



Organization for Security and Co-operation in Europe

The Secretariat Procurement and Contracting Unit

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SUBJECT: Amendment and Clarifications to the Request for Proposal No. 16/2005 - Provision of cost-effective electronic equipment and transport & warehouse insurance coverage services

PAGES: two (2) pages

The Organization for Security and Co-operation in Europe (the OSCE) has received the requests for clarifications from some bidders with regard to RFP No.16/2005.

Amendments to Bidding Documents

In accordance with paragraph 4 “Amendments to RFP Documents” the OSCE hereby amends the bidding documents as follows:

Please note that the RFP submission deadline is extended until 7 October 2005 at 14:00 hours (CET).

In accordance with paragraph 3 “Clarification of Bidding Documents” of Instructions to Bidders, the OSCE would like to provide the clarifications to the bidding documents as specified below:

Question 1

Transport Risks: Is it possible to share a description of the goods that are stored at the warehouses and transported in previous years? For example:

50% Portable electronics
25% Machinery and equipment
5% Medical Supplies (non perishable)
etc..

Answer to question 1

IT and Comms equipment – 80%
Furniture and machinery (generators) – 13%
Office supply – 7%

Question 2

Also of importance is if any of the goods being shipped are perishable. Are there any shipments made for refrigerated goods or medicine?

Answer to question 2

No, we do not buy any perishable goods (food, medicine)

Question 3

How long are the goods stored and are the locations controlled by OSCE/Guest Country security?

Answer to question 3

We have a turn-over rate between 1 – 6 months. Limited quantities are stored for a longer period of time – like strategic stocks, equipment for write off, etc. The locations are controlled by security.

Question 4

Could you provide more information on the amount of insurance requested per Warehouse? We would need the Value of Property Stored currently with expected significant changes (+/- 10%).

Answer to question 4

Vienna warehouse: 635,000 EUR – no significant changes expected
Pristina warehouse: 4,000,000 EUR (we expect that it will decrease to 2,000,000 EUR in 2006).
Skopje warehouse: 865,000 EUR – no significant changes expected
Georgia, Dacha warehouse: 975,000 EUR – no significant changes expected
Georgia, Gorgasali warehouse: 96,000 EUR – no significant changes expected
Georgia, Samgori District warehouse: 281,000 EUR – no significant changes expected

Question 5

Electronic Equipment : Once again, could you advise on the percentage that are portable electronics such as Mobile Phones, Laptops, Portable information devices (Palm, Organisers, etc.)

Answer to question 5

Up to 20% (including notebook computers, multimedia projectors, organisers, mobile phones and hand held radios)

Question 6

Could you advise of the Mix and Age of the Equipment?

Answer to question 6

IT and communications equipment including mobile phones, radios, fax machines and satellite communications equipment. The average age of the equipment is 4 years.

Question 7

Would you be interested in a solution based on the actual cash value of the Equipment if it resulted in a lower premium level?

Answer to question 7

We are looking for a solution based on the replacement value of equipment, what would allow the replacing of a potential loss with new equipment.

Question 8

Is it possible to postpone the deadline for submission by three weeks to evaluate new information?

Answer to question 8

The submission deadline has been extended until 7 October 2005.

Yours faithfully,

Michael Dethlefsen
Chief, Procurement and Contracting Unit