

Request for Proposals No. UKR/IP/01/2013

For Organizing Professional Retraining of Military Personnel as well as Organizing Seminars, Trainings, and a Round Table under the Project “Assistance in the Social Adaptation Process of Discharged Military Personnel” implemented by the OSCE Project Co-ordinator in Ukraine

Date: 10 April 2013

The OSCE Project Co-ordinator in Ukraine (hereinafter referred to as “the OSCE”) invites proposals (hereinafter referred to as “Proposal(s)”) from eligible and qualified non-profit organizations, groups or institutions (hereinafter referred to as “the Applicants”) for Organizing Professional Retraining of Military Personnel as well as Organizing Seminars, Trainings, and a Roundtable under the Project “Assistance in the Social Adaptation Process of Discharged Military Personnel” (hereinafter referred to as “the Services”), according to the requirements as defined in the documents (hereinafter referred to as “the Application Documents”) that will be provided upon request to interested organizations.

The Application Documents include:

Section I: Instructions to Applicants

Section II: Technical Proposal Forms

Section III: Financial Proposal Form (a separate file with Excel spreadsheet)

Section IV: Terms of Reference (“TOR”)

Section V: Sample Implementing Partner Agreement (with selected annexes)

Proposals must be delivered in a sealed envelope marked with “**RFP No. UKR/IP/01/2013 – for Organizing Professional Retraining of Military Personnel as well as Organizing Seminars, Trainings, and a Round Table under the Project “Assistance in the Social Adaptation Process of Discharged Military Personnel”**” to the OSCE to the following address by 17:00 (local time) on 24 April 2013:

OSCE Project Co-ordinator in Ukraine
(Attn.: Ms. Olena Khomenko)
16 Striletska St.
Kyiv 01030, UKRAINE

Proposals sent by post will need to be put into an outer envelope compliant with postal regulations.

Proposals sent by e-mail or fax will not be accepted.

The prices shall be quoted in Ukrainian Hryvnia (UAH).

The Services are expected to commence no later than 29 April 2013.

The OSCE reserves the right to accept or reject any Proposal, and to annul, in whole or in part, or to suspend the application process and to reject all Proposals, at any time and without reason prior to award, without thereby incurring any liability to the affected Applicant or Applicants.

Please address your queries or comments in writing and kindly refrain from any personal visits or telephone calls:

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