



**OFFICE FOR DEMOCRATIC INSTITUTIONS AND HUMAN RIGHTS**  
**ELECTION ASSESSMENT MISSION TO THE NETHERLANDS**

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No of Page(s): 5 pages

OSCE Ref: 12.05.2010

Subject: Short Term Rent of the Office space in Hague

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**REQUEST FOR QUOTATION (RFQ) No 12052010(2)**

Dear Sir/Madam:

1. The OSCE/ODIHR Election Assessment Mission to the Netherlands (hereinafter called “the OSCE/ODIHR”) invites you to submit your quotation for Rent of the Office Space in Hague from 25 May 2010 to 12 June 2010 as specified in Sections I and II hereto.

2. Your quotation should be addressed and submitted to [procurement-odihr@odihr.pl](mailto:procurement-odihr@odihr.pl) on or before 21 May 2010 10:00 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 5 calendars 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 Unless superseded in specific aspects by the requirements specified by the OSCE in Section II, Technical Specifications and Requirements, the OSCE General Conditions of Contract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

Lela Tsaava  
Procurement and Contracts, OSCE/ODIHR, Warsaw, Poland  
[Lela.Tsaava@odihr.pl](mailto:Lela.Tsaava@odihr.pl)

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 12052010 (2)

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.

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*[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)/Additional information	(ii) Price in EUR
	Fully serviced Office space for 15 Persons	Layout: <ul style="list-style-type: none"> <li>• <b>Open space for 15 persons.</b></li> <li>• <b>Workstation for 10 persons (Desk and Chair</b></li> </ul>		
		Facilities: <ul style="list-style-type: none"> <li>• <b>Multifunction device on the floor</b></li> <li>• <b>Toilets on the floor</b></li> </ul>		
		Approach: <b>If the premises are located on 3<sup>rd</sup> floor of the building or higher, elevator for min. 6 persons</b>		N/A
		<i>If possible, office space should contain:</i> <ul style="list-style-type: none"> <li>• <i>meeting room for up to 15 persons- to be rented ad hoc basis with advance notice;</i></li> </ul>		Price per hour
2	Renting period	<b>From 25 May 2010 till 12 June 2010 (inclusive)</b>		
3	Security	Equipment: <ul style="list-style-type: none"> <li>• Fire/smoke detectors;</li> <li>• Fire alarms.</li> </ul> Facilities: <ul style="list-style-type: none"> <li>• Fire escape passage.</li> </ul> <i>If possible, additional equipment should be available:</i> <ul style="list-style-type: none"> <li>• <i>Electronic code locks on the main entrance to the premises; electronic access to individual offices,</i></li> <li>• <i>CCTV,</i></li> <li>• <i>Guarded main entrance 24/7,</i></li> <li>• <i>automatic fire sprinklers.</i></li> </ul>		
4	Condition of the space	<ul style="list-style-type: none"> <li>• Refurbished</li> <li>• Premises have to be ready for normal usage from the first day of the rent.</li> </ul>		N/A
5	Location/approach	<ul style="list-style-type: none"> <li>• Centre of Hague</li> <li>• Without <i>cul-de-sacas</i> a main approach to the building</li> </ul>		N/A

6	Installations	<ul style="list-style-type: none"> <li>• Reliable water and electricity supply</li> <li>• Local Area Network within the entire office space or alternatively Wireless Network (hi speed)</li> </ul>		
	<b>TOTAL COST EUR Including any discounts offered</b>			