



Organization for Security and Co-operation in Europe

Invitation to Bid

No. 2310.2007

For Establishing the Enterprise, Income and Employment Growth Fund in the Zone of the Georgian – Ossetian Conflict and Adjacent Areas

FOR

OSCE MISSION TO GEORGIA

Date: 23.10.2007

The *OSCE Mission to Georgia* (hereinafter referred to as “the OSCE”) invites sealed proposals (hereinafter referred to as “Proposal(s)”) from eligible and microfinance organizations for Establishing the Enterprise, Income and Employment Growth Fund in the Zone of the Georgian – Ossetian Conflict and Adjacent Areas (hereinafter referred to as “the Services”), according to the requirements as defined in the documents attached hereto.

The key qualification requirements should include:

Key Technical Requirements:

- General information (Company name, requisites, profile, year established, number of staff employed);
- Company qualification record (including presentation, experience, CVs of personnel);
- Company references.

Key Financial Requirements:

- Prices lists;
- Financial information on revenues for last three years (Similar contracts scale/volume during last three years);
- Tax department reference on no debt towards budget;
- Bank information.

Legal Requirements:

- A court resolution on registration (state registration document);
- A court reference on no bankruptcy, rehabilitation and re-organization/liquidation of company underway;
- An extract from the entrepreneurial register (state registration documents);
- A Tax payer certificate;

- A VAT payer certificate (If applicable) or a notice from the tax inspection that the organization is not registered as a VAT payer.

The Bidding Documents include:

Section I:	Instructions to Bidders (to be viewed at http://www.osce.org/tenders/)
Section II:	Bidding Data Sheet
Section III:	Technical Proposal Standard Forms
Section IV:	Financial Proposal Standard Forms
Section V:	Terms of Reference ("TOR")
Section VI:	General Conditions of Contract (Services) (to be viewed at http://www.osce.org/tenders/)
Section VII:	Special Conditions of Contract (Services)

The Bidding Documents can be obtained by sending a request to: Tender-GE@osce.org

Bids in **SEALED ENVELOPES** must be delivered to:

Tbilisi: 63 Krtsanisi Street, OSCE Mission to Georgia, Tender box.

on or before: **15 November 2007, 15:00**

Bids sent by e-mail and fax will not be accepted.

The prices shall be quoted in **EUR**

Bids will be opened by internal committee without presence of Bidders' representatives.

The Services are expected to commence November 2007.

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.

NB! All submission of applications - as well as participation throughout the Tender and final selection processes - does not require any kind of payment

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

Tender-GE@osce.org

Attn: Ms. Ketevan Albekioni