



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: *10*

RFQ No: *ARM_RFQ # 14, 2009*

Subject: *“Assistance and consultation for the project beneficiaries from Syunik province for participating in the international market for carbon credits and trading”*

REQUEST FOR QUOTATION (RFQ) No ARM_RFQ # 14, 2009

Dear Sir/Madam:

1. The *OSCE Office in Yerevan* (hereinafter called “the OSCE”) invites you to submit your quotation for ***“Assistance and consultation for the project beneficiaries from Syunik province for participating in the international market for carbon credits and trading”*** (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 14, 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 30 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	[30 points]
(iii) Qualifications and competence of proposed key staff	[50 points]
Total points:	100 points

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 = 60

F = 40

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

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

“Assessment of tax reporting requirements and simplification of respective procedures for SMEs”

About OSCE

The Organization for Security and Co-operation in Europe (OSCE) is the world's largest regional security organization whose 56 participating States span the geographical area from Vancouver to Vladivostok. It is active in early warning, conflict prevention, crisis management and post-conflict rehabilitation.

The OSCE comprises the Secretariat, Vienna, and three Institutions dealing with specific subjects of Human Rights (ODIHR), Warsaw, National Minorities (HCNM), Den Haag, and Freedom of the Media (FOM), Vienna. Over the last five years, the OSCE has developed a field-oriented approach and today maintains an extensive field network with missions and field operations in 19 countries and regions. Please refer to <http://www.osce.org> for additional information.

The Economic and Environmental dimension of the OSCE Office in Yerevan deals with economic and environmental issues, operating under the premise that promoting economic prosperity and co-operation on environmental problems can contribute to security and stability of the Republic of Armenia.

PROJECT OBJECTIVE

The project aims to promote development of renewable energy by stimulating additional investments in energy sector (particularly, small-scale hydro power options) in RA Syunik province involving in market-based mechanisms of Kyoto Protocol and capitalizing on the results of the project on Development of Clean Development Mechanism (CDM) Project Design Document (PDD) for a bundle of selected small-scale hydropower plants located in RA Syunik province.

Implementation of the selected small-scale hydropower projects under the CDM is considered to improve the overall cash flow for investment projects, thus, feasibility and attractiveness for the market, due to additional revenue from certified emission reduction credits offered by rapidly-expanding CDM market. Moreover, participation in CDM will allow to ensure the compliance of the proposed activities with Sustainable Development objectives of the Host country (e.g. environmental, social, etc.), given the priorities of the mechanism.

BACKGROUND

The United Nations Framework Convention on Climate Change (UNFCCC) is an international framework agreement governed by the principles of public international law and produced at the UN Convention on Environment and Development held in Rio de Janeiro in 1992. The ultimate goal of the treaty is stabilization of greenhouse gas (GHG) concentrations in the atmosphere at a level that would prevent dangerous anthropogenic interference with the climate system.

The Kyoto Protocol is a protocol to the UNFCCC with the objective of reducing greenhouse gases that cause climate change. It was adopted at the 3rd Session of the Conference of the Parties (COP 3) to the UNFCCC in Kyoto, Japan, on December 11, 1997 and entered into force on February 16, 2005. The Protocol introduced three market-based mechanisms aiming to stimulate sustainable development and help

countries with Kyoto commitments to meet their targets by reducing GHG emissions in other countries in a cost-effective way

The Kyoto mechanisms are: Emission Trading, Joint Implementation and Clean Development Mechanism (CDM). The CDM is the only mechanism under the Protocol promoting partnerships between developed (also referred to Annex I countries to the UNFCCC) and developing countries.

The Republic of Armenia ratified the UNFCCC as a non-Annex I country on May 14, 1993 and the Kyoto Protocol on December 26, 2002. In September 2003 the Ministry of Nature protection of RA was assigned as the Designated National Authority for CDM in Armenia. Thus, Armenia met all requirements for participation in the CDM.

In 2008 OSCE Office in Yerevan had already commissioned the project on Development of Clean Development Mechanism (CDM) Project Design Document (PDD) for a bundle of selected small-scale hydropower plants located in RA Syunik province. In the framework of the project the PDD had been already prepared and submitted for the approval of Designated National Authority under the Ministry of Environment of the Republic of Armenia. By assisting and leading the process of negotiations with the interested parties, the current project will further advance the results of the previous project and will serve as a successive phase for the whole single process of acquiring green-house gas emission reduction certificates for the bundle of small-scale hydropower plants located in RA Syunik province.

OBJECTIVES OF THE ASSIGNMENT

The specific objectives of the assignment are as follows:

- i) Presentation to and implementation of negotiations with potential CDM investors such as CER buyers (industry and etc.) and International Financial Institutions (IFI);
- ii) Selection of Designated Operational Entity (validator);
- iii) Preparation of feasibility study and presentation to the investors and IFIs (such as EBRD, OE-EB and etc.).

EXPECTED DURATION OF ASSIGNMENT

9 weeks.

Section II – QUOTATION FORMS

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 # 14, 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 # 14, 2009.

We agree to abide by this quotation for a period of validity of 30 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 II – 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 AN ITEM-BY-ITEM COMMENTARY ON THE TERMS OF REFERENCE AND DETAILED DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE SERVICES

***Note to Bidders:** You shall provide an item-by-item commentary on the Terms of Reference and detailed description of the proposed approach, methodology and work plan for performing the Services demonstrating responsiveness to the Terms of Reference.*

DRAFT

SECTION II – D KEY PERSONNEL [PLEASE DELETE THIS SUB-SECTION IF NOT APPLICABLE]

***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 – E PRICE SCHEDULE

Cost Component	Unit Price (if applicable)	Quantity (if applicable)	Total Price
TOTAL QUOTATION PRICE:			

Signature of Bidder: _____