



Organization for Security and  
Co-operation in Europe  
**Office in Baku**

**Office in Baku  
Fund Administration Unit**

The Landmark III, 96 Nizami St., AZ1010 Baku, Azerbaijan

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Date: 18 January 2013

**Request for Applications  
No. RFA/AZE/02/2013  
Implementing partner for  
LEGAL ADVICE CENTRES FOR SMEs**

The Office in Baku of the Organization for Security and Co-operation in Europe (hereinafter called “the OSCE”) invites sealed applications from non-governmental, not-for-profit organizations legally registered in Azerbaijan for the purpose of finding an implementing partner for the Project: **LEGAL ADVICE CENTRES FOR SMEs** (hereinafter called “the Implementing Partner”), to be located in Baku and in a region of Azerbaijan.

The Request for Applications documentation includes:

- Section I: **Legal Advice Centres for SMEs - Outline**
- Section II: **Terms of Reference**
- Section III: **How to apply and the procedures to follow**
- Section IV: **Evaluation and Selection of Applications**
- Annex I: **OSCE Project Proposal Template**
- Annex II: **Budget**
- Annex III: **Certificate of Compliance for Potential Implementing Partner**
- Annex IV: **Standard form of the Implementing Partner Agreement (for reference purposes only)**

Any Agreement reached as a result of this Request for Applications shall be bound by the enclosed standard form of the Implementing Partner Agreement.

Applications shall be delivered at the following address:

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

Applications shall be delivered by **4 February, 2013, 12:00 hrs (GMT+4)** in a sealed envelope marked with “**RFA/AZE/02/2013– Implementing partner for the Legal Advice Centres for SMEs - Do Not Open before 4 February 2013, 12:00 hrs (GMT+4)**”.

To ensure procurement integrity, OSCE will not accept applications sent by e-mail and fax.

The application shall be submitted in English language using the standard OSCE project proposal template. All costs shall be quoted in AZN. Please submit complete application packages.

The OSCE reserves the right to accept or reject any Application, and to annul, in whole or in part, or to suspend the selection process and reject all applications at any time and without reason prior to award, without thereby incurring any liability to the affected Applicant or Applicants.

A complete set of the Request for Applications documentation may be obtained at <http://www.osce.org/baku/84066>. Please address all your queries or questions in writing at the e-mail addresses given below and kindly refrain from any telephone calls or personal visits.