



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

No of Page(s): 5 pages

OSCE Ref: 22.03.2010

Subject: Short Term Rent of the Office space in Tbilisi

REQUEST FOR QUOTATION (RFQ) No 22032010

Dear Sir/Madam:

1. The OSCE/ODIHR Election Observation Mission to Georgia (hereinafter called “the OSCE/ODIHR”) invites you to submit your quotation for Rent of the Office Space in Tbilisi from 08 April 2010 to 19 June 2010, with possibility to extend the term till the end of June 2010, as specified in Sections I and II hereto.

2. Your quotation should be addressed and submitted to procurement-odihr@odihr.pl on or before 30 March 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 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 Unless superseded in specific aspects by the requirements specified by the OSCE in Section II, Technical Specifications and Requirements, the OSCE General Conditions of Contract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

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 22032010

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)/Additional information	(ii) Price in EUR
1	Office space for 40 employees ¹	<p>Size:</p> <ul style="list-style-type: none"> • min. 600 square meters <p>Layout:</p> <ul style="list-style-type: none"> • Combination of open space and separated offices <p>Facilities:</p> <ul style="list-style-type: none"> • Minimum 2 separate toilets, <p>Approach: If the premises are located on 3rd floor of the building or higher, elevator for min. 6 persons</p> <p><i>If possible, office space should contain:</i></p> <ul style="list-style-type: none"> • <i>reception area;</i> • <i>a small kitchen; separated server room;</i> • <i>meeting room for up to 20 persons round table;</i> • <i>at least 10 separated office,</i> • <i>Stock room of at least 40 m2</i> 		N/A
2	Renting period	<p>From 08 April 2010 till 19 June 2010 (with possibility of extension till end of June 2010)</p>		
3	Security	<p>Equipment:</p> <ul style="list-style-type: none"> • Fire/smoke detectors; • Fire alarms. <p>Facilities:</p> <ul style="list-style-type: none"> • Fire escape passage. <p><i>If possible, additional equipment should be available:</i></p> <ul style="list-style-type: none"> • <i>Electronic code locks on the main entrance to the premises; electronic access to individual offices,</i> • <i>CCTV,</i> • <i>Guarded main entrance 24/7,</i> • <i>automatic fire sprinklers.</i> 		

4	Condition of the space	<ul style="list-style-type: none"> • Refurbished or used but in good condition. • Premises have to be ready for normal usage from the first day of the rent. 		N/A
5	Location/approach	<ul style="list-style-type: none"> • Centre of Tbilisi • Without <i>cul-de-sacas</i> a main approach to the building 		N/A
6	Installations	<ul style="list-style-type: none"> • Reliable water and electricity supply; (Preferably with Electricity back up) • Reliable heating solution; • Local Area Network within the entire office space; • Telephone network within the entire office space <p><i>If possible:</i></p> <ul style="list-style-type: none"> • LAN patch panels; • PBX; • pre-installed telephone lines; • pre-installed hi-speed internet connection; • Cable TV or reliable TV antenna with availability of all major Georgian TV channels 		
7	Parking ²	<p>At least 4 easy accessible parking spaces in the vicinity of the premises. Parking spaces have to be reserved 24/7 only for the official OSCE/ODIHR EOM vehicles.</p> <p><i>If possible: guarded access to the parking (CCTV or physical), car barrier</i></p>		
8	Furniture/workstations	<p><i>If possible:</i></p> <p><i>Desks & chairs for 40 persons, cupboards, filing cabinets, coat hangers, window blinds</i></p>		
TOTAL COST EUR Including any discounts offered				