# INVITATION TO BID: For supply of Microsoft software licenses

**Deadline for submission of offers: 22 March 2004**

## 1. Subject of Tender

1.1. Office of the High Representative invites bids for supply of following **permanent** Microsoft software licenses:

- Microsoft Windows Server Enterprise 2003 English – 31 licenses
- Microsoft Windows Server CAL 2003 English – 700 licenses
- Microsoft Exchange Server Enterprise 2003 English – 13 licenses
- Microsoft Exchange CAL 2003 all languages – 700 licenses

## 2. Instructions to bidders

2.1 Offers must include the following:

- Name and address of supplier, contact phone number and name of the contact person.
- All information about prices and payment terms
- Delivery cost, if not included in the price
- Delivery time
- Company reference list
- Proof that company is authorized Microsoft dealer/distributor/partner
- Statement of bidder confirming that they have sufficient funds for successful completion of this contract.

**Incomplete offers will not be considered.**

2.3. OHR, as diplomatic organization, is exempt from payment of all customs and tax duties and all prices quoted should exclude such charges.

2.4. Prices must be in KM (Convertible Marks) or EURO. OHR payment terms are bank transfer within 30 days from the date of delivery.

2.5. Contract concluded with OHR will include unit prices and other terms stated in your offer. Your offer will be attached to the contract and considered legally binding for the duration of the contract.

2.6. Award of contract will be made based on price, payment terms, delivery time, delivery costs or any combination of those or other elements.

2.7. Deadline for submission of offers is 22 March 2004.

2.8. OHR reserves the right to enter into negotiations with any bidder or to end the Tender without awarding the contract. OHR will not bear any costs of bidders in process of preparation of offer.

2.9. By taking part in this Tender, bidders confirm that they are registered for performing of business which is subject of this Tender.

2.10. All offers must be submitted in sealed envelope marked “Tender for software license” to the following address, latest by 22 March 2004 by 17:00 hours:

***Head of Logistics***
***OHR Sarajevo***
*Emerika Bluma 1*
*71000 Sarajevo*
*Bosnia and Herzegovina*