

The Pre-Proposal Meeting of OSCE Tender Biddings
No. ITB AZE 05/2009
No. ITB AZE 06/2009

Time: 15:00-17:30 on 25 June, 2009

Venue: OSCE Office in Baku

Present: Mr Jani Martikainen, Head of Economic and Environmental Unit, OSCE Office in Baku, Ms Laman Yusifova, Senior Programme Assistant, EEA, Ms Naiba Ahmedova, Finance Assistant, Fund Administration Unit. 20 Potential Bidders consisting of representatives of NGOs sector, private enterprises and a Government body

Mr Martikainen made a presentation on OSCE Bidding Regulations and Tender Biddings No. ITB AZE 05/2009 and No. ITB AZE 06/2009.

After the presentation a number of questions related to bidding regulations were raised. The answers to these questions are given below:

Financial proposal

It suffices to submit a duly signed Financial Proposal Submission Form (Section IV-A of the Bidding Documents). No cost breakdown is required at this phase. Therefore, no additional documents as per paragraph 11.1 of Section I of the Bidding Documents are required.

The cost structure will be discussed with those Bidders who are invited to interview, and a detailed project budget will be agreed upon with the successful Bidder in the contract negotiations. Therefore, the Bidders who are invited to interview should be prepared to present their budget proposals when coming to the interview. Along with other cost items, the salary level of the project staff will be subject to discussion in the contract negotiations.

The contract amount is all-inclusive from the OSCE's part; the OSCE will not provide any additional compensation for the support services that are needed to make the delivery of the training and counseling programme possible.

Limitation of the tax exemption

The tax exemption is limited to the value added tax. Other taxes and social security payments shall be paid by the successful Bidder and/or its staff in accordance with the Azerbaijani legislation.

Co-funding from other sources

It is acceptable that the Bidder has or seeks additional funding from other sources and in that way increases its total project budget. However, the co-funding should not affect the implementation period. Details of the co-funding (source, amount, conditions) should be given as a separate annex to the Technical Proposal.

The Bidders may propose collecting enrolment fees or some other well justified charges from the beneficiaries to cover the costs that the contract amount does not cover. All such payments, if any, and their justifications must be clarified in detail in field D.2.5 of Section III-D of the Technical Proposal.

Joint Proposals

Joint proposals may be formulated by two or more organizations, irrespective of the types of their organizations.

In a joint Proposal, the qualification form (Section II-B of the Technical Proposal) must be filled out separately for each Partner. One of the partners shall be nominated as being in charge, and this nomination shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all Partners. The power of attorney shall be provided as an additional annex to the Technical Proposal. Contrary to the requirements of paragraph 10.3 of the Instructions to Bidders, it suffices that only the Partner-in-charge signs the Proposal.

Participation in several tenders

There are no restrictions in proposing one and the same individual as a resource person in several tenders.

As per paragraph 6.1 of the Instructions to Bidders, any Bidder (organization) shall submit only one Proposal per tender, either by itself or in a joint venture. Tenders AZE 05/2009 and AZE 06/2009 are two separate tenders. Therefore, it is acceptable that the Bidder (organization) submits one Proposal in each of these tenders.

Language issues

The English translation of the official Statute/Charter does not have to be notarized.

The training and counseling activities should be conducted in the Azerbaijani language.

Selection Board

The Selection Board consists of staff members of the OSCE Office in Baku. If need be, the Selection Board may consult external experts in connection with the evaluation of the proposals. If such consultations take place, they will be done in such a manner that the Bidders' identities are not revealed.

Timeline of training events and counseling sessions

The Bidders are free to propose the timing of the training events and counseling sessions within the overall implementation period (from August 2009 to November 2009; final reporting to be concluded by 15 December 2009). It is up to the Bidder to distribute the training events and counseling sessions throughout the entire implementation period (with less frequency), or during a shorter period within it (with higher frequency). The proposed distribution of activities must be presented in the Technical Proposal.

The OSCE is not expecting full-time training. It is advisable to schedule the activities so that the participants would be able to maintain their business activities while attending the training and counseling programme.

Regional focus

The Bidders can propose conducting the training and counseling services in one or several regions. All regions outside Baku are equal from the Proposal evaluation point of view, but a well justified regional focus proposed by the Bidder in field D.1. of Section III-D of the Technical Proposal may give extra merit for the respective Bidder.

While Baku-centered proposals are also welcome, it must be noted that the OSCE seeks to support the regional development of Azerbaijan, in line with the government's policy. Therefore, Baku-centered proposals have to be particularly well justified to gain preference over non-Baku proposals.

Mutually reinforcing nature of training and individual counseling

The training and counseling services, to be delivered by the successful Bidder, should form mutually reinforcing elements of a comprehensive programme. Therefore, individual

counseling should be provided to the same people who attend the training, in a way that helps the participants to apply the training substance in their particular cases.

Evaluation of the qualifications and competence of proposed key staff

When evaluating the qualifications and competence of the proposed key staff, primary focus will be on their substance knowledge and experience in the subject-matter concerned, and secondary focus will be on their training/counseling experience.

Content of the accountancy training in the AZE 06/2009 tender

The Bidders are advised to consider the content of the accountancy training in the AZE 06/2009 tender from pragmatic and applicability points of view, bearing in mind that the intended project output is to help the participants increase the confidence in their businesses among the clients, creditors, investors, and other interest groups. A reference in the Bidding Documents to international accounting standards should not be taken too restrictively; relevant national standards and regulations, insofar as they are in line with international norms, may constitute a bulk of the training as well.