



Office in Baku

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## Invitation for Tender Bidding

No. *ITB AZE 06/2009*

### For Accountancy Training and Counselling Services For the OSCE Office in Baku

Date: *18 June 2009*

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The OSCE Office in Baku (hereinafter referred to as “the OSCE”) invites sealed proposals (hereinafter referred to as “Proposal(s)”) from eligible and qualified organizations (hereinafter referred to as “the Bidders”) for Accountancy Training and Counselling Services in the OSCE project no. 4300084 “Promoting Entrepreneurship and SME Business Development” (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 (to be viewed at <a href="http://www.osce.org/tenders/">http://www.osce.org/tenders/</a> )
Section II:	Bidding Data Sheet
Section III:	Technical Proposal Standard Forms
Section IV:	Financial Proposal Standard Forms
Section V:	Terms of Reference (“TOR”)

A pre-Proposal meeting, where the Bidders will have an opportunity to ask questions related to the assignment, will be held in the Landmark III, 96 Nizami St., Baku at **15:00–17:00 on Thursday, 25 June 2009**. Attending the pre-Proposal meeting is optional.

Proposals must be delivered to the OSCE to the following address on or before **9 July 2009, 12:00 hrs (GMT+4)** in a sealed envelope marked with “**No. ITB AZE 06/2009 – Bidding documents for Accountancy training and counselling services - Do Not Open Before 9 July 2009, 12:00 hrs (GMT+4)**”:

**Organization for Security and Co-operation in Europe (OSCE)  
Office in Baku  
Attn: Fund Administration Unit  
The Landmark III, 96 Nizami St.  
AZ1010 Baku, Azerbaijan**

Proposals sent by facsimile or e-mail will not be accepted.

The Services are expected to commence in August 2009.

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.

**OSCE Office in Baku  
Economic and Environmental Activities Unit  
The Landmark III, 96 Nizami St., AZ1010 Baku, Azerbaijan**