



Organization for Security and Co-operation in Europe Mission to Georgia

From: OSCE Mission to Georgia

No of Page(s): 6 pages

OSCE Ref: 1907-2007 (please quote in all correspondence)

Subject: **Adaptation and Localization of California Psychological Inventory (CPI 462-
Project: “Basic Improvements to Human Resources Management System of the Georgian
Police”).**

REQUEST FOR QUOTATION (RFQ) No. 1907-2007

Dear Sir/Madam:

1. The OSCE Mission to Georgia, Procurement Unit (hereinafter called “the OSCE”) invites you to submit your quotation for:

Adaptation and Localization of California Psychological Inventory (CPI 462 - Project: “Basic Improvements to Human Resources Management System of the Georgian Police”), as specified in Section II hereto.

1. Your quotation should be addressed and submitted to e-mail address:
Tender-GE@osce.org **on or before 27-July-2007, 15.00.**
2. Your quotation should be in accordance with the following instructions:
 - (i) Your quotation should contain the duly completed part(s) of Section I, Quotation Submission Form, and Section II, Schedule of Requirements. Failure to complete and sign these sections may result in the rejection of your quotation;
 - (ii) All price(s) shall be quoted in the currency accepted by the OSCE, as specified in Section I, Quotation Submission Form;
 - (iii) All price(s) shall be quoted excluding taxes;
 - (iv) Your quotation shall be valid for the period of calendars days past the deadline for receipt of quotations as specified by the OSCE in Section I, Quotation Submission Form;

(v) Your quotation must bear the OSCE Ref No indicated above;

3. The administrative examination and evaluation of quotations received will in material aspects follow the OSCE's Instructions to Bidders specified at <http://www.osce.org/tenders>. Contract award will be made to the company whose quotation is determined substantially responsive to the requirements of the OSCE and whose quotation contains the lowest evaluated price(s).

4. Unless superseded in specific aspects by the requirements specified by the OSCE in Section II, Schedule of Requirements, the OSCE General Conditions of Contract applicable for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.

5. 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.

6. 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.

7. Please note, that the OSCE will not notify unsuccessful company(ies).

8. Please, address all your queries or questions in writing to the address given below:

**Krtsanisi Governmental Residence, Krtsanisi Street, 0114 Tbilisi, Georgia,
Tender-GE@osce.org**

and kindly refrain from any telephone calls or personal visits.

Attachments:

Section I, Quotation Submission Form
Section II, Schedule of Requirements.

Section I – Quotation Submission Form

Notes to Bidders: It is mandatory that the Bidder duly completes and signs this Quotation Submission Form, or alternatively, ensures that its contents are duly copied onto its standard corporate quotation form.

On (i) Compliance: By reference to Section II, Schedule of Requirements, the Bidder is requested to provide Service-by-Service commentary on the OSCE's Requirements, demonstrating to the OSCE that its offered Services are substantially responsive to those requirements. Any deviation or exception to these requirements should be clearly indicated here.

On (ii) Service Price: The Bidder should offer service prices for the services specified in Section II, Schedule of Requirements and any other, considered relevant.

Date [*Bidder to insert date*]

OSCE Ref No.1907-2007

To: **OSCE Mission to Georgia, Krtsanisi Governmental Residence, Krtsanisi Street, 0114 Tbilisi, Georgia**

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 with **Adaptation and Localization of California Psychological Inventory (CPI 462 - Project: "Basic Improvements to Human Resources Management System of the Georgian Police")**, in conformity with your RFQ documents as follows:

| 1 | 2 |
|---------------------|----------------|
| Service Description | Compliance (i) |
| | |

| 1 | 2 |
|---|-------------------|
| Service | Price (ii) EUR |
| Price-list for the services as under the Section 2 to be presented | |
| | |

We undertake, if our quotation is accepted, to provide with the service in accordance with the Terms of Reference specified in Section II of your RFQ Documents, Schedule of Requirements.

We agree to abide by this quotation for a period of validity of 30 calendar days past the deadline for the receipt of quotations. 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.

We certify and confirm that we comply with the eligibility requirements stated in Article 2 of your Instructions to Bidders.

[Bidder to insert name and signature of duly authorized representative]

Section II – SCHEDULE OF REQUIREMENTS

Project Title

Adaptation and Localization of California Psychological Inventory (CPI 462) with the Georgian population and establishing its norms.

Background

The Georgian Ministry of Internal Affairs requested OSCE assistance in the field of Human Resources Management for bringing personnel management into alignment with international standards. The recruitment process serves as the starting point of any Human Resources Management organization, and should be reformed with a view to ensuring a transparent and democratic personnel system. Contemporary and progressive recruitment procedures include psychometric tests that measure personal attitudes and aptitudes and provide necessary feedback.

In order to ensure a reliable selection of suitable candidates for every branch and level of the Georgian police force, the OSCE Mission, in partnership with local professional psychologists, has begun the preparations for introducing psychometric testing. As a psychometric test CPI™ 462 will prove to be the most reasonable instrument for the use of the Georgian police.

Effective psychometric test will help selection makers to find well-fitted candidates for the job based on psychological capacities and values. However these tests should reflect Georgian culture and history, therefore they should be adapted and localized into the Georgian cultural and language environment.

The Mission's task also includes instituting a structured interview as one tool in a transparent selection process, for which special trainings and workshops for MIA policymakers and the heads of the central departments and regional units of Georgian Police is provided.

Requirements:

The bidder should:

1. determine the part of the population which will be the subject of the adaptation;
2. overview the existing Georgian version of the Inventory (will be provided) and prepare it for the determined population, to do item analyses with the trial data: checking that items correlate with the scales they are supposed to.
3. conduct the psychometric analysis of inventory provisions after using it for selection.
4. elaborate the final version of the Inventory.
5. establish the norms of personal characteristics that can be measured according to the Inventory.
6. prepare the electronic version of the Inventory.

Terms for the Participating in Tender:

- Non-governmental organization and higher educational institution has a right to participate in the tender;
- The participant should have at least 3 year experience of establishing norms and adaptation of psychological tests in Georgia.

Additional Requirements:

The bidder should:

- provide a General information on establishment, activities, similar projects undertaken.
- prices for the service (price-list); (*Notes to Bidders: It is mandatory that the Bidder duly completes and signs the Quotation Submission Form, Section I or alternatively, ensures that its contents are duly copied onto its standard corporate quotation form*).

Hard copies of:

- an extract from the Register of non-entrepreneurial legal entities;
- a taxpayer's certificate.

Companies should provide a scanned or hard copy of:

- a court resolution on registration (state registration document);
- an extract from the Entrepreneurial Register (state registration document);
- a taxpayer's certificate; and
- a VAT-payer's certificate (if applicable), or a notice from the tax inspection that the Contractor is not registered as a VAT-payer .
- fulfil the project objectives within 6 months after the completion of the tender;
- provide the authorized coordinators with the information about the performance of each objective.

Signature of Bidder: _____

[Bidder to insert name and signature of duly authorized representative and put a stamp]