



The Secretariat

Department of Management and Finance

Wallnerstrasse 6-6A, A - 1010 Vienna, Austria

Date: 08 June 2009

To:

Fax No:

From: OSCE Procurement and Contracting Unit

No of Page(s): Seven (7)

OSCE Ref: RFQ 174544 (please quote in all correspondence)

Subject: Provision of Medical Equipment

REQUEST FOR QUOTATION (RFQ) No 174544

Dear Sir/Madam:

1. The Secretariat of Organization for Security and Co-operation in Europe (hereinafter called "the OSCE") invites you to submit your quotation for clothing items as specified in Sections I and II hereto.
2. You must submit your quotation for all items in respect to this RFQ.
3. Your quotation should be addressed and submitted to

Organization for Security and Co-operation in Europe
Secretariat / Procurement and Contracting Unit
Wallnerstrasse 6-6A, A-1010 Vienna, Austria
Fax: + 43 1 514 36-6283
E-mail: tenders-at@osce.org
Attn: Mirjana Janic, Procurement Information Assistant

by email or fax will be accepted.

Should you have any questions, please contact me under Tel. 51436-6616 or
mirjana.janic@osce.org

The submissions deadline is Monday, 22 June 2009 at 12.00 hrs (CET).

4. Any quotation received by the OSCE after the deadline for receipt of quotations prescribed by the OSCE pursuant to paragraph 3 above will be rejected.
5. Your quotation and all correspondence shall be made in English Language.
6. Your quotation shall be prepared in accordance with the following instructions:
 - (i) Your quotation shall contain the duly completed parts of Section I "Quotation Forms" 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 prices quoted shall be made on the basis of the delivery terms as specified in the RFQ Documents;
- (iii) All price(s) shall be quoted in EURO;
- (iv) All price(s) shall be quoted excluding taxes;
- (v) Your quotation shall be valid for the period of sixty (60) calendars days past the deadline for receipt of quotations;
- (vii) Your quotation shall bear the RFQ Reference Number and Title indicated above.

1. The OSCE will examine the received quotations to determine whether they are complete, whether any computational or arithmetical errors have been made, whether the documents have been properly signed, and whether the quotations are generally in order. Arithmetical errors will be rectified on the following basis:

- i. if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the OSCE there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;*
- ii. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and*
- iii. if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.*

2. Prior to the price evaluation, the OSCE will determine the substantial responsiveness of each quotation. A substantially responsive quotation is one which conforms to all the terms and conditions of the RFQ Documents without material deviations. Deviations from, or objections or reservations to critical provisions will be deemed to be a material deviation. The OSCE may waive any minor informality, nonconformity, or irregularity in a quotation which does not constitute a material deviation, reservation or omission.

3. During evaluation of the quotations, the OSCE may, at its discretion, ask you for a clarification of your quotation. The request for clarification and the response shall be in writing, and no change in the prices or substance of the quotation shall be sought, offered, or permitted. Failure by you to timely and duly respond to a request for clarification may result in the rejection of your quotation.

4. If a quotation is not substantially responsive, it will be rejected by the OSCE and may not subsequently be made responsive by correction of the nonconformity.

5. The OSCE shall compare all substantially responsive quotations to determine the quotation containing the lowest evaluated price(s). Evaluation will be done for all items per lot.

6. 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).

7. 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.

8. 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.

9. 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.

10. Please note that the OSCE will not notify unsuccessful company(ies).

11. Please address all your queries or questions in writing at the address given below and kindly refrain from any telephone calls or personal visits.

Mirjana Janic, Procurement Information Assistant

E-mail: mirjana.janic@osce.org

Fax: + 43 1 514 36-6283

Yours sincerely

Attachments:

Section I "Quotation Forms"

Section II "Technical Specifications and Schedule of Requirements"