



## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: <b>UNDP/280/2022</b>	Date: <b>12 August 2022</b>
-------------------------------------	-----------------------------

### SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of **one motorboat** as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Name: Tatsiana Lazouskaya

Title: Procurement Analyst

Date: 11 August 2022

## SECTION 2: RFQ INSTRUCTIONS AND DATA

<b>Introduction</b>	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
<b>Deadline for the Submission of Quotation</b>	<p><b>17:00 hours Minsk time, 02 September, 2022</b></p> <p>If an on y doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering</p> <p><input checked="" type="checkbox"/> <b>Dedicated Email Address</b></p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></p> <p><b><u>Bid submission address:</u> tenders.by@undp.org</b></p> <ul style="list-style-type: none"> <li>▪ File Format: <b>PDF</b></li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: <b>10 MB</b></li> <li>▪ Mandatory subject of email: <b>UNDP_280_2022</b></li> <li>▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y.”</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>▪ The bidder should receive an email acknowledging email receipt.</li> </ul>
<b>Cost of preparation of quotation</b>	<p>UNDP shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
<b>Supplier Code of Conduct, Fraud, Corruption,</b>	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP’s Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</a></p>
<b>Gifts and Hospitality</b>	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or</p>

	for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
<b>Conflict of Interest</b>	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
<b>General Conditions of Contract</b>	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input checked="" type="checkbox"/> <a href="#">General Terms and Conditions / Special Conditions for Contract.</a></p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</a></p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions for Works</a></p> <p>Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a></p>
<b>Special Conditions of Contract</b>	<p><input checked="" type="checkbox"/> <b>Cancellation of PO/Contract if the delivery is delayed by 30 calendar days.</b></p> <p><input checked="" type="checkbox"/> <b>Liquidated damages:</b> 0.2 percent of contract price per day of delay not exceeding 30 calendar days.</p>
<b>Eligibility</b>	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
<b>Currency of Quotation</b>	<p>Quotations shall be quoted in:</p> <p><input checked="" type="checkbox"/> <b>US Dollar (USD)</b></p> <p><input checked="" type="checkbox"/> <b>Belarusian Ruble (BYN)</b></p> <p><b>The currency of the contract and the currency of payment shall be the currency of submitted quotation.</b></p> <p>In the course of evaluation of price quotations (financial offers) of all Bidders and only for the purposes of their comparison, all prices quoted in the quotations in different currencies will be converted in US Dollars, in accordance with the official UN operational rate of exchange on the last day of submission of quotations.</p> <p><b>Official UN operational rates of exchange:</b>  <a href="https://treasury.un.org/operationalrates/OperationalRates.php">https://treasury.un.org/operationalrates/OperationalRates.php</a></p>

<b>Joint Venture, Consortium or Association</b>	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
<b>Only one Bid</b>	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>b) they have the same legal representative for purposes of this RFQ; or</li> <li>c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process;</li> <li>d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or</li> <li>e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</li> </ul>
<b>Duties and taxes</b>	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <b>be inclusive of VAT and other applicable indirect taxes (for Bidders - residents of the Republic of Belarus)</b></li> <li><input checked="" type="checkbox"/> <b>be exclusive of VAT and other applicable indirect taxes (for Bidders – non-residents of the Republic of Belarus)</b></li> </ul> <p>The price quotations (financial offers) of Bidders - non-residents of the Republic of Belarus shall not include VAT. <b><u>In the price quotations of the Bidders - residents of the Republic of Belarus, VAT, if included, shall be clearly indicated in the price quotation.</u></b></p> <p>The price quotations of the Bidders will be compared without VAT.</p>
<b>Language of quotation</b>	<p><b>Language of quotation – English or Russian.</b></p> <p>Including documentation together with catalogues, instructions and operating manuals.</p>
<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <b>Annex 2: Quotation Submission Form duly completed and signed;</b></li> <li><input checked="" type="checkbox"/> <b>Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1;</b></li> <li><input checked="" type="checkbox"/> <b>Copy of registration certificate;</b></li> <li><input checked="" type="checkbox"/> <b>List and value of contracts performed for the last 5 years (minimum 3 contracts in similar field) plus client's contact details who may be contacted for further information (references/recommendations) on those contracts (Annex 2);</b></li> <li><input checked="" type="checkbox"/> <b>List and value of ongoing projects with UNDP and other national/multi-national organizations with contact details of clients and current completion ratio of each ongoing project (Annex 2);</b></li> </ul>

	<p><input checked="" type="checkbox"/> <b>Statements of satisfactory performance (certificates) from the top 2 clients in terms of Contract value in similar field;</b></p> <p><input checked="" type="checkbox"/> <b>Other:</b></p> <p>* Documentary proof of compliance of the offered Goods with the requirements of Annex 1 (technical specifications, technical data of the offered goods in the form of catalogues/technical brochures/item certificate, technical information posted at the official websites of manufacturer/dealer, etc), schematic view of assembled motorboat;</p> <p>* Documentary proof of Goods' quality (copy of valid certificate of conformity with the requirements of Technical Regulations of the Customs Union 026/2012 and/or other certificate/declaration of quality/conformity for the goods) or written obligation to submit such document before signing the contract;</p> <p>* Copy of valid ISO 9001 certificate or equivalent national certificate for the manufacturer confirming implementation of certified quality management system of development or/and manufacture and applying to manufacture of the offered Goods (if available);</p> <p>* Evidence that the Bidder is a manufacturer of the offered goods or documentary proof that the Bidder is authorized by the manufacturer / distributor of the offered goods (power of attorney, distribution agreement, etc) if the Bidder is not a manufacturer;</p> <p>* Documentary proof of availability of the technical support centre for servicing of the goods in the Republic of Belarus (including warranty servicing) or regional representation also providing servicing (including warranty servicing) of the goods in the Republic of Belarus.</p>
<b>Quotation validity period</b>	Quotations shall remain valid for <b>forty-five (45) calendar days</b> from the deadline for the Submission of Quotation.
<b>Price variation</b>	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
<b>Partial Quotes</b>	<p><input checked="" type="checkbox"/> <b>Not permitted</b></p> <p><input type="checkbox"/> Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes</p>
<b>Alternative Quotes</b>	<p><input checked="" type="checkbox"/> <b>Not permitted</b></p> <p><input type="checkbox"/> Permitted</p> <p>If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, <a href="#">Click or tap here to enter text.</a> reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote"</p>
<b>Payment Terms</b>	<p><input checked="" type="checkbox"/> <b>100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.</b></p> <p><input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></p>
<b>Conditions for Release of Payment</b>	<p><input checked="" type="checkbox"/> <b>Passing Inspection:</b> Following delivery the goods will be inspected and tested by UNDP and the End-user specialists to check whether they are operational, conform to the specifications and meet the performance requirements. Should the goods fail to meet the contract specifications, have defects or damages, the Contractor shall take immediate steps to remedy the deficiency, rectify any defect and replace any defective part or replace the defective goods as a whole at its own cost. UNDP will sign the goods acceptance certificate following demonstrated satisfactory and reliable operation of the goods, their conformance to the specifications and that they meet performance requirements.</p> <p><input type="checkbox"/> Passing all Testing [specify standard, if possible]</p> <p><input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible]</p> <p><input checked="" type="checkbox"/> <b>Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements.</b></p> <p><input checked="" type="checkbox"/> <b>Ex-factory / Pre-shipment inspection:</b> UNDP shall have the right at its own cost to conduct inspection of the goods in the manufacturer's works or prior to the goods shipment. Should the goods fail to meet the contract specifications the Contractor shall take immediate steps to remedy the</p>

	deficiency, rectify any defect and replace any defective part or replace the defective goods at its own cost.
<b>Contact Person for correspondence, notifications and clarifications</b>	<p><b>E-mail address:</b> <a href="mailto:sergei.bobrovskih@undp.org">sergei.bobrovskih@undp.org</a></p> <p><u>Attention:</u> <b>Quotations shall not be submitted to this address</b> but to the address for quotation submission above (<a href="mailto:tenders.by@undp.org">tenders.by@undp.org</a>). Otherwise, offer shall be disqualified.</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
<b>Clarifications</b>	<p>Requests for clarification from bidders will not be accepted any later than <b>seven (7) calendar days</b> before the submission deadline. Responses to request for clarification will be communicated <b>in writing by e-mail</b>.</p> <p>Any amendments to the RFQ (if any) shall be posted on the same tender webpages as the RFQ.</p>
<b>Evaluation method</b>	<p><input checked="" type="checkbox"/> <b>The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer</b></p> <p>The price quotations of the Bidders will be compared without VAT.</p> <p><input checked="" type="checkbox"/> <b>Other:</b> Evaluation of Technical and Financial Offers of the Bidders will be conducted for each lot separately.</p> <p>The price quotations (financial offers) of Bidders - non-residents of the Republic of Belarus shall not include VAT. In the price quotations of the Bidders - residents of the Republic of Belarus, VAT, if included, shall be clearly indicated in the price quotation.</p> <p>The price quotations of the Bidders will be compared without VAT.</p>
<b>Evaluation criteria</b>	<p><input checked="" type="checkbox"/> <b>Full compliance with all requirements as specified in Annex 1</b></p> <p><input checked="" type="checkbox"/> <b>Full acceptance of the General Conditions of Contract</b></p> <p><input type="checkbox"/> Comprehensiveness of after-sales services</p> <p><input type="checkbox"/> Earliest Delivery /shortest lead time</p> <p><input checked="" type="checkbox"/> <b>Others: Provision of a complete set of required documents</b></p>
<b>Right not to accept any quotation</b>	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order.
<b>Right to vary requirement at time of award</b>	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25% ) of the total offer, without any change in the unit price or other terms and conditions.
<b>Type of Contract to be awarded</b>	<p><input type="checkbox"/> Purchase Order</p> <p><input checked="" type="checkbox"/> <b><a href="#">Contract Face Sheet</a> (Goods and-or Services)</b></p> <p><input type="checkbox"/> Contract for Works</p> <p><input type="checkbox"/> Other Type/s of Contract [pls. specify]</p> <p>Applicable Contract Face Sheet (Goods and-or Services) is available at <a href="https://www.undp.org/procurement/business/how-we-buy">https://www.undp.org/procurement/business/how-we-buy</a></p>
<b>Expected date for contract award</b>	05 October, 2022
<b>Publication of Contract Award</b>	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
<b>Policies and procedures</b>	This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>
<b>UNGM registration</b>	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a> . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

## ANNEX 1: SCHEDULE OF REQUIREMENTS

### SPECIFICATIONS AND REQUIREMENTS

for the procurement of one motorboat to develop water tourism in reserve “Osvejskij”  
in the framework of the project “Ecotourism development to promote green transition to inclusive and sustainable growth”

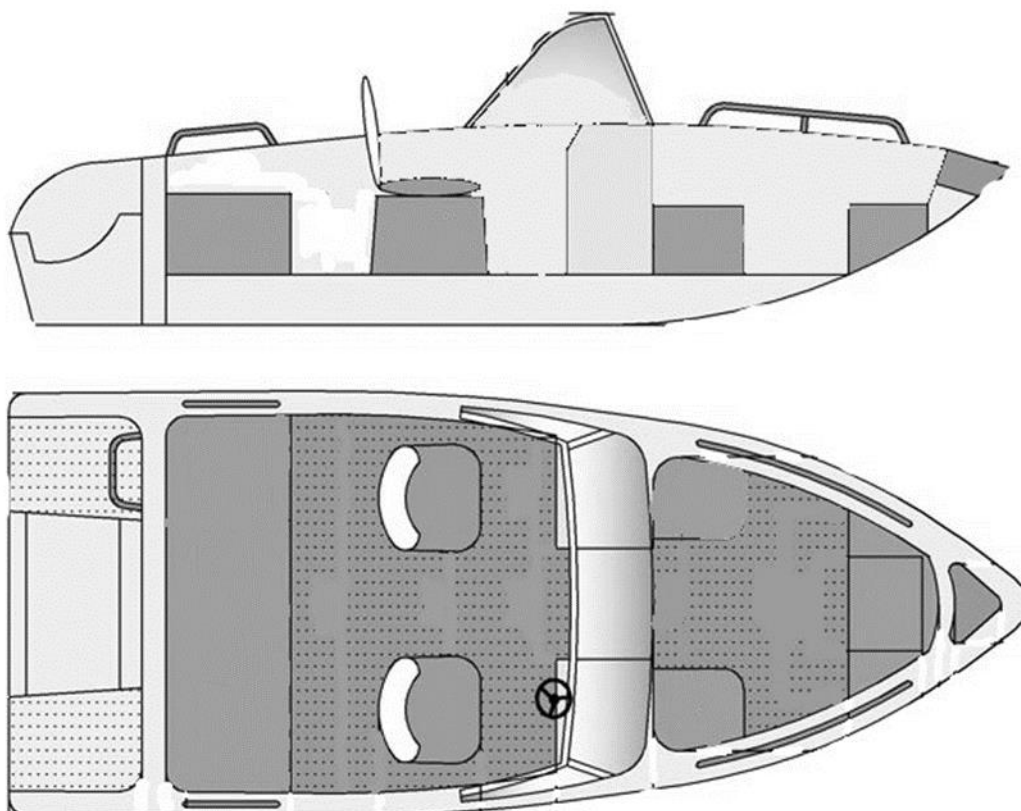
Motorboat is to be operated on Lake Osveiskoe (area 5.2 thousand hectares) having an average depth of 2.5 m, docking depths of 1 m, at wind speed up to 6 m/s and lake state up to 2 (small wavelets).

1. Specifications
1.1. <b>Type:</b> Fiberglass motorboat with dual console and motor;
1.2. <b>Seating capacity, pers:</b> 5 – 6 (including boat driver);
1.3. <b>Weight of motorboat with motor, kg:</b> Not more than 750;
1.4. <b>Hull material:</b> Fiberglass;
1.5. <b>Hull painting:</b> Manufacturer’s standard color and painting;
1.6. <b>Deck material:</b> Fiberglass;
1.7. <b>Overall length, m:</b> Not more than 5.5;
1.8. <b>Hull deadrise at transom, deg.:</b> 8-15;
1.9. <b>Height at side amidships, m:</b> Not less than 0.8;
1.10. <b>Type of motor (engine):</b> Outboard or inboard;
1.11. <b>Motor power, HP:</b> 50 - 70;
1.12. <b>Motor fuel:</b> Petrol;
1.13. <b>Deadwood length (motor foot), mm:</b> 380/510 (S/L);
1.14. <b>Controls:</b> Remote steering assembly (steering wheel, steering gear, steering cable);
1.15. <b>Instruments:</b> Availability of - Tachometer (analog or digital); - Speedometer; - Fuel gauge; - Switch panel; - Voltmeter;
1.16. <b>Electrical equipment and appliances:</b> Availability of - Navigation and masthead lights; - Electric pump; - Battery disconnect switch; - Battery tray with fastening; - Battery terminals; - Sound system (audio system); - Speaker, pc.: Not less than 2;
1.17. <b>Electrical equipment power supply voltage, V:</b> 12;
1.18. <b>Fuel system:</b> Tank with filler neck;

<b>1.19. Fuel tank capacity, l:</b> Not less than 50;
<b>1.20. Furniture and accessories:</b> Availability of <ul style="list-style-type: none"> <li>- Soft swivel chairs for boat driver and passenger next to driver, pcs.: 2;</li> <li>- Standard seats for passengers, pcs.: As per the number of seating places excluding two places (for boat driver and passenger next to driver);</li> <li>- Side pocket, pc.: Not less than 2;</li> <li>- Bow locker;</li> <li>- Stern locker;</li> </ul>
<b>1.21. Other equipment:</b> Availability of <ul style="list-style-type: none"> <li>- Console: Dual console with windscreens and door to the bow deck in the middle;</li> <li>- Aluminum railing (bow and stern);</li> <li>- Aluminum dock cleat, pc.: Not less than 4;</li> <li>- Bow tent: Wind- and waterproof, removable;</li> <li>- Dodger: Wind- and waterproof, dismountable (boat tent/enclosure);</li> <li>- Rowlock socket, pc.; 2;</li> </ul>
<b>1.22. Oar (with rowlock), pc.:</b> 2;
<b>1.23. Oar length, m:</b> Not less than 2.2;
<b>1.24. Anchor, pc.:</b> Not less than 1.
<b>2. General Requirements:</b>
<b>2.1. Year of manufacture:</b> 2021-2022 (brand new, not being used or repaired, refurbished or rehabilitated);
<b>2.2. Warranty:</b> Not less than 12 months (from the date of signing by UNDP of the Goods Acceptance Certificate);
<b>2.3. Operating and maintenance manual, technical data sheets, warranty card and/or service log:</b> In Russian or English language (supplied with the Goods);
<b>2.4. Warranty servicing:</b> In the warranty period the Contractor / authorized representative of the Contractor shall provide warranty servicing at the Contractor's cost and shall cover labor, materials and parts and related transportation costs (if and when required the Contractor / authorized representative of the Contractor qualified staff shall be send to the place of Goods operation for the rectification of defects);
<b>2.5. Service requirements and technical support:</b> The Contractor shall provide after-sales servicing of the Goods for a minimum period of 3 years from the date of Goods acceptance by the Purchaser (under a separate service agreement to be signed by the Contractor and the End-user of the Goods). The Contractor shall ensure product support service (in normal business hours), which include provision of responses to all questions regarding operation of the Goods, recommendations for operation, classification of problems and formulation of recommendations online, by phone or other means of communication. The technical support centre for servicing (including warranty servicing) of the Goods shall be located in the Republic of Belarus or there shall be the regional representation also providing servicing (including warranty servicing) of the Goods in the Republic of Belarus.



**Illustrative schematic drawing of the motorboat (it is not a part of the specifications and has only illustrative purpose)**



## Delivery Requirements

Delivery Requirements	
<b>Delivery date and time</b>	Bidder shall deliver the goods <b>in 120 calendar days</b> after Contract signature
<b>Delivery Terms (INCOTERMS 2020)</b>	In accordance with the delivery terms as indicated under Section “Compliance with the Requirements” of Annex 3
<b>Customs clearance (must be linked to INCOTERM)</b>	<input type="checkbox"/> Not applicable Shall be done by: <input checked="" type="checkbox"/> UNDP (where applicable) <input type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
<b>Exact Address(es) of Delivery Location(s)</b>	Township Chapaevskij, Verkhnedvinskij Rajon, Vitebskaya Oblast, Republic of Belarus
<b>Distribution of shipping documents (if using freight forwarder)</b>	Shipping documents should be sent to the address: UNDP in Belarus (project Ecotourism), 220050, Belarus, Minsk, Kirova st., 17, 6th floor
<b>Packing Requirements</b>	Packing must ensure undamaged delivery of goods
<b>Training on Operations and Maintenance</b>	Not required
<b>Warranty Period</b>	Not less than 12 months from the date of acceptance of the Goods by UNDP
<b>After-sales service and local service support requirements</b>	Availability of the service center in the Republic of Belarus or the regional representation also providing service support on the territory of the Republic of Belarus to perform warranty and after-sales servicing of the offered goods
<b>Preferred Mode of Transport</b>	Land

## ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	<b>UNDP/280/2022</b>	Date: Click or tap to enter a date.

### Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is your company a member of the UN Global Compact	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
<b>Previous relevant experience: 3 contracts (for the last 5 years)</b>				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value (please indicate currency)	Period of activity from/to (month, year)	Types of activities undertaken
<b>List and value of <u>ongoing</u> projects with UNDP and other national / multi-national organization with contact details of clients and current completion ratio of each ongoing project (if any)</b>				
Name of current project (contract) with UNDP or/and other national/multinational organization	Contact details including e-mail	Contract value (please indicate currency)	Current completion ratio of each project, %	

## Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Requirements and Terms and Conditions:</b> I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Ethics:</b> In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Prohibitions, Sanctions:</b> I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bankruptcy:</b> I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Offer Validity Period:</b> I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: \_\_\_\_\_

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

### ANNEX 3: TECHNICAL AND FINANCIAL OFFER - GOODS

Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	<b>UNDP/280/2022</b>	Date: Click or tap to enter a date.

#### TECHNICAL OFFER

#### Specifications and Requirements

Item to be Supplied, Quantity, End-user	Description / Specifications of Goods and General Requirements (as per Schedule of Requirements, Annex 1)	Statement of Offer Compliance with Specifications and General Requirements <i>Compliance / Non-compliance</i>	Description / Specifications of Goods and Related Services (offered) <i>Please indicate parameters of the offered goods</i>
<b>Motorboat with motor – 1 pc.</b>  End-user – State Environmental Institution “Reserve of Republican Significance “Osvejskij”, Republic of Belarus	<b>Model, manufacturer, country of origin</b>	-	<i>Please indicate for the offered Goods: Model: _____ Manufacturer: _____ Country of origin: _____</i>
	<b>1. Specifications:</b>	-	-
	<b>Motorboat operating conditions:</b> Motorboat is to be operated on Lake Osveiskoe (area 5.2 thousand hectares) having an average depth of 2.5 m, docking depths of 1 m, at wind speed up to 6 m/s and lake state up to 2 (small wavelets);		<i>Please confirm that the offered motorboat can be operated under the specified conditions:</i>
	<b>1.1. Type:</b> Fiberglass motorboat with dual console and motor;		<i>Please specify the motorboat type:</i>
	<b>1.2. Seating capacity, pers:</b> 5 – 6 (including boat driver);		<i>Please indicate seating capacity (including boat driver):</i>
	<b>1.3. Weight of motorboat with motor, kg:</b> Not more than 750;		<i>Please indicate weight of motorboat with motor:</i>
	<b>1.4. Hull material:</b> Fiberglass;		<i>Please specify hull material:</i>
	<b>1.5. Hull painting:</b> Manufacturer’s standard color and painting;		<i>Please indicate motorboat color:</i>
	<b>1.6. Deck material:</b> Fiberglass;		<i>Please specify deck material:</i>
	<b>1.7. Overall length, m:</b> Not more than 5.5;		<i>Please indicate overall length:</i>
	<b>1.8. Hull deadrise at transom, deg.:</b> 8-15;		<i>Please indicate hull deadrise at transom:</i>
	<b>1.9. Height at side amidships, m:</b> Not less than 0.8;		<i>Please indicated height at side amidships:</i>

1.10. <b>Type of motor (engine):</b> Outboard or inboard;		<i>Please indicate for motor (engine): Type: _____ Model: _____ Manufacturer: _____</i>
1.11. <b>Motor power, HP:</b> 50 - 70;		<i>Please indicate motor power:</i>
1.12. <b>Motor fuel:</b> Petrol;		<i>Please indicate type of fuel:</i>
1.13. <b>Deadwood length (motor foot), mm:</b> 380/510 (S/L);		<i>Please indicate deadwood length:</i>
1.14. <b>Controls:</b> Remote steering assembly (steering wheel, steering gear, steering cable);		<i>Please confirm availability of remote steering assembly:</i>
1.15. <b>Instruments:</b> Availability of - Tachometer (analog or digital); - Speedometer; - Fuel gauge; - Switch panel; - Voltmeter;		<i>Please confirm availability of all listed devices and indicate type of tachometer:</i>
1.16. <b>Electrical equipment and appliances:</b> Availability of - Navigation and masthead lights; - Electric pump; - Battery disconnect switch; - Battery tray with fastening; - Battery terminals; - Sound system (audio system); - Speaker, pc.: Not less than 2;		<i>Please confirm availability of all listed electrical equipment and appliances and indicate brand/model of sound system (audio system) and number of speakers:</i>
1.17. <b>Electrical equipment power supply voltage, V:</b> 12;		<i>Please indicate power supply voltage:</i>
1.18. <b>Fuel system :</b> Tank with filler neck;		<i>Please confirm availability of tank with filler neck and specify tank material:</i>
1.19. <b>Fuel tank capacity, l:</b> Not less than 50;		<i>Please indicate fuel tank capacity:</i>
1.20. <b>Furniture and accessories:</b> Availability of - Soft swivel chairs for boat driver and passenger next to driver, pcs.: 2; - Standard seats for passengers, pcs.: As per the number of seating places excluding two places (for boat driver and passenger next to driver); - Side pocket, pc.: Not less than 2; - Bow locker; - Stern locker;		<i>Please indicate number of soft swivel chairs:  Please indicate number and material of standard seats for passengers: Please indicate number of side pockets: Please confirm availability of bow locker: Please confirm availability of stern locker:</i>
1.21. <b>Other equipment:</b> Availability of - Console: Dual console with windscreens and door to the bow deck in the middle; - Aluminum railing (bow and stern); - Aluminum dock cleat, pc.: Not less than 4; - Bow tent: Wind- and waterproof, removable;		<i>Please indicate console parameters:  Please confirm availability and material of railing: Please indicate number and material of dock cleats:</i>

- Dodger: Wind- and waterproof, dismountable (boat tent/enclosure); - Rowlock socket, pc.; 2;		<i>Please indicate parameters of proposed bow tent: Please indicate parameters of proposed dodger: Please indicate number of rowlock sockets:</i>
<b>1.22. Oar (with rowlock), pc.:</b> 2;		<i>Please indicate number of oars with rowlocks:</i>
<b>1.23. Oar length, m:</b> Not less than 2.2;		<i>Please indicate oar length:</i>
<b>1.24. Anchor, pc.:</b> Not less than 1.		<i>Please indicate number of anchors:</i>
<b>2. General Requirements:</b>	-	-
<b>2.1. Year of manufacture:</b> 2021-2022 (brand new, not being used or repaired, refurbished or rehabilitated);		<i>Please indicate year of manufacture and confirm that the motorboat, its component parts and motor are brand new, not being used or repaired, refurbished or rehabilitated:</i>
<b>2.2. Warranty:</b> Not less than 12 months (from the date of signing by UNDP of the Goods Acceptance Certificate);		<i>Please indicate warranty:</i>
<b>2.3. Operating and maintenance manual, technical data sheets, warranty card and/or service log:</b> In Russian or English language (supplied with the Goods);		<i>Please list all documents and specify their language:</i>
<b>2.4. Warranty servicing:</b> In the warranty period the Contractor / authorized representative of the Contractor shall provide warranty servicing at the Contractor's cost and shall cover labor, materials and parts and related transportation costs (if and when required the Contractor / authorized representative of the Contractor qualified staff shall be send to the place of Goods operation for the rectification of defects);		<i>Please confirm acceptance of all requirements:</i>
<b>2.5. Service requirements and technical support:</b> The Contractor shall provide after-sales servicing of the Goods for a minimum period of 3 years from the date of Goods acceptance by the Purchaser (under a separate service agreement to be signed by the Contractor and the End-user of the Goods). The Contractor shall ensure product support service (in normal business hours), which include provision of responses to all questions regarding operation of the Goods, recommendations for operation, classification of problems and formulation of recommendations online, by phone or other means of communication. The technical support centre for servicing (including warranty servicing) of the Goods shall		<i>Please confirm acceptance of all requirements and provide details of the technical support centre providing after-sales servicing (including warranty servicing):</i>



	be located in the Republic of Belarus or there shall be the regional representation also providing servicing (including warranty servicing) of the Goods in the Republic of Belarus.		
--	--	--	--

Signature: \_\_\_\_\_

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	<b>UNDP/280/2022</b>	Date: Click or tap to enter a date.

### **FINANCIAL OFFER**

<b>Currency of the Quotation:</b> Click or tap here to enter text.					
<b>INCOTERMS:</b> In accordance with the delivery terms as indicated under Section "Compliance with the Requirements"					
Item No	Description	UOM	Qty	Unit price (ex VAT)	Total price (ex VAT)
1.	Motorboat with motor (as per Technical Specifications and Requirements of Annex 3 Model:_____)	pc.	1		
2.	Transportation / delivery cost <sup>1</sup>	-	-	-	
<b>Total Price (ex VAT)</b>					
VAT (rate____%)*					
<b>Total Final and All-inclusive Price (incl. VAT)</b>					

*\* The price quotations (financial offers) of Bidders - non-residents of the Republic of Belarus shall not include VAT. In the price quotations of the Bidders - residents of the Republic of Belarus, VAT, if included, shall be clearly indicated in the price quotation. The price quotations of the Bidders will be compared without VAT.*

<sup>1</sup>Note:

1. Transportation and delivery to the destination (township Chapaevskij, Verkhnedvinskij Rajon, Vitebskaya Oblast, Republic of Belarus) In accordance with the delivery terms as indicated under Section "Compliance with the Requirements" below.
2. Total Final and All-Inclusive Price Quotation must include supply and delivery of equipment on terms of delivery as indicated under item "Terms of Delivery" of Section "Compliance with Requirements", warranty and all other charges as appropriate.

**We hereby declare and confirm that the Goods offered hereinabove are brand new, not used (operated), shall not be a sample or experimental batch, and shall not be assembled from the restored or rehabilitated parts, units or items.**

Signature: \_\_\_\_\_

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

## Compliance with Requirements

Requirements / terms	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
<b>Compliance with</b> Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
<b>Delivery Terms</b> (INCOTERMS 2020): DAP township Chapaevskij, Verkhnedvinskij Rajon, Vitebskaya Oblast, Republic of Belarus, <b>or</b>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
<b>Delivery Terms</b> (Delivery to the Purchaser's warehouse): Delivery by the Contractor's transport and at the Contractor's cost to township Chapaevskij, Verkhnedvinskij Rajon, Vitebskaya Oblast, Republic of Belarus (for the delivery from the territory of the Republic of Belarus)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
<b>Delivery Lead Time:</b> Not later than 120 calendar days from the date of signing of the contract <i>(please indicate earliest lead time in the appropriate box)</i>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
<b>Warranty and After-Sales Requirements:</b> In accordance with General Requirements of Annex 1	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
<b>Validity of Quotation:</b> Not less than forty-five (45) calendar days starting from the submission deadline date	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
<b>Payment terms:</b> 100% within thirty (30) calendar days upon complete delivery and acceptance of Goods by UNDP	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
<b>Documentary proof</b> of compliance of the offered Goods with the requirements of Annex 1 (technical specifications, technical data of the offered goods in the form of catalogues/technical brochures/item certificate, technical information posted at the official websites of manufacturer/dealer, etc), schematic view of proposed assembled motorboat	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
<b>Documentary proof</b> of Goods' quality (copy of valid certificate of conformity with the requirements of Technical Regulations of the Customs Union 026/2012 and/or other certificate/declaration of quality/conformity for the goods) or written obligation to submit such document before signing the contract	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
<b>Copy of valid ISO 9001 certificate</b> or equivalent national certificate for the manufacturer confirming implementation of certified quality management system of development or/and manufacture and applying to manufacture of the offered Goods (if available)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

<b>Evidence</b> that the Bidder is a manufacturer of the offered goods or documentary proof that the Bidder is authorized by the manufacturer / distributor of the offered goods (power of attorney, distribution agreement, etc) if the Bidder is not a manufacturer	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
<b>Documentary proof</b> of availability of the technical support centre for servicing of the goods in the Republic of Belarus (including warranty servicing) or regional representation also providing servicing (including warranty servicing) of the goods in the Republic of Belarus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click or tap here to enter text.
<b>Statements of satisfactory performance</b> (certificates) from the top 2 clients in terms of Contract value in similar field	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
<b>Copy</b> of registration certificate	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
<b>Compliance with all provisions of the UNDP General Terms and Conditions for contracts</b> (goods and/or services) available at: <a href="https://www.undp.org/procurement/business/how-we-buy">https://www.undp.org/procurement/business/how-we-buy</a>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

**Other Information:**

Estimated weight/volume/dimension of the Consignment:	Click or tap here to enter text.
Country/ies of Origin: (if export licence required this must be submitted if awarded the contract)	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<b>Exact name and address of company</b> Company Name: Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: _____ Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.