

BIDDING DOCUMENTS FOR

**ENGAGEMENT OF A LOCAL SERVICE PROVIDER FOR CONDUCTING
FOLLOW UP ACTIONS FOR THE ANTI-DISCRIMINATION COORDINATIVE
BODY ON THE PUBLIC SECTOR EQUALITY DUTY AND DATA
COLLECTION THEMATIC ANALYSES**

OSCE MISSION TO SKOPJE

REQUEST FOR PROPOSALS (RFP) No. 580019

MARCH 2020

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PR No: 580019
DATE: 6 March 2020/17 March 2020 Amendment
FROM: OSCE Mission to Skopje – Procurement Unit
PAGES: 21 (twenty-one) incl. this cover page
SUBJECT: **Engagement of a Local Service Provider for conducting follow up actions for the Anti-Discrimination Coordinative Body on the public sector equality duty and data collection thematic analyses**

REQUEST FOR PROPOSAL (RFP)

The OSCE Mission to Skopje (hereinafter called “the OSCE”) invites you to submit your price quotation for **conducting follow up actions for the Anti-Discrimination Coordinative Body on the public sector equality duty and data collection thematic analyses specified in Terms of reference (ToR).**

Offer will be evaluated and contract will be awarded to the bidder offering the lowest technically compliant offer.

This Request for Proposal (RFP) consists of this document and the following annexes:

- Annex A: Instruction to Bidders (www.osce.org/procurement)
- Annex B: OSCE General Conditions of Contract for Services (www.osce.org/procurement)
- Annex C: Terms of Reference
- Annex D: Technical Compliance Form
- Annex E: Pricing Format
- Annex F: Acknowledgement Letter

In submitting a proposal, the Proposer accepts in full and without restriction the requirements of this RFP including the Terms of Reference and the OSCE General Conditions of Contract for Services as the sole basis of this tender process, and waives his own conditions of sale, whatever they may be. The Proposer business practices shall be in accordance with the principles set out in the OSCE Supplier’s Code of Conduct available on www.osce.org/procurement

ANNEX A - INSTRUCTIONS FOR SUBMISSION OF PROPOSALS

General

The OSCE intends to award a Contract for **conducting follow up actions for the Anti-Discrimination Coordinative Body on the public sector equality duty and data collection thematic analyses.**

Proposers shall submit a proposal directly responsive to the terms of this tender. Proposals should include detailed information demonstrating compliance with the requirements, terms and conditions of this RFP. It is the responsibility of the Proposer to verify all aspects of the services involved prior to submitting a proposal.

This RFP, including its Annexes and Attachments will form part of any purchase order or contract entered into by the OSCE as a result of this RFP.

Proposal Format

The Proposal has to be submitted in two separate parts, the technical and financial part.

The **Technical Proposal** shall address all aspects of the Terms of Reference of this RFP and should include models, examples and technical solutions to problems raised in the specifications giving an answer to each of the points mentioned with regard to the methodology, deadlines and organization. The technical proposal must respond to the technical specifications and provide, as a minimum, all the information needed for the purpose of awarding a contract. The level of practical details provided in the tender will be extremely important for the evaluation of the tender.

The Technical Proposal MUST NOT contains any price or cost information.

10. The **Financial Proposal** shall contain clear, concise price information presenting all costs associated with the assignment, including but not limited to remuneration for staff, transportation, equipment and materials, insurance, surveys, etc. Prices (excl. taxes) shall be quoted in local MKD currency. Prices shall be quoted on the basis of the delivery terms specified in the solicitation document. In case the delivery terms are not indicated, DAP (INCOTERMS 2010) shall apply.

Each part has to include the following information:

11. TECHNICAL PROPOSAL

Company Profile: 1. Completed and duly signed Vendor Registration Form (<http://www.osce.org/procurement/74772>)
2. Copy of the company's registration document/license(s)
3. Company's Financial Statement for the last two years (if applicable)
4. Descriptive summary of the company's professional capacity and experience, including a list of services relevant to the subject of this solicitation that were provided to other clients.
5. Company references with names and contact details: addresses and telephone numbers.

Proposed Personnel: Detailed CVs of proposed personnel, and indication of proposed position.

Description of the approach and plans towards satisfying and supporting the requirements set out in the RFP. (Applied methodology, timelines, etc.)

Please note that the Technical Proposal MUST NOT contain any price or cost information.

12. FINANCIAL PROPOSAL

Completed and signed Annex E "Pricing Format".

Currency of Bid: MKD

Since the OSCE is, exempt from TAXES and DUTIES, all prices are to be expressed exclusive of VAT and other taxes and duties

Quotations must be delivered only of the following way, only:

Hard copy delivered personally to Procurement In-Box, Record and Archive Unit, OSCE Mission to Skopje (at the 3rd floor), Hyperium Building, Bulevar 8-mi Septemvri, MK-1000 Skopje

Your proposals must be enclosed in two separate envelopes, one for the technical and the other for the financial part of the Proposal, clearly marked as follows:

CONFIDENTIAL
TENDER – DO NOT OPEN
TECHNICAL PROPOSAL

Reference No.: **RFP 580019**
 Subject: **Conducting follow up actions for the Anti-Discrimination Coordinative Body on the public sector equality duty and data collection thematic analyses**
 Closing Date/Time: **14 April 2020 at 12:00 hrs CEST**
 Name of your Company _____

CONFIDENTIAL
TENDER – DO NOT OPEN
FINANCIAL PROPOSAL

Reference No.: **RFP 580019**
 Subject: **Conducting follow up actions for the Anti-Discrimination Coordinative Body on the public sector equality duty and data collection thematic analyses**
 Closing Date/Time: **14 April 2020 at 12:00 hrs CEST**
 Name of your Company _____

The Technical and Financial envelopes must be secured in one envelope, clearly marked and addressed as follows:

TENDER – DO NOT OPEN
CONFIDENTIAL - Reference: RFP 580019

**To: OSCE Mission to Skopje
 Procurement In-Box, Record and Archive Unit, (at the 3rd floor),
 Hyperium Building,
 Bulevar 8-mi Septemvri
 1000 Skopje**
 Title: **RFP 580019**
 Subject: **Conducting follow up actions for the Anti-Discrimination Coordinative Body on the public sector equality duty and data collection thematic analyses**
DEADLINE 14 APRIL 2020 at 12:00 hrs. CEST
 Name of your Company: _____

Proposals delivered to any other address will be rejected.

The Proposal must indicate the date, bidder's name, address, and must be signed by an authorized representative of the bidder.

Please note that the terms set forth in this RFP, including the contents of the annexes will form part of any contract awarded by the OSCE. Any such contract will require compliance with all factual statements and representations made in the bid.

This RFP does not commit the OSCE to consider any proposal or to award a contract or to pay any costs incurred in the preparation or submission of proposal, or to procure any services from any proposer.

This RFP contains no contractual offer of any kind. Any proposal submitted will be regarded as an offer by the proposer and not as an acceptance by the proposer of any offer by the OSCE. No contractual relationship exists, except pursuant to a purchase order or contract document signed by the authorized representatives of both parties. The OSCE reserves the right to reject any or all proposals received in response to this RFP, to split the award, and to negotiate with any of the proposers or other firms in any manner deemed to be in the best interest of the OSCE.

Acknowledgement of Receipt of this RFP

Upon receipt of this RFP, you are kindly requested to return the attached Acknowledgement Letter as soon as possible to dragan.malikj@osce.org , advising whether or not your company intends to submit a proposal.

Evaluation of Proposals

As a general rule, only tenders that are technically acceptable and that provide all the necessary evidence required in the RFP will be considered for financial evaluation. The proposals will be evaluated according to the following criteria, not necessarily listed in order of priority:

- a) Demonstrated ability and willingness to meet RFP requirements.
- b) Demonstrated financial and managerial capability for executing the contract.
- c) Demonstrated understanding of the OSCE's need for quality service.
- d) Detailed implementation plan demonstrating the capability to provide the required services.
- e) Responsiveness to the RFP.
- f) Cost comparison between responsive proposers. From among all technical acceptable proposals, the award will be made to the lowest cost bidder.

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 firm or firms or any obligation to inform the affected firm or firms of the reasons for the OSCE's action.

Nothing in or relating to this RFP shall be deemed a waiver, expressed or implied, of any of the privileges and immunities of the OSCE.

All materials, which will be produced within this RFP, shall remain as a property of the OSCE.

OSCE Contact:

Please address all your queries or questions **in writing**, but no later than **3 April 2020, at 12:00 hrs**, at the address given below **and kindly refrain from any telephone calls or personal visits**.

Dragan Malic, Procurement Assistant, e-mail address: dragan.malikj@osce.org

Sincerely yours,

Malic Dragan
OSCE – Procurement Unit
Procurement Assistant