



Organization for Security and Co-operation in Europe

Date: 02 February 2009

Request for Proposal No. 02/2009/CPA160913 THE PROVISION OF WEB CONFERENCING & MEETING SERVICES TO THE OSCE

The Organisation for Security and Cooperation in Europe ("the OSCE") invites proposals ("Proposals") from eligible and qualified companies ("the Bidders") for the provision of Web Conferencing and Meeting Services ("the Services"), according to the requirements as defined in the bidding documents ("the Bidding Documents").

The Bidding Documents include:

Section I:	Instructions to Bidders
Section II:	Bidding Data Sheet
Section III:	Technical Proposal Forms
Section IV:	Financial Proposal Forms
Section V:	Terms of Reference
Section VI:	General Conditions of Contract (Services)

It is expected that the duration of the proposed contract will be 12 calendar months with possibility of annual extensions. An aggregate duration of the contract placed as a result of this tender shall not exceed 60 calendar months. Throughout the term of the contract the OSCE does not guarantee any minimum level of business and shall be under no obligation to use the Services exclusively from the selected contractor.

Proposals must be delivered to the following address on or before **Monday 23 February 2009** at 12.00 CET:

**The OSCE Secretariat
Wallnerstraße 6
A-1010 Vienna, Austria**

Proposals submitted by e-mail will be accepted. Please send electronic bids to Tenders-AT@osce.org. The prices shall be quoted in EURO. The Services are expected to commence immediately upon award of the contract.

The OSCE reserves the right to accept or reject any proposal, and to annul, in whole or in part, or to suspend the bidding process and to reject all Proposals, at any time and without reason prior to award, without thereby incurring any liability to the affected Bidder or Bidders.

Potential bidders interested to receive a complete set of the Bidding Documents are kindly requested to contact the OSCE at the address indicated below. For those companies having obtained the Bidding Documents, please kindly inform the OSCE at the address below on whether you intend to submit a Proposal or abstain from participation. In case of non-participation, please kindly specify the reason(s).

**OSCE Secretariat
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