REQUEST FOR QUOTATION (RFQ)

RFQ Reference: **UNDP/ 305/2022**  
Date: **01 September 2022**

SECTION 1 REQUEST FOR QUOTATION

UNDP kindly requests your quotation for the elaboration of the Roadmap for the legislation improvement in order to develop the system of venture activities in the Republic of Belarus, in accordance with the requirements specified in Annex 1 to this RFQ.

This Request for Quotation comprises the following documents:
- Section 1: This letter of request
- 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 indicated in this RFQ, and to be accepted – by the date and time specified in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received by UNDP after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

**Name:** Nadezhda Lesko  
**Title:** Procurement Associate  
**Date:** 1 September 2022
## SECTION 2: RFQ Instructions and Data

### Introduction

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 UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement.

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.

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. However, UNDP is not responsible for cancelling the tender procedure.

### Deadline for the Submission of Quotation

17:00 Minsk time September 15, 2022

If any doubt exists as to the time zone in which the quotation should be submitted, refer to [http://www.timeanddate.com/worldclock/](http://www.timeanddate.com/worldclock/).

Submission of Bids for participation in electronic trading (eTendering) is carried out within the time specified in the electronic trading system. Note that the time zone used in the system is EST/EDT (New-York).

### Method of Submission

Quotations must be submitted as follows:

- ☐ E-tendering
- ☑ Dedicated Email Address
- ☐ Courier / Hand delivery
- ☐ Other Click or tap here to enter text.

**Attention Bid submission address** [tenders.by@undp.org](mailto:tenders.by@undp.org)

- File Format: PDF
- File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.
- All files must be free of viruses and not corrupted.
- Max. file size per transmission: 7 MB
- Mandatory subject of email: **UNDP_305_2022**
- 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.
- It is recommended that the entire Quotation be consolidated into as few attachments as possible.
- The Bidder should receive an email acknowledging email receipt.

### Cost of preparation of quotation

UNDP shall not be responsible for any costs associated with supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

### Supplier Code of Conduct, Fraud, Corruption

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 principles on labour, human rights, environment and ethical conduct may be found at: [https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct](https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct)

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: [http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_ofaudit_andinvestigation.html#anti](http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_ofaudit_andinvestigation.html#anti)
**Gifts and Hospitality**

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 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.

**Conflict of Interest**

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.

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.

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.

**General Conditions of Contract**

Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract (GTC).

Select the applicable GTC:
- ☒ General Terms and Conditions
- ☒ General Terms and Conditions for de minimis contracts (services only, less than $ 50,000).
- ☐ General Terms and Conditions for Works

Applicable Terms and Conditions and other provisions are available at: UNDP/How-we-buy

**Special Conditions of Contract**

- ☒ Cancellation of PO/Contract if the delivery/completion is delayed by 30 calendar days;
- ☐ Others: [please specify]

**Eligibility**

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.

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.

Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.

**Currency of Quotation**

- ☒ US dollars (USD)
- ☒ Belarusian Roubles (BYN)

For the purpose of evaluating the Bids and for comparison purposes only, all bid prices in different currencies will be converted to US dollars at the official United Nations exchange rate in effect on the last day of bid submission. **Official UN exchange rates:**
Joint Venture, Consortium or Association

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.

Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.

For this tender any offers from joint ventures, consortia or associations shall not be accepted.

Only one Bid

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.

Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:

- they have at least one controlling partner, director or shareholder in common; or
- any one of them receive or have received any direct or indirect subsidy from the other/s; or
- they have the same legal representative for purposes of this RFQ; or
- 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;
- 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
- 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.

Duties and taxes

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:

All prices must:

- be inclusive of VAT and other applicable indirect taxes (for the residents of the Republic of Belarus);
- be exclusive of VAT and other applicable indirect taxes (for the non-residents of the Republic of Belarus).

Quotations from Bidders - non-residents of the Republic of Belarus, should be exclusive of VAT. If the quotation is submitted by the resident of the Republic of Belarus, VAT, if applicable, must be included in the quotation. Bidders’ quotations will be compared excluding VAT.

Language of quotation

Russian or English.

Including documentation, including catalogues, instructions, and manuals.
Documents to be submitted

<table>
<thead>
<tr>
<th>Bidders shall include the following documents in their quotation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>✕ Annex 2: Quotation Submission Form duly completed and signed;</td>
</tr>
<tr>
<td>✕ Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1;</td>
</tr>
<tr>
<td>✕ Company’s Registration Certificate;</td>
</tr>
<tr>
<td>✕ List and cost of current projects with UNDP and other national / international organizations with contact details of customers and an indication of the degree of completion of each current project;</td>
</tr>
<tr>
<td>✕ Reference letters about satisfactory performance of contractual obligations from at least 3 (three) customers singled out in terms of contract value in a similar area for the last 5 years.</td>
</tr>
<tr>
<td>☐ Other:</td>
</tr>
</tbody>
</table>

Quotation validity period

| Quotations shall remain valid for 90 (ninety) calendar days from the deadline for the Submission of Quotation. |

Price variation

| 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. |

Quotation for supply of a partial quantity of an item or a partial amount of services/works

| ☒ Not permitted |
| ☐ Permitted |

Alternative Quotes

| ☒ Not permitted |
| ☐ Permitted |

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, UNDP 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.”

Payment Terms

<table>
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<tr>
<th>Payment is made in stages in accordance with the paragraph &quot;Terms of payment&quot; of Appendix 1 within 15 banking days from the moment the following conditions are met:</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) receipting from the Contractor all necessary reports/documents on the completed stage;</td>
</tr>
<tr>
<td>b) obtaining approval of the results of the provided services from UNDP;</td>
</tr>
<tr>
<td>c) signing the act of acceptance of the rendered services.</td>
</tr>
</tbody>
</table>

Conditions for Release of Payment

| ☐ Passing Inspection [specify method if possible] of a complete installation |
| ☐ Passing all Testing [specify standard if possible] |
| ☐ Completion of Training on Operation and Maintenance [indicate the number of trainees and the place of training, if possible] |
| ✕ After signing a written confirmation of acceptance of goods, services and works based on full fulfilment of the requirements specified in this RFQ |
| ☐ Other [Specify] |

Contact Person for correspondence, notifications and clarifications

| Email Address: maryna.ilyushonak@undp.org |
| Maryna Ilyushonak, programme associate of Partnerships and SDGs Financing Unit, UNDP CO in Belarus, Minsk |

Attention: Bids shall be submitted to the address for Bid submission mentioned above at the beginning of the RFQ (tenders.by@undp.org). Otherwise, offer shall be disqualified.
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.

Clarifications

Requests for clarification from bidders will not be accepted any later than 3 (three) working days before the submission deadline.

Responses to request for clarification will be communicated in written by email.

Any amendment to the RFQ shall be posted here: [https://www.by.undp.org/content/belarus/ru/home/procurement.html](https://www.by.undp.org/content/belarus/ru/home/procurement.html)

Evaluation method

☒ The Contract or Purchase Order will be awarded to the Bidder, whose offer had the lowest price and substantially complied with the requirements.

☐ Other:

Evaluation criteria

☒ Full compliance with all requirements as specified in Annex 1

☒ Full acceptance of General Terms and Conditions for de minimis contracts (services only, less than $ 50,000)/ General Conditions for UNDP contracts

☐ Comprehensiveness of after-sales services

☐ Earliest Delivery /shortest lead time

☒ Other: provision of full set of required documents

Right not to accept any quotation

UNDP is not bound to accept any quotation, nor award a contract or Purchase Order.

Right to vary requirement at time of award

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.

Type of Contract to be awarded

☐ Purchase Order

☒ Standard-Form Contract for Goods and/or Services (this form is also used for long-term agreements); in case of signing a long-term agreement, it is necessary to indicate the document through which the termination of such an agreement will be initiated)

☐ Contract for Civil Works

☐ Other Type/s of Contract

Expected date for contract award

15 October 2022

Publication of Contract Award

ПРООН will publish the contract awards valued at USD 100,000 and more on the websites of the country office and the corporate UNDP Web site.

Policies and procedures

This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures.

UNDP registration

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 [www.ungm.org](http://www.ungm.org).

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

for the elaboration of the Roadmap for the legislation improvement
in order to develop the system of venture activities in the Republic of Belarus
(hereinafter referred to as the Roadmap Development)

1. BACKGROUND

Support for innovation processes is one of the key factors that ensure the formation of an innovative climate and manufacture of high-tech products in the country.

UNDP involvement in the development of comprehensive proposals to amend legislation in the field of venture financing will facilitate the development of the national innovation system for 2021-2025 in terms of building partnerships with foreign venture capital financing entities, including incorporation of international venture investment instruments into national law and implementation of the institute of investment partnership.

Development of a roadmap and proposals to amend legislation governing venture activities and venture financing will contribute to the development of an innovative environment and attraction of foreign investments for the growth of high-tech entrepreneurship in the country.

To this end, UNDP plans to hire a consulting company that will analyse national legislation and international best practices in the field of venture activities and financing and will develop a roadmap, which represents a comprehensive proposal for legislation amendments aimed at development of venture ecosystem in the Republic of Belarus.

Expected start of work – October 1, 2022 (the specified deadline is indicative, the final date will be determined at the stage of contract signature).

Approximate duration of work: 3 (three) months from the date of signing the contract.

Language of interaction with UNDP, as well as the language of providing all results: Russian. In case the work is performed by a foreign organization, translation and interpretation into Russian shall be carried out at the expense of the Contractor and the cost of translation/interpretation should be included in the financial offer.

Data sources: scientific publications, pertinent international reports considering relevant experience globally and in the CIS region, legislative, regulatory and legal acts of the Republic of Belarus, National Plans of the Republic of Belarus, statistical reports, analytical reviews and survey results.

The documentation should be based on international best practices in the field of venture activities and financing, and be relevant to the national context.

2. GOAL AND EXPECTED RESULT

Roadmap for the improvement of venture legislation in the Republic of Belarus is developed with a view to provide technical assistance in studying current state of affairs and opportunities for venture financing in the Republic of Belarus and improving the legislative framework for the intensification of innovative activities and effective use of the country’s innovative potential.

Expected deliverables: based on the analysis of existing international venture legislation (including venture financing), taking into account the national context, with appropriate justification, in consultation with UNDP and, if necessary, other stakeholders, the Contractor shall develop a roadmap containing proposed legislation amendments with the aim of developing venture financing system in the Republic of Belarus in accordance with paragraph 4 Expected result and delivery terms.
Restrictions on the dissemination of information to third parties: Key deliverables, including interim reports, instructions and recommendations received in the course of this task, as well as any other information and documents received or prepared by the Contractor in the course of work, are considered confidential and shall not be disclosed to third parties without prior written consent of UNDP. UNDP shall coordinate the disclosure of such information and documents.

These restrictions on the dissemination of information and documents shall remain in effect for the duration of the provision of services and will also remain in force after the end of the service term.

Contractor’s personnel involved in the process: the Contractor shall propose the composition of the group of experts (minimum 2 people) responsible for the performance of services, as well as define the roles and responsibilities of each member of the expert group. The Contractor undertakes to appoint a project manager who will, among other things, communicate with UNDP.

Coordination and provision of information: The UNDP Project Officer will provide overall coordination. The Contractor shall, at the request of UNDP, provide information on the status of service delivery and preliminary results. The Contractor undertakes, at the request of UNDP, to participate in online meetings on the execution of work under this assignment.

3. LIST OF NECESSARY SERVICES AND OBLIGATIONS OF THE CONTRACTOR

Stage 1. Analysis of policy documents and legislation of the Republic of Belarus in the field of venture activities and venture financing.

As part of the implementation of this stage, it is necessary, at minimum:

1.1.To draw up a schedule for the implementation of work under the contract, with a breakdown by implementation stages and key results, with the mandatory indication of implementation timing. Plan the process of work with setting up a working group within the organization, distributing tasks among the working group members, providing necessary information to the working group members, organizing surveys and visits to the regions (if necessary). The planning schedule should be agreed with UNDP and approved by the executive head. The schedule shall be provided to UNDP for approval within 3 (three) working days from the date of signing the contract.

1.2.To prepare an analytical report (the volume of the report should be at least 10 A4 pages in Times New Roman 13, single line spacing), which shall include:
   - definition of terms, concepts and other key elements of the venture ecosystem;
   - description of venture ecosystem of the Republic of Belarus in general and determination of its features, while taking into account gender and sectoral aspects;
   - full review of national strategies, programmes, plans (including public planning and sectoral documents) and regulations governing venture activities and financing;
   - identification of trends in the legislation of the Republic of Belarus in terms of venture activities and venture financing.

Stage 2. Analysis of best international practices and legislation in the context of venture financing system development and operation.

Prepare an analytical report that should review relevant experiences in the development and operation of venture ecosystem in minimum 5 countries (list of countries shall be preliminary agreed with UNDP), with particular focus on relevant legislation and financial mechanisms. Mainstream a gender perspective. Identify sectoral peculiarities. The report should be at least 15 A4 pages in Times New Roman 13, single line spacing.

Stage 3. Identification of needs, legislative barriers, priority actions and domains (legal institutions, instruments) to ensure more efficient operation and development of venture financing system in Belarus.

Prepare an analytical report, which (in order to ensure more efficient operation and development of the system of venture financing in Belarus) shall identify needs, legislative barriers, as well as justify priority
actions and areas (legal domains, instruments). The report should be at least 7 A4 pages in Times New Roman 13, single line spacing.

**Stage 4. Development of a roadmap for improving legislation in the field of venture activities in the Republic of Belarus.**

On the basis of the study (carried out at stages 1-3) of international legal approaches and legislative framework of the Republic of Belarus a roadmap shall be developed. This roadmap will represent a comprehensive systemic proposal to amend legislation aimed at developing venture ecosystem in the Republic of Belarus.

Prior to actual development of the road map, its structure and components should be defined and detailed in advance and agreed in writing with UNDP.

In developing the road map, it is necessary to identify legal domains (categories) in which the legislation amendment proposals will be prepared. The roadmap shall provide for at least the following categories for proposals:

- convertible loan
- agreement on granting an option to conclude a contract and an option contract,
- agreement on compensation for property losses,
- non-solicitation agreement,
- non-competition agreement,
- representations and warranties,
- improvement of the shareholders agreement institution,
- agreement on financing and future participation in a business entity (similar to SAFE, KISS agreement).
- the possibility of waiving the preemptive right to purchase stocks, share (part of a share) in the authorized capital of a business entity,
- provisions aimed at improving the institution of closed joint-stock company,
- investment partnership agreement,
- legal mechanism for joint investment of the government and venture capital funds (for example, the Singapore model for the development of venture financing),
- non-repayable public R&D grants for startups.

For each legal domain selected for the review it is required to:

- prioritize introduction of provisions into the legislation (highest priority, etc.);
- justify the necessity of such introduction;
- identify existing gaps in the legislation (in relation to venture ecosystem);
- identify legal acts that are proposed to be amended and get approval of the list with UNDP;
- provide recommended amendments and propose specific wordings, including in the form of legal acts drafts;
- identify participants of the development process, describe roles, competencies, interaction;
- define the development timeframe;
- identify the need for public participation.

At this stage it is necessary to obtain review of the proposed work by at least two external experts who have at least 3 publications in journals reviewed by the Higher Attestation Commission of the Republic of Belarus (experts shall be invited by the Contractor).

At this stage it is also necessary to prepare a short description of the work results (no more than 3 A4 pages in Times New Roman 13, single line spacing) and present to stakeholders a Powerpoint presentation (min. 15 slides) on milestones, deliverables and conclusions. UNDP shall be responsible for organizing and financing the presentation event.
The structure of the documents to be prepared in the course of the work may be adjusted by the Contractor in consultation with UNDP, but the inclusion of the above-mentioned components of each Stage is mandatory.

Based on the results of stages 1-4, the Contractor, in addition to the produced documents (analytical reports or a roadmap), shall provide a summary (abstract) on the completion of each stage indicating all the deliverables and results (signed by the manager, max. 1 A4 page in Times New Roman 13, single line spacing). The results of each stage shall be submitted to UNDP for approval. The implementation of each stage should be carried out in coordination with the designated representative of UNDP. Each subsequent stage cannot be started without approval of the previous stage. The work for each stage shall be considered completed and shall be payable only after approval by UNDP by signing a completion certificate.

The Contractor shall finalize the deliverables and results taking into account the comments received from UNDP. The finalization period should be no more than 3 working days. UNDP may consult national partners and other stakeholders for comments and recommendations on the finalization of deliverables and involve such partners and stakeholders, if possible, in the working meetings between the Contractor and UNDP.

### 4. EXPECTED RESULT AND TIME FRAME FOR THE PROVISION OF SERVICES:

| Stage 1 | 1.1. Schedule for the implementation of work under the contract, with a breakdown by implementation stages and key results, with the mandatory indication of implementation timing is prepared.  
1.2. Report following the analysis of policy documents and legislation of the Republic of Belarus in the field of venture activities and venture financing is prepared.  
1.3. Short description of stage 1 implementation results is prepared | Not later than 3 weeks after signing the contract |
|---------|-------------------------------------------------------------------------------------------------|---------------------------------------------|
| Stage 2 | 2.1. Analytical report following the review of best international practices and legislation on venture financing system development and operation is prepared.  
2.2. Short description of stage 2 implementation results is prepared | Not later than 2 weeks after the date of signing the Certificate of Completion for the previous stage. |
| Stage 3 | 3.1. Analytical report, which identifies needs, legislative barriers, and justifies priority actions and areas (legal domains, instruments) to ensure more efficient operation and development of venture financing system in the Republic of Belarus is prepared.  
3.2. Short description of stage 3 implementation results is prepared | Not later than 3 weeks after the date of signing the Certificate of Completion for the previous stage. |
| Stage 4 | 4.1. Roadmap structure and components are well defined and detailed.  
4.2. Roadmap for improving legislation in the field of venture activities in the Republic of Belarus is elaborated.  
4.3. Legal acts that require amendments are identified and agreed on with UNDP; recommendations on amendments are provided and the specific wording is proposed, including in the form of legal acts drafts; | Not later than 6 weeks after the date of signing the Certificate of Completion for the previous stage. |
4.4. Written reviews of the proposed work were received from at least 2 external experts.
4.5. Short description of stage 4 implementation results is prepared
4.6. Powerpoint presentation on milestones, deliverables and conclusions is prepared and presented to the stakeholders.
4.7. Short description of the whole contract implementation is prepared

5. REQUIREMENTS TO THE SUBMITTED DOCUMENTS:

The documents submitted at each Stage shall be prepared in the same style in Russian. The results of the work should fully reflect the purpose of the study and the objectives of each stage.

To perform the work, the Contractor shall hold periodic internal meetings, external meetings with UNDP representatives, as well as (if necessary) with representatives of other stakeholders.

The work should be performed in cooperation with the responsible UNDP officer, who will provide the Contractor with background information, relevant UN and UNDP guidance documents, as well as organize periodic working meetings, and organize consultations.

The structure of documents can be changed in the course of work, which shall not increase the time scale of work. All changes shall be agreed with UNDP.

6. QUALIFICATION REQUIREMENTS:

6.1. The Bidder’s experience in projects related to the development of regulatory and legal acts - at least 3 projects over the past 7 years.

6.2. Availability of the following experts:

   a. Project manager with the experience in implementing similar projects - at least 3 projects over the past 7 years;
   b. Lawyer who worked in projects related to the development/analysis of legal acts in the financial or investment field of law - at least 3 projects over the past 5 years;
   c. Economist/financial expert who worked in projects involving preparation of financial and investment documents – at least 3 projects over the past 5 years.

6.3. At least one person must be proficient in the Russian language, which can be as well confirmed by a certificate or any other document proving language proficiency level.

The Bidder shall have the right to engage subcontractors who are not full-time employees of the Bidder (individuals or Individual Entrepreneurs) who have the necessary experience and qualification pursuant to paragraph 6.2).

**Subcontractors input shall not exceed 30 per cent of the total experts input.**

In such a case the Bidder shall additionally provide the following documents as part of the submitted package:

- Formal letter stating:
  - subcontractor name;
  - name of the Bidder for which subcontractors will perform work;
  - subcontractor’s consent to perform such works.

7. TERMS OF PAYMENT:

- 10 per cent of the contract value will be paid within 15 (fifteen) calendar days after UNDP accepts all expected deliverables for Stage 1 (signature of the service acceptance certificate).
• 20 per cent of the contract value will be paid within 15 (fifteen) calendar days after UNDP accepts all expected deliverables for Stage 2 (signature of the service acceptance certificate).
• 40 per cent of the contract value will be paid within 15 (fifteen) calendar days after UNDP accepts all expected deliverables for Stage 3 (signature of the service acceptance certificate).
• 30 per cent of the contract value will be paid within 15 (fifteen) calendar days after UNDP accepts all expected deliverables for Stage 4 (signature of the service acceptance certificate).
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.

<table>
<thead>
<tr>
<th>Name of Bidder:</th>
<th>Click or tap here to enter text.</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFQ Reference:</td>
<td>UNDP/ 305/2022</td>
</tr>
<tr>
<td>Date:</td>
<td>Click or tap here to enter date.</td>
</tr>
</tbody>
</table>

Company Profile

Table 1

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal name of bidder or Lead entity for JVs</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>Legal Address, City, Country</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>Website</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>Year of Registration</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>Legal structure</td>
<td>Select from the list</td>
</tr>
<tr>
<td>Are you a UNGM registered vendor?</td>
<td>☐ Yes ☐ No If yes, insert UNGM Vendor Number</td>
</tr>
<tr>
<td>Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate)</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>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)</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>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</td>
<td>☐ Yes ☐ No</td>
</tr>
</tbody>
</table>
(If yes, provide a Copy)

Is your company a member of the UN Global Compact?
□ Yes □ 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.

Table 2

<table>
<thead>
<tr>
<th>Name of current contracts with UNDP and other national/multi-national organizations</th>
<th>Client Company &amp; Reference Contact Details including e-mail</th>
<th>Contract Value (indicate currency)</th>
<th>Period of activity from/to (month/year)</th>
<th>Current completion rate of each project, %</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

Table 3

<table>
<thead>
<tr>
<th>The name of the organizations which provided the reference letter to the bidder</th>
<th>Scope of work (briefly, the subject of the contract, within the framework of which the reference is provided)</th>
<th>Issue date</th>
<th>The reference letter is attached</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Bidder’s Declaration

Table 4

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Guidelines and Data, Schedule of Requirements, General Terms and Conditions for UNDP Contracts and any Special Conditions of the Contract. I/we confirm that the Bidder agrees to be bound by them.
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>I/We confirm that the Bidder has the required capacity, capability, and necessary licenses to fully meet or exceed the RFQ requirements and will be available to deliver throughout the relevant Contract period.</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Ethics: 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.</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>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.</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Conflict of interest: 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.</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Prohibitions, Sanctions: 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.</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgement or pending legal action against them that could impair their operations in the foreseeable future.</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>I/We understand and recognize that UNDP is not bound to accept any Quotation they receive, and we certify that the goods offered in our Quotation are new and unused.</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>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.</td>
</tr>
</tbody>
</table>

Signature: ____________________________  
Name: Click or tap here to enter text.  
Title: Click or tap here to enter text.  
Date: Click or tap here to enter date.
ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES

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.

<table>
<thead>
<tr>
<th>Name of Bidder:</th>
<th>Click or tap here to enter text.</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFQ reference:</td>
<td>UNDP/ 305/2022</td>
</tr>
</tbody>
</table>

Technical offer

- The Bidder’s experience in projects related to the development of regulatory and legal acts - at least 3 projects over the past 7 years.

Table 1.

<table>
<thead>
<tr>
<th>Name of completed project (number of lines can be added or removed as needed)</th>
<th>Project implementation period</th>
<th>Description of the project (allowed also in the form of an attachment to the Technical and Financial Proposal and/or a reference to the project)</th>
<th>Name of the customer (organization with which the Bidder has concluded a contract)</th>
<th>Position, full name customer contact person, telephone</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

- Availability of the following experts
  a. Project manager with the experience in implementing similar projects - at least 3 projects over the past 7 years;

Table 2.

<table>
<thead>
<tr>
<th>Name of the expert *</th>
<th>Project implementation period</th>
<th>Project title, information on the customer of the project, brief description and purpose of the project</th>
<th>Knowledge of the Russian language (native or document confirming the level of language proficiency)**</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

b. Lawyer who worked in projects related to the development/analysis of legal acts in the financial or investment field of law - at least 3 projects over the past 5 years;

Table 3.

<table>
<thead>
<tr>
<th>Name of the expert *</th>
<th>Project implementation period</th>
<th>Project title, information on the customer of the project, brief description and purpose of the project</th>
<th>Knowledge of the Russian language (native or document confirming the level of language proficiency)**</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
c. Economist/financial expert who worked in projects involving preparation of financial and investment documents – at least 3 projects over the past 5 years.

Table 4.

<table>
<thead>
<tr>
<th>Name of the expert *</th>
<th>Project implementation period</th>
<th>Project title, information on the customer of the project, brief description and purpose of the project</th>
<th>Knowledge of the Russian language (native or document confirming the level of language proficiency)**</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

* staff CVs can be requested if required

** At least one expert must be proficient in the Russian language, which can be as well confirmed by a certificate or any other document proving language proficiency level.

The Bidder shall have the right to engage subcontractors who are not full-time employees of the Bidder (individuals or Individual Entrepreneurs) who have the necessary experience and qualification pursuant to paragraph 6.2 of Annex 1.

**Subcontractors input shall not exceed 30 per cent of the total experts input.**

In such a case the Bidder shall additionally provide the following documents as part of the submitted package:
- Formal letter stating:
  - subcontractor name;
  - name of the Bidder for which subcontractors will perform work;
  - subcontractor’s consent to perform such works.

**Financial offer**

Specify the total offered costs for provision of services specified in the Terms of Reference. The total amount should include all costs related to the preparation and provision of services. All daily staff rates should correspond to an eight-hour working day.

**CURRENCY OF THE FINANCIAL OFFER:** Click or tap here to enter text.

Table 5

<table>
<thead>
<tr>
<th>No.</th>
<th>Description of deliverables/milestones</th>
<th>% of the total contract amount**</th>
<th>Price (excl. VAT)</th>
<th>VAT amount (if applicable)</th>
<th>Total cost inclusive of VAT (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stage 1</td>
<td>Analysis of policy documents and legislation of the Republic of Belarus in the field of venture activities and venture financing</td>
<td>10%</td>
<td></td>
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</tr>
<tr>
<td>Stage 2</td>
<td>Analysis of best international practices and legislation in the context of venture financing system development and operation</td>
<td>20%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stage 3</td>
<td>Identification of needs, legislative barriers, priority actions and domains (legal institutions, instruments) to ensure more efficient operation and development of venture financing system in Belarus</td>
<td>40%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Stage 4

Development of a roadmap for improving legislation in the field of venture activities in the Republic of Belarus

30%

**% volume of each stage of work is fixed and cannot be changed**

**Breakdown of the total cost of the offer by expenditure category**

**Table 6**

<table>
<thead>
<tr>
<th>Remuneration for employees / other expenditure categories</th>
<th>Unit</th>
<th>Quantity</th>
<th>Unit price</th>
<th>Total cost exclusive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employees</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Manager</td>
<td>Working day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lawyer</td>
<td>Working day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Economist / Financial expert</td>
<td>Working day</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>...</td>
<td>Working day</td>
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<td>...</td>
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</tr>
<tr>
<td>Other expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>International flights</td>
<td></td>
<td></td>
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<tr>
<td>DSA</td>
<td></td>
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<tr>
<td>Local transportation</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Communication</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Translation into Russian</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Other costs: (please specify)</td>
<td></td>
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</tr>
</tbody>
</table>

**Total with VAT (if applicable)***

*** The total offered cost with VAT (if applicable) in Table 5 shall be coherent with the total offered cost with VAT (if applicable) in Table 6.

**Compliance with the requirements**

**Table 7**

<table>
<thead>
<tr>
<th>Service completion period (no more than 3 months)</th>
<th>Yes, we will ensure compliance with the requirements</th>
<th>No, we cannot ensure compliance with the requirements</th>
<th>If you are unable to provide a match, please provide your alternate suggestion.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□</td>
<td>□</td>
<td>Click or tap here to enter text.</td>
</tr>
</tbody>
</table>

HLCM-PN/UNDP RFQ – October 2020
<table>
<thead>
<tr>
<th>Period of validity of the quotation</th>
<th>☐</th>
<th>☐</th>
<th>Click or tap here to enter text.</th>
</tr>
</thead>
<tbody>
<tr>
<td>not less than 90 (ninety) calendar days from the deadline for submission of proposals</td>
<td>☐</td>
<td>☐</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>Payment Terms in line with p.7 of Annex 1</td>
<td>☐</td>
<td>☐</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>Subcontractors input does not exceed 30% of the total experts input.</td>
<td>☐</td>
<td>☐</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>Acceptance of all provisions of <a href="/p.7">General Terms and Conditions for de minimis contracts (services only, less than $ 50,000)</a> / <a href="https://www.undp.org">General Terms and Conditions for UNDP Contracts</a></td>
<td>☐</td>
<td>☐</td>
<td>Click or tap here to enter text.</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Exact name and address of company</th>
<th>Authorized Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name: Click or tap here to enter text.</td>
<td>Date: Click or tap here to enter text.</td>
</tr>
<tr>
<td>Address: Click or tap here to enter text.</td>
<td>Name: Click or tap here to enter text.</td>
</tr>
<tr>
<td>Phone No.: Click or tap here to enter text.</td>
<td>Functional Title of Authorised Signatory: Click or tap here to enter text.</td>
</tr>
<tr>
<td>Email Address: Click or tap here to enter text.</td>
<td>Email Address: Click or tap here to enter text.</td>
</tr>
</tbody>
</table>