



Organization for Security and Co-operation in Europe

Office in Baku

Fund Administration Unit

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

Date: 08 March 2012

Invitation to Bid

No. 04/2012

Implementing partner for

Project: Legal Resource Centres in the Regions & Baku Support Centre 2012

Component: Baku Support Centre

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 the Project: Legal Resource Centres in the Regions & Baku Support Centre 2012, Component: Baku Support Centre (hereinafter called "the Implementing Partner"), to be based in Baku, Azerbaijan.

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

- Section I: Project: Legal Resource Centres in the Regions & Baku Support Centre 2012, Component: Baku Support Centre - 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 **28 March 2012, 12:00 hrs (GMT+4)** in a sealed envelope marked with "**No. AZE 04/2012 – Implementing partner for Project: Legal Resource Centres in the Regions & Baku Support Centre 2012, Component: Baku Support Centre - Do Not Open before 28 March 2012, 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/>). The OSCE Office in Baku will organise an information session for the prospective applicants on **Thursday, 15 March 2012** to provide details of the application procedure and guidance in the preparation of their Application Packages. However, such guidance will not in any way assure the selection of one of the non-governmental organisations among those who attended this information session. For any further information, please address your queries by e-mail, not later than 23 March 2012 to the following address: Zhala.Azizova@osce.org, indicating clearly the reference Project.