



Request for Proposal (RFP)

No. OMIK/SEC/ID CARD SYSTEM/GS/2010/01

**SUPPLY, DELIVERY, INSTALLATION AND TRAINING IN USE OF
THE ID CARD DOOR ACCESS SYSTEM
FOR THE OSCE MISSION IN KOSOVO**

The OSCE Mission in Kosovo (hereinafter referred to as “the OSCE”) invites sealed proposals (hereinafter referred to as “Proposal(s)”) from eligible and qualified companies (hereinafter referred to as “the Bidders”) for the **Supply, Delivery, Installation and Training in Use of a Security ID Card Door Access System** (hereinafter referred to as “the Services”), according to the requirements as defined in the documents (hereinafter referred to as “the Bidding Documents”) attached hereto.

The Bidding Documents include:

- Section I: Instructions to Bidders
- Section II: Bidding Data Sheet
- Section III: Technical Proposal Standard Forms
- Section IV: Financial Proposal Standard Forms
- Section V: Terms of Reference (“TOR”)
- Section VI: General Conditions of Contract (Services) (to be viewed at <http://www.osce.org/tenders/>)

A complete set of Bidding Documents may be obtained by interested parties by submitting a written request to the fax or e-mail address indicated below.

Fax: +381 38 249 984 or +381 38 240 711

E-mail: Procurement.omik@osce.org

A Technical Proposal and a Financial Proposal shall be submitted in two separate, sealed envelopes, clearly marked as such. In addition, the envelope for the Financial Proposal should have a warning note **“FINANCIAL PROPOSAL: DO NOT OPEN WITH TECHNICAL PROPOSAL”** printed on it. The Technical Proposal shall not include any financial information. Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and clearly marked with **“Proposal for the ID Card Door Access System - OSCE Mission in Kosovo, RFP OMIK/SEC/ID CARD SYSTEM/GS/2010/01 - Do Not Open Before 17 June 2010 12:15hrs”**.

Proposals must be delivered to the OSCE to the following address on or before Thursday 17 June 2010 12:00hrs CET.

The prices shall be quoted in EURO currency.

Proposals shall not be accompanied by a Bid Security.

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.

Please address your queries or comments in writing and kindly refrain from any personal visits or telephone calls.