quoted including taxes;

(v) Your quotation shall be valid for the period of 30 calendar days past the deadline for receipt of quotations as specified by the OSCE in Section I, Quotation Submission Form;

(vi) Your quotation must bear the OSCE Ref No indicated above

(vii) Your quotation should be submitted in PDF format ONLY

5 The administrative examination and evaluation of quotations received will in material aspects follow the OSCE’s Instructions to Bidders specified at <http://www.osce.org/tenders>. Contract award will be made to the company whose quotation is determined substantially responsive to the requirements of the OSCE and whose quotation contains the lowest evaluated price(s).

6. Unless superseded in specific aspects by the requirements specified by the OSCE in Section II, Technical Specifications and Requirements, the OSCE General Conditions of Contract applicable for the type and nature of the contract under consideration (to be viewed at <http://www.osce.org/tenders>) shall apply to any contract/purchase order awarded as a result of this RFQ.

7. 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 company or companies or any obligation to inform the affected company or companies of the reasons for the OSCE's action.

8. 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.

9. Please note that the OSCE will not notify unsuccessful company(ies).

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

Yours sincerely

Damir Malbasic
Procurement and Contracts Coordinator, OSCE/ODIHR, Tbilisi, Georgia
Damir.Malbasic@odihr.ge

Attachments:

Section I, Quotation Submission Form
Section II, Technical Specifications and Requirements.

Section I – Quotation Submission Form

Notes to Bidders: It is mandatory that the Bidder duly completes and signs this Quotation Submission Form, or alternatively, ensures that its contents are duly copied onto its standard corporate quotation form. Please also note that the Bidder is requested to duly complete the relevant part(s) of Section II, Technical Specifications and Schedule of Requirements and to attach it as an integral part of its quotation.

The Bidder shall fill in Technical Specifications and Schedule of Requirements form in accordance with the instructions indicated.

On (i) Compliance: the Bidder is requested to provide an item-by-item commentary on the OSCE's Technical Specifications and Requirements, demonstrating to the OSCE that its offered Good/Services are substantially responsive to those specifications and requirements. Any deviation or exception to these specifications and requirements should be clearly indicated here.

On (ii) Unit Price: The Bidder should offer unit prices on the basis of the delivery terms specified by the OSCE in Section II, Technical Specifications and Requirements.

Date [*Bidder to insert date*]

OSCE Ref No 14042010

To: [*please insert name and address of entity of the OSCE*]

Dear Sir/Madam:

Having examined your Request for Quotation and any addenda thereof, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver [*please describe the goods and services*], in conformity with your RFQ documents.

We undertake, if our quotation is accepted, to supply and deliver the goods in accordance with the delivery schedule specified in Section II of your RFQ Documents, Technical Specifications and Requirements.

We agree to abide by this quotation for a period of validity of [*please insert number*] calendar days past the deadline for the receipt of quotations. Our quotation shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept the lowest or any quotation you may receive.

We certify and confirm that we comply with the eligibility requirements stated in Instructions to Bidders.

[*Bidder to insert name and signature of duly authorized representative*]

Section II - TECHNICAL SPECIFICATIONS AND REQUIREMENTS

| | Needs Description/Requirement | OSCE Requirements (required certifications, technical standards) | (i) Compliance (Yes/No)/Number of rooms available | (ii) Price in EUR/per person (including VAT) |
|---|---|---|---|--|
| 1 | Hotel room(s): Date(s) of arrival: 25-27 May 2010 (possible early check-in on 26 and 27 May at approx. 03:00 – 05:00 am) Date of departure: 28 May 2010 | <ul style="list-style-type: none"> • Single, with bathroom | | |
| | | <ul style="list-style-type: none"> • Twin (two separated beds), with bathroom | | |
| | Hotel room(s): Date of arrival: June 1, 2010 (possible early check-in approx. 12:00-14:00 hrs) Date of Departure: June 2 and/or 3, 2010 (possible late check-out 17:00-24:00 hrs) | <ul style="list-style-type: none"> • Single, with bathroom | | |
| | | <ul style="list-style-type: none"> • Twin (two separated beds), with bathroom | | |
| 2 | Breakfast | <ul style="list-style-type: none"> • Included (if No, please specify price in field (ii)) | | |
| 3 | Early check-in and late check-out discount | <ul style="list-style-type: none"> • If applicable, please specify percentage and detailed terms/times | | |
| 4 | Payment options | <ul style="list-style-type: none"> • Please specify all currencies acceptable in cash as well as Credit cards accepted in your Hotel | | N/A |
| 5 | NO SHOW and cancelation policy | <ul style="list-style-type: none"> • Please specify all the relevant details regarding your hotel's NO SHOW and cancellation policy | | N/A |
| 6 | Location and accessibility | <ul style="list-style-type: none"> • Location in the city, routes for buses, emergency exits | | N/A |
| 7 | Parking | <ul style="list-style-type: none"> • Number of buses and vehicle parking place available | | N/A |
| 8 | Other (free of charge) | <ul style="list-style-type: none"> • All other services included into accommodation fee | | N/A |