



Organization for Security and Co-operation in Europe
The Secretariat
Procurement and Contracting Unit
Kärntner Ring 5-7, A - 1010 Vienna

Date: March 22, 2007

Clarification No. 1

Request for Proposal No. 03/2007/CPA91468 – Provision of Services related to the Relocation of the OSCE Secretariat within Vienna, Austria

The Organization for Security and Co-operation in Europe (“the OSCE”) has received the request for clarifications from potential bidder with regard to RFP No. 03/2007/CPA91468.

In accordance with paragraph 3 “Clarification of RFP Documents” of Section I, the OSCE would like to provide the clarifications to the RFP Documents as specified below:

Question 1:

The potential bidder requested to inform whether a detailed layout of office space in Kaerntnerringhof (KRH) and drawings of the premises in Wallnerstrasse (WNS) be provided in .dxf/.dwg-format.

Answer to Question 1:

The layout and drawings for KRH and WNS are available in AutoCAD format on CD and can be provided upon submission of written application to the following e-mail address: gerhild.kernberger@osce.org

Question 2:

The potential bidder requested whether the OSCE can provide electronically a detailed description and inventory of presently used office furniture and moveable goods in Kaerntnerringhof (KRH) indicating type, mass, dimensions, finish of surfaces and their condition.

Answer to Question 2:

The Terms of Reference (Section IV of the RFP Documents) provide summary details of the volumes of furniture held. It is expected that fine detail move planning and itemizing of the furniture holdings will be one of the tasks undertaken as part of the Project Management remit.

Question 3:

The potential bidder asked to inform whether the indicative budget broken down to the four specific tasks and if so which price is fixed for each of the tasks.

Answer to Question 3:

The indicative budget of EUR 450,000 is intended to cover all four of the tasks. It is at the discretion of the bidder as to how it is distributed between them.

This budget includes the cost of the provision of new furnishings for the WNS offices listed in Article 3 “Detailed Tasks” of the Terms of Reference but does not cover the provision of furniture against future requirements estimated at EUR75,000 annually which is an indicative figure that can vary depending on the OSCE operational requirements. The OSCE cannot confirm to the successful company any minimum level of business.

Question 4:

The potential bidder asked to inform if it is allowed to offer alternative solutions (i.e. contingency items differentiating service delivery and price).

Answer to Question 4:

The process used to delivery the required task outcomes are at the discretion of the Bidder. Whilst the bidder may have identified more than one option in terms of process the OSCE wishes to see a single proposal from each bidder which the bidder believes offers the best value in terms of quality and cost.