***Invitation to participate in the tender***

*Dear ladies and gentlemen,*

*NGO GoLOCAL is a non-profit non-governmental organization established in 2016 to build the economic, innovative and production potential of the regions of Ukraine by attracting the best world practices of development and grant funding.*

*NGO GoLOCAL announces a tender* ***№1.09 on the purchase of services of the Coal Industry Reform Expert.***

*A detailed description of the services being purchased is contained in the Terms of Reference (see 1.09\_Coal Industry Reform Expert\_MinEnergo\_Just Transition\_ukr).*

*Deadline for submission of tender offers: by 23:59 on November 10, 2021.*

Questions on technical or organizational issues should be sent:

1) EXCLUSIVELY in written form to the following e-mail address: [pr@golocal-ukraine.com](mailto:pr@golocal-ukraine.com) ;

2) not later than **23:59 on November 05, 2021**;

3) with reference to the tender number in the subject of the letter.

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| ***Preparation and submission of the tender offer***  Tender documents must be drawn up in Ukrainian and English, signed by the Applicant, indicating the date, stamped (if available), and sent to "pr@golocal-ukraine.com" in electronic (scanned) format in two separate letters, namely:   * The first letter should include registration documents and a Technical Proposal (with the subject of the letter: “Coal Industry Reform Expert.Technical Proposal”); * The second letter should include a Commercial Proposal (with the subject of the letter: “Coal Industry Reform Expert. Commercial Proposal").   ! The presence of a commercial proposal in one letter with the technical proposal is the basis for disqualification of the bidder !  **Contents of the tender offer**  The tender offer must contain:  1) Copies of registration documents for legal entities and natural persons-entrepreneurs, namely:   * extract from the USR on state registration, * taxpayer's certificate, * other documents if available   Note: in case of absence of official registration the Applicant must send the letter of guarantee on the obligation to register before signing of the Service Agreement.  To sign the Service Agreement, the winning applicant will need to send duly certified copies of registration documents to: [pr@golocal-ukraine.com](mailto:pr@golocal-ukraine.com).  2) Technical Proposal, consisting of:   * 2.1. Summary * 2.2. The concept in which the Applicant must show how the objectives set out in Section 2 of the Terms of Reference shall be achieved; describe the key processes and necessary stages of service provision; describe the measures that the expert will take to ensure a smooth workflow. In addition, the Applicant must prepare a Project Implementation Plan in accordance with the format set out in Annex 2 of the Terms of Reference * 2.3. Portfolio of relevant projects (minimum 2, which correspond the best to the nature of the Terms of Reference), in which the Applicant played a significant role, with a brief description of these projects and the role of the Applicant (in one informative and comprehensible document, up to 5 pages). Proposals without a portfolio are not considered   3) Commercial Proposal provided in Annex 3 of the Terms of Reference (including all taxes, fees, contributions).  **Evaluation of the Tender offer**  The Tender offer is evaluated on the basis of the following ratio:  • Technical Proposal (70%)  • Commercial Proposal (30%). |
| Technical proposals that did not score a minimum of 455 points (out of a maximum of 650) during the technical evaluation are not accepted for consideration. |
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| **Other recommendations::** |

* We recommend saving and sending files in .pdf or .jpeg format;
* Files should not contain links to file-sharing sites;
* Send only requested documents;
* We recommend sending a message-offer with automatic confirmation of receipt.

In the event of inability of the winning Applicant to fulfill the contractual obligations under the conditions specified in the tender documentation during the conclusion of the Service Contract, NGO GoLOCAL reserves the right to select the bidder with the next best result for the winner.

All participants will be informed about the results of the tender by e-mail.

Best regards,   
NGO GoLOCAL