

Request for Quotation # 13

**CONDUCTING SURVEY THROUGHOUT ARMENIA
TO ASSESS THE LEVEL OF LABOUR RIGHTS AWARENESS
AMONG YOUTH IN ARMENIA**

within the framework of the

**PROMOTING KNOWLEDGE AMONG ARMENIAN YOUTH ABOUT LABOUR
RIGHTS AND THE ROLE OF TRADE UNIONS PROJECT**

PROJECT NUMBER # 4200272

2 0 0 9 , A P R I L



Organization for Security and Co-operation in Europe
Office in Yerevan

From: *Ms Olga Jukova, Chief of Fund Administration, OSCE Office in Yerevan*

No of Pages: *11*

RFQ No: *ARM_RFQ # 13, 2009*

Subject: *“Conducting survey throughout Armenia to assess the level of labour rights awareness among youth in Armenia within the framework of the promoting knowledge among Armenian youth about labour rights and the role of trade unions project”*

REQUEST FOR QUOTATION (RFQ) No ARM_RFQ # 13, 2009

Dear Sir/Madam:

1. The *OSCE Office in Yerevan* (hereinafter called “the OSCE”) invites you to submit your quotation for “*Conducting survey throughout Armenia to assess the level of labour rights awareness among youth in Armenia within the framework of the promoting knowledge among Armenian youth about labour rights and the role of trade unions project*” (hereinafter called “the Services”) as specified in this Request for Quotation and Attachments hereto (hereinafter called “the RFQ Documents”).
2. Your quotation shall be addressed and submitted to: OSCE Office in Yerevan either by fax, e-mail, or delivered by courier to the following address:
#64/1, Sundukyan Street, Yerevan, Armenia
Fax: (37410) 22 96 15
E-mail: arm_tender-am@osce.org before *May 4, 2009, 18:00*
3. Any quotation received by the OSCE after the deadline for receipt of quotations prescribed by the OSCE pursuant to paragraph 2 above will be rejected.
4. Your quotation and all correspondence shall be made in *English*.
5. Your quotation shall be prepared in accordance with the following instructions:
 - (i) Your quotation shall contain the duly completed parts of Section II “Quotation Forms”. Failure to complete and sign these sections may result in the rejection of your quotation;
 - (ii) In preparing the quotation, you shall take into account the requirements and conditions outlined in the RFQ Documents. The quotation shall follow the standard forms contained in Section II “Quotation Forms” of the RFQ Documents. The price shall cover all costs for performing the Services including but not limited to remuneration for staff, reimbursable expenses, transportation, equipment and materials, insurance, surveys, etc. If appropriate, these costs should be broken down by activity;
 - (iii) All prices shall be quoted in *Euro*;
 - (iv) All prices shall be quoted excluding taxes;
 - (v) Your quotation shall be valid for the period of *60* calendars days past the deadline for receipt of quotations;

(vii) Your quotation shall bear the RFQ Reference Number and Title indicated above.

6. Prior to the detailed evaluation, the OSCE will examine the received quotations to determine whether they are complete, whether the documents have been properly signed, and whether the quotations are generally in order. The OSCE may waive any minor informality, nonconformity, or irregularity in a quotation which does not constitute a material deviation, reservation or omission. 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.

7. The OSCE will apply the below described evaluation methodology:

Quality and Cost Based Selection:

The quotations will be evaluated on the basis of their responsiveness to the technical requirements contained in the RFQ Documents by applying the evaluation criteria and point system specified below.

- | | |
|--|-------------|
| (i) Specific experience related to the assignment | [20 points] |
| (ii) Adequacy of proposed work plan and methodology in responding to the TOR | [50 points] |
| (iii) Qualifications and competence of proposed key staff | [30 points] |

Total points:	100 points
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The minimum technical score (St) required to pass is: 80 points.

Each responsive quotation will be given a technical score (St). A quotation shall be rejected at this stage if it does not respond to important aspects of the RFQ Documents, and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated above.

The quotations that passed the minimum technical score will be evaluated further.

The lowest priced quotation (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other quotations will be computed as follows: $Sf = 100 * Fm/F$, where Sf is the financial score, Fm is the lowest price, and F is the price of the relevant quotation. The quotations will be ranked according to their combined technical (St) and financial (Sf) scores using the following weights (T = the technical evaluation weight; F = the financial evaluation weight; T + F = 1):

$$T = 0.7$$

$$F = 0.3$$

$$S = St \times T\% + Sf \times F\% .$$

Award will be made to the company whose quotation achieved the highest combined technical and financial score.

8. 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 (except for correction of arithmetical errors) 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.

9. Unless superseded in specific aspects by the requirements specified by the OSCE in the RFQ Documents, 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.

10. 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.

11. 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.

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

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

OSCE OFFICE IN YEREVAN
#64/1, Sundukyan Street, Yerevan, Armenia
Fax: + (37410) 22 96 15
E-mail: arm_tender-am@osce.org

Yours sincerely

Attachments:

Section I "Terms of Reference"

Section II "Quotation Forms"

Section I – TERMS OF REFERENCE

For the project

CONDUCTING SURVEY THROUGHOUT ARMENIA TO ASSESS THE LEVEL OF LABOUR RIGHTS AWARENESS AMONG YOUTH IN ARMENIA

within the framework of the

PROMOTING KNOWLEDGE AMONG ARMENIAN YOUTH ABOUT LABOUR RIGHTS AND THE ROLE OF TRADE UNIONS PROJECT

PROJECT NUMBER # 4200272

Background

Since Armenia is a young democracy there is still lack of awareness about fundamental human rights among the population. The gap is especially huge in the area of labour rights and ways of promoting and protecting them. As the youth programme of the OSCE Office in Yerevan aims at schooling future democratic leaders of the country it is very important to evaluate the level of labour rights awareness among youth in Armenia and identify ways of raising awareness about the labour rights and promoting trade unions as main protectors of those rights.

The trade union movement of Armenia is mainly organized through the Confederation of Trade Unions of Armenia (CTUA). Membership in the Armenian trade unions since the break-up of the Soviet Union has decreased. While some branch trade unions recently have been able to negotiate collective agreements for their members offering better conditions for organized compared to non-organized labour, most Armenian wage-earners are not members of any trade unions and their knowledge about their labour rights are very limited. This is particularly the case with youth who have grown up in a post-Soviet Armenian economy characterized by a large informal economy, a weakened labour movement and poor implementation of labour legislation with labour rights frequently violated by employers without any legal or organized repercussions.

As labour rights is a fundamental part of human rights and in order to promote awareness among youth about these rights and the role that trade unions play to protect these rights, the Office plans to conduct a survey about the knowledge of labour rights among youth throughout Armenia that will form the basis for discussions within the unions and in public fora. This will help put the implementation of Armenia's labour legislation and the role trade unions can play to defend the rights of labour in focus. With the particular focus on youth and with young members of the CTUA playing a leading role in conducting and presenting survey, this project will also show the CTUA as an organization promoting youth and defending the interests of young Armenians in the labour market.

Objective:

To conduct a survey to assess the level of the labour rights awareness among Armenian youth and the role of the trade unions in defending those rights all over Armenia (all the marzes including Yerevan).

Tasks:

- Develop and carry out a survey among youth in Armenia about the knowledge of labour rights, the role of trade unions to defend labour rights and the motivation for not participating in unions. The number of respondents should be not less than 2200 people (students, employed and unemployed 18-30 year olds across Armenia).
- Provide data disaggregated by sex, age, occupation/profession, etc.
- Discuss the findings of the survey with the CTUA, in particular its youth commission, and write an analytical report with a number of recommendations on how to improve the current situation.
- In cooperation with the CTUA, present and discuss the results at a series of roundtables with employers, union activists, and government representatives and youth organizations.

Estimated Timeframe

The survey should be conducted during May – June 2009.

Section II – QUOTATION FORMS

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Note: *It is mandatory that you duly complete and sign the Quotation Forms.*

Section II – A Quotation Submission Form

Date *[Bidder to insert date]*

RFQ No *ARM_RFQ #13, 2009*

To: *OSCE Office in Yerevan*

Dear Sir/Madam:

Having examined your Request for Quotation and any addenda thereof, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the Services in conformity with your RFQ No. *ARM_RFQ # 13, 2009*.

We agree to abide by this quotation for a period of validity of *60* calendar days past the deadline for the receipt of quotations as specified in the RFQ. Our quotation shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept the lowest or any quotation you may receive.

[Bidder to insert name and signature of duly authorized representative]

Section I I – B Qualification Information Form

General Information

1. Name of Bidder:			
2. Street Address:	Postal Code:	City:	Country:
3. P.O. Box and Mailing Address:			
4. Telephone Number:			
5. Fax Number:			
6. E-mail Address:			
7. WWW Address:			
8a. Contact Name:			
8b. Contact Title:			
9. Parent Company, if any (full legal name):			
10. Principal subsidiaries, associates, and/or representative(s), if any and relevant to the Services:			
11. Corporate Seat:			
12. Type of Business:			
13. Year Established:			
14. Number of Staff Employed:			

Financial Information

15. For the last three financial years of the Bidder:			
Year	Balance (EUR; end of period)	Revenues (EUR)	Operating Profit (EUR)

Experience

16. Contracts of similar scale/volume during the last three years:				
Customer Name and Contact Details	Value (EUR)	Year	Goods Provided	Country

Signature of Bidder: _____

Section II – C Key Personnel

***Note:** You shall list the Key Personnel proposed for performing the Services and attach the recently signed CV(s).*

Name	Position	Task

Signature of Bidder: _____

Section II –C

Price Schedule

Cost Component	Total Price

TOTAL QUOTATION PRICE:	
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Signature of Bidder: _____