



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

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

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Date: 9 April 2010

**Invitation to Bid  
No. AZE 7/2010  
Implementing partner for Legal Advice Centre for SMEs**

The Office in Baku of the Organization for Security and Co-operation in Europe (hereinafter called “the OSCE”) invites sealed bids for the purpose of finding an implementing partner for providing legal advice to entrepreneurs (hereinafter called “the Implementing Partner”), in OSCE project no. 4300140 “Legal Advice Centre for SMEs”

In addition to this Invitation to Bid, the Bidding Documents also include:

- Section I: The Project - 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: Form of Agreement

Any Agreement reached as a result of this Invitation to Bid shall be bound by the Form of Agreement contained in the Bidding Documents.

Bids must be delivered at the following address:

**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**

Bids must be delivered on or before **29 April 2010, 12:00 hrs (GMT+4)** in a sealed envelope marked with “**No. AZE 7/2010 – Implementing partner for the Legal Advice Centre for SME Project - Do Not Open Before 29 April 2010, 12:00 hrs (GMT+4)**”.

Bids sent by e-mail and fax will not be accepted. The bid prices shall be quoted in AZN.

The OSCE reserves the right to accept or reject any Bid, and to annul, in whole or in part, or to suspend the bidding process and reject all Bids at any time and without reason prior to award, without thereby incurring any liability to the affected Bidder or Bidders.

A complete set of the Bidding Documents may be obtained at the OSCE web site (<http://www.osce.org/tenders/>). Please address all your queries or questions in writing at the address given below and kindly refrain from any telephone calls or personal visits.

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