



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: UNDP/232/2021	Date: 03 August 2021
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of services **for development of deep GHG emission reduction scenarios until 2050 in the Industrial Processes and Product Use sector within the framework of EU4Climate Project** 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.

Issued by:

Irina Grozick

Signature: _____

Name: Irina Grozick

Title: Procurement Associate

Date: 03-Aug-2021

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<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 UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</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>
Deadline for the Submission of Quotation	<p>17.00 Minsk time, August 17, 2021</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering</p> <p><input checked="" type="checkbox"/> Dedicated Email Address</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: tenders.by@undp.org</p> <ul style="list-style-type: none"> ▪ 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: 10 GB ▪ Mandatory subject of email: UNDP_232_2021 ▪ 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	<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>
Supplier Code of Conduct, Fraud, Corruption,	<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 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</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 http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</p>
Gifts and Hospitality	<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.
Conflict of Interest	<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>
General Conditions of Contract	<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"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><input type="checkbox"/> General Terms and Conditions for Works</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days</p> <p><input type="checkbox"/> Others [pls. specify]</p>
Eligibility	<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>
Currency of Quotation	<p>Quotations shall be quoted in:</p> <p><input checked="" type="checkbox"/> US dollars (USD)</p> <p><input checked="" type="checkbox"/> Euro (EUR)</p> <p><input checked="" type="checkbox"/> Local currency (Belarusian Ruble - BYN)</p> <p>The contract will be signed, and the payment will be made in the currency of submitted offer. In the course of evaluation of price quotations of all Offerors and only for the purposes of their comparison, all prices quoted in the offers 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 offers</p>
Joint Venture, Consortium or Association	<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</p>

	<p>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.</p> <p>Bids from Joint Ventures, Consortia and Associations will not be accepted for this tender.</p>
Only one Bid	<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. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>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</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p> <p>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;</p> <p>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</p> <p>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.</p>
Duties and taxes	<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> <p><input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p> <p>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.</p>
Language of quotation	Language of the quotation – Russian or English.
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed;</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1;</p> <p><input checked="" type="checkbox"/> Copy of the Registration certificate;</p> <p><input checked="" type="checkbox"/> 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 (indicated in Annex 2);</p> <p><input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from top clients in terms of Contract value in similar field (at least 3 (three)), including clients' names and their contact information;</p> <p><input checked="" type="checkbox"/> Other:</p> <p>If the Bidder lacks experience in performing specific types of work, the Bidder can engage subcontractors (organizations or individuals, or Individual Entrepreneurs) with minimum 3 years of relevant experience to perform these works.</p> <p>In this case, the Bidder shall additionally submit as part of the package of documents the following documents:</p> <p>- the original letter, indicating:</p> <ul style="list-style-type: none"> • Subcontractor's name;

	<ul style="list-style-type: none"> • name of the Bidder, for whom the Subcontractor will perform the works; • Subcontractor’s consent to perform the work for the Bidder; • the list of works to be performed by the Subcontractor for the Bidder; • description of the experience of performing the relevant work by the Subcontractor (not less than 3 years), indicating the subject of the relevant work, the Client and the period of the work. <p>- copy of the Registration Certificate (for Individual Entrepreneurs and organizations).</p> <p>The volume of subcontracted works <u>shall not exceed 30%</u> of the total volume of works under the contract.</p>
Quotation validity period	Quotations shall remain valid for 60 (sixty) 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.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> 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, Click or tap here to enter text. 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	<input type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input checked="" type="checkbox"/> Other Payment is made in stages in accordance with Section 8 "Terms of payment" of Annex 1 within 15 banking days from the date of fulfillment of the following conditions: a) receiving from the Contractor a report on the Stage completed; b) approval of the report by UNDP; c) signing the Acceptance Certificate for the services rendered.
Conditions for Release of Payment	<input type="checkbox"/> Passing Inspection [specify method, if possible] Complete Installation <input type="checkbox"/> Passing all Testing [specify standard, if possible] <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements <input type="checkbox"/> Others [pls. specify]
Contact Person for correspondence, notifications and clarifications	E-mail address: nadezhda.lesko@undp.org Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. 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 e-mail.
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other

Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input checked="" type="checkbox"/> If a Subcontractor is involved, the Subcontractor's compliance with the requirement to have the experience in performing the relevant work (at least 3 years) in accordance with Annex 1 <input type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others Click or tap here to enter text.
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	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) <input type="checkbox"/> Contract for Works <input type="checkbox"/> Other Type/s of Contract [pls. specify]
Expected date for contract award.	30 August 2021
Publication of Contract Award	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.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM 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 . 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 DEVELOPMENT OF DEEP GHG EMISSION REDUCTION SCENARIOS UNTIL 2050 IN THE INDUSTRIAL PROCESSES AND PRODUCT USE (IP&PU) SECTOR, WITHIN THE FRAMEWORK OF EU4CLIMATE PROJECT, FUNDED BY THE EUROPEAN UNION AND IMPLEMENTED BY THE UNITED NATIONS DEVELOPMENT PROGRAM IN BELARUS IN PARTNERSHIP WITH THE MINISTRY OF NATURAL RESOURCES AND ENVIRONMENT PROTECTION OF THE REPUBLIC OF BELARUS (HEREINAFTER REFERRED TO AS THE PROJECT) (HEREINAFTER REFERRED TO AS THE ASSIGNMENT)

1. GENERAL BACKGROUND INFORMATION ON THE CONTEXT OF THE ASSIGNMENT

EU4Climate Project helps governments in the six EU Eastern Partner countries - Armenia, Azerbaijan, Belarus, Georgia, the Republic of Moldova and Ukraine - to take action against climate change. It supports countries in implementing the Paris Climate Agreement and improving climate policies and legislation. Its ambition is to limit climate change impact on citizens lives and make them more resilient to it. EU4Climate is funded by the European Union (EU) and implemented by the United Nations Development Programme (UNDP).

The objective of the project is to support the development and implementation of climate-related policies by the Eastern Partnership countries that contribute to their low emission and climate resilient development and their commitments to the Paris Agreement on Climate Change. It identifies key actions and results in line with the Paris Agreement, the 20 Deliverables for 2020", and the key global policy goals set by the UN 2030 Agenda for Sustainable Development. The project will also translate into action priorities outlined in the Eastern Partnership Ministerial Declaration on Environment and Climate Change of October 2016.

The following results will be achieved upon project's implementation:

- (i) Finalized/up-dated nationally determined contributions and national mid-century strategies and communicated to the United Nations Framework Convention on Climate Change (UNFCCC)
- (ii) Improved inter-institutional awareness and coordination at political and technical level of the Paris Agreement and the corresponding national commitments
- (iii) Established or strengthened measurement, reporting and verification (MRV) systems, with countries getting on track with Paris Agreement transparency requirements
- (iv) Establishment of concrete sectoral guidelines for the implementation of the Paris Agreement in each of the Eastern Partners, especially in the field of energy
- (v) Advanced alignment with EU acquis as provided by bilateral agreements with EU and in the context of the Energy Community Treaty
- (vi) Increased mobilization of climate finance
- (vii) Enhanced adaptation planning. As of July 2019, the project has conducted consultations with the governments of the Partner Countries, and has identified priority areas of work and key deliverables for each of the countries.

2. SCOPE OF SERVICES

Under the overall supervision of the National Project Coordinator, the implementation of the work envisaged under this assignment contributes to the achievement of one of the main project outputs: Finalized/up-dated nationally determined contributions and national mid-century strategies and communicated to the United Nations Framework Convention on Climate Change (UNFCCC)

Implementation of work requires direct communication and interaction with the Ministry of Natural Resources and Environment Protection of the Republic of Belarus (hereinafter referred to as the MNREP) and other stakeholders.

3. OBJECTIVE OF THE ASSIGNMENT

The objective of the assignment is to conduct a research and develop scenarios of deep GHG emission reduction until 2050 in the IP&PU sector, taking into account the requirements for deep decarbonization of the economy, in order to develop a national long-term development strategy aimed at achieving the main goal of the Paris Climate Agreement under the auspices of the Framework the UN Climate Change Convention (UNFCCC).

4. LIST OF REQUIRED SERVICES AND CONTRACTOR'S RESPONSIBILITIES

1. Stage	Develop a work plan and timeline for the period of the contract and take part in the introductory webinar organized by the project (1,5 weeks)
1.1.	Developing a work plan for the task
1.2.	Developing an agenda for the introductory seminar to present the work plan for the task; <i>the organizational part is facilitated by the project</i>
2. Stage	Analyse long-term changes in export markets (September 2021)
2.1.	Drawing up a list of the largest export-oriented/import-oriented economic entities of the Republic of Belarus
2.2.	Calculating the carbon intensity of products using EU-certified methodologies, or other methodologies more appropriate to the national circumstances, for enterprises from paragraph 2.1 (interested in participating in the project)
2.3.	Developing an action plan to reduce the carbon intensity (energy intensity) of manufactured products for enterprises from paragraph 2.1 (interested in participating in the project)
2.4.	Determining environmental ratings of interested enterprises
2.5.	Analysing the "carbon leakage" and the introduction of a Carbon Border Adjustment Mechanism (CBAM) to determine the risks for goods exported to the European market
2.6.	Drawing up a list of the largest economic entities of the Republic of Belarus exporting to the EU market, which may be affected by CBAM
2.7.	Impact of international carbon regulation and carbon pricing on export revenues (e.g., what will be the decrease in revenues from the export of hydrocarbons, fertilizers, and other carbon-intensive products if the carbon price reaches EUR 50-80/tCO ₂)
2.8.	Preparing a roadmap to develop methodologies for estimating GHG emissions by various categories of sources, taking into account the requirements for calculation of GHG emissions, including the CBAM
3. Stage	Analyse the measures required to convert the production of export industries to low-carbon/carbon-free production (October 2021)
<i>Comments from UNDP and the Ministry of Natural Resources on the reporting documents prepared within Stage 2 will be submitted by October 7, 2021</i>	
3.1.	Identify new industries that will be able to compensate for the revenues lost due to (non)sale of carbon-intensive goods, stranded assets in the future
3.2.	Analysing new technologies and the possibilities for their application in Belarus (new products and materials in the pipe industry, technologies for the production and monitoring of products, the use of hydrogen instead of coal in steel production, GHG-free ammonia production technologies, carbon-free cement production, low-carbon clinker production technologies,

	possible conversion from traditional (coke-based) to hydrogen- and electrolysis-based steel production, etc.)
3.3	Analysing phased replacement of obsolete equipment and technologies (at the end of their useful life, after the depreciation of assets) with carbon-free alternatives
3.4	Analysing the decline in the use of products, which are characterized by intense GHG emissions, and the substitution of materials with low-emission ones
3.5	Analysing the increase in the productivity of technological processes for producing materials and manufacturing final products
3.6	Analysing the conditions that ensure more intensive use of products, extension of service life, reuse, recycling and repair of product components as a strategy to improve the usefulness of products
3.7	Analysing opportunities and conditions for expanding the waste recycling area so that recyclables reduce the need for the production of more emission-intensive primary materials
3.8	Consolidating information on potential cost-effective technologies and required developments
3.9	Analysing economic incentive mechanisms that encourage economic entities to introduce low-carbon production technologies with the justification of the most effective approach
3.10	Assessing the investment costs required to introduce low-carbon production technologies in the Republic of Belarus
3.11	Revision of the report prepared within Stage 2 based on the provided comments
4. Stage	Analyse the impact of the measures under consideration on GDP growth/decline (November 2021)
<i>Comments from UNDP and the Ministry of Natural Resources on the reporting documents prepared within Stage 3 will be submitted by November 7, 2021</i>	
4.1	Analysis of the impact of the measures (Stage 2 and 3) under consideration on GDP growth/decline
4.2	Revision of the report prepared within Stage 3 based on the provided comments
5. Stage	Make projections of emission reductions for the measures considered in paragraphs 2 - 4 with different levels of intensity: BAU, low decline, accelerated decline, sharp decline (November 2021 - December 2021)
5.1	Making projections of emission reductions for the measures considered in paragraphs 2 - 4 with different levels of intensity: BAU, low decline, accelerated decline, sharp decline
5.2	Drafting summary of the research findings to be published in media. Summary shall be in common (non-technical) language – maximum 5 pages

5. EXPECTED OUTPUT:

Stage	Expected output to be agreed with the UNDP and MNREP
1	A work plan and timeline for the contract period has been developed and an agenda for the introductory seminar has been prepared
2	A report containing an analysis of long-term changes in export markets has been prepared, to include: <ul style="list-style-type: none"> • A compiled list of the largest export/import-oriented economic entities

	<ul style="list-style-type: none"> • Performed product carbon-intensity calculations for the interested enterprises • A developed action plan to reduce the carbon intensity (energy intensity) of the products manufactured by the interested enterprises • The determined environmental ratings of the interested enterprises • Performed analysis of the “carbon leakage” and the CBAM; identified risks to exports to the European market • A compiled list of the largest economic entities exporting to the EU market that be affected by the CBAM • Performed calculations of the impacts of international carbon regulation measures and carbon pricing on export revenues • A prepared roadmap to develop methodologies for evaluation of GHG emissions from different categories of sources in accordance with the requirements for calculation of GHG emissions, including CBAM
3	<p>A report containing an analysis of the measures necessary to convert the production of export industries to low-carbon/carbon-free production has been prepared, to include:</p> <ul style="list-style-type: none"> • Identified new industries that will be able to compensate for the revenues lost due to (non)sale of carbon-intensive goods in the future • Completed analysis of: <ul style="list-style-type: none"> ○ new technologies and the possibilities for their application in Belarus to convert to low-carbon production ○ phased replacement of obsolete equipment and technologies with carbon-free alternatives ○ the decline in the use of products, which are characterized by intense GHG emissions, and the substitution of materials with low-emission ones ○ the increase in the productivity of technological processes for producing materials and manufacturing final products ○ measures to ensure more intensive use of products, extension of service life, reuse, recycling and repair of product components as a strategy to improve the usefulness of products ○ opportunities for enhancing conditions for waste recycling so that recyclables reduce the need for the production of more emission-intensive primary materials ○ information on potential cost-effective technologies and required developments ○ economic incentive mechanisms that encourage economic entities to introduce low-carbon production technologies with the justification of the most effective approach ○ the investment costs required to introduce low-carbon production technologies • The comments on the report prepared within Stage 2 were taken into account and the report revised
4	<ul style="list-style-type: none"> • A report containing an analysis of the impact of the measures under consideration on GDP growth/decline has been prepared.

	<ul style="list-style-type: none"> The comments on the report prepared within Stage 2 were taken into account and the report revised.
5	<ul style="list-style-type: none"> A report has been prepared with projections of emission reductions resulting from the measures considered in paragraphs 2 - 4 with different levels of intensity: BAU, low decline, accelerated decline, sharp decline. Summary of the research findings to be published in media has been prepared. Summary shall be in common (non-technical) language – maximum 5 pages

All the reports shall be agreed with the UNDP and the MNREP.

Expected start date – September 2021; completion date – December 2021.

6. RENDERED SERVICE ACCEPTANCE PROCEDURE:

Stage	Activity	Delivery date
1	Preparation and approval of the work plan and the introductory seminar agenda	By September 12, 2021
2	Preparation of the report analysing long-term changes in export markets	By September 30, 2021
3	Preparation of the report analysing the measures necessary to convert the production of export industries to low-carbon/carbon-free production	By October 31, 2021
4	Preparation of the report analysing the impact of the measures under consideration on GDP growth/decline	by November 30, 2021
5	Preparation of the report containing projections of emission reductions resulting from the measures considered in paragraphs 2 - 4 with different levels of intensity: BAU, low decline, accelerated decline, sharp decline	By December 15, 2021

For each stage, the Contractor shall provide the following deliverables:

- ✓ Reports in electronic form in accordance with the template given in Annex A. The reports shall be subject to editing for grammar and style before the Contractor submits them to the UNDP;
- ✓ All source materials, Excel sheets with performed calculations or data;
- ✓ Final versions of reports in PDF format;
- ✓ Language of reports – Russian (*if the Contractor is foreign entity, translation and interpretation shall be provided at the Contractor's expense and the costs should be included in the financial proposal*).

7. REQUIRED QUALIFICATIONS OF THE CONTRACTOR:

The Contractor shall briefly describe the work implementation methodology and the quality assurance mechanisms demonstrating that the proposed methodology will be appropriate to the local circumstances and context of the work. It is also necessary to provide the names and describe the qualifications of key personnel who will perform the services, indicating the team lead, the expert, etc.

Travel is not envisaged. If required, the number of business trips, their duration and dates are determined by the Contractor independently at the stage of preparing the financial proposal, and the travel expenses shall be included in the cost of the financial proposal.

Experience required	Description of requirements
Organization	<ul style="list-style-type: none"> • Compliance of the methodology proposed to perform the task with the following requirements: <ul style="list-style-type: none"> ○ Description of the sequence of actions: how the assigned tasks to analyse long-term changes in export markets will be performed ○ Brief description of the stages required to analyse measures for the conversion of the production of export industries to low-carbon/carbon-free production ○ Brief description of the forecasting of GHG emission reductions ○ How the works will be coordinated and the quality control of reports will be implemented ○ Work elements to be performed by subcontractors (if applicable) • Minimum 5 years of experience in the field of climate change mitigation • At least 3 completed similar projects (development of a low-emission development strategy / development of documents and plans related to climate, industry and/or the environment / research and identification of scenarios of deep GHG emission reductions in the countries of the EU, the EaP, and the EAEU) • Availability of the required number of personnel with sufficient qualifications to perform works under the contract, to include, at a minimum: a project manager (responsible officer); an expert in the IPPU sector; an expert in economics; and an expert in modelling
Team lead	<ul style="list-style-type: none"> • University degree in mechanical engineering with a major (physics and production processes), energy efficiency and/or environmental protection • Minimum 5 years of experience in project management • Minimum 2 years of experience in working with climate change mitigation projects in the EU, the EaP, and the EAEU counties, environmental protection and IPPU projects over the last 5 years
Expert in the IPPU Sector	<ul style="list-style-type: none"> • University degree in mechanical engineering (physics and manufacturing processes), energy efficiency and/or environmental protection, or in a related field • Minimum 5 years of practical experience in one of the following areas: development of the IPPU sector, optimization of production technologies • Minimum 2 years of experience in consulting on climate change and the implementation of climate change policies in the IPPU sector in the Republic of Belarus and/or any country of the CIS, the EaP, or the EAEC
Expert in economics	<ul style="list-style-type: none"> • University degree in economics / management / environmental protection • Minimum 5 years of professional experience in one of the following areas: applied economic analysis/ analysis on topics related to climate change mitigation and adaptation/ green investments

	<ul style="list-style-type: none"> Participation in the implementation of at least 3 relevant projects in the field of climate change In terms of evaluation of economic data
Expert in modelling	<ul style="list-style-type: none"> University degree in analytics/computer science/mathematics Minimum 2 years of experience in research, data analyses Participation in the implementation of at least 3 projects in terms of developing and building models
Notes	<p>If the Applicant lacks experience in the implementation of specific types of work, the Applicant has the right to engage subcontractors (organizations or individuals, or Individual Entrepreneurs) with minimum 3 years of relevant experience to perform these works.</p> <p>In this case, the Bidder shall additionally submit as part of the package of documents the following documents:</p> <ul style="list-style-type: none"> - the original letter, indicating: <ul style="list-style-type: none"> Subcontractor's name; name of the Bidder, for whom the Subcontractor will perform the works; Subcontractor's consent to perform the work for the Bidder; the list of works to be performed by the Subcontractor for the Bidder; description of the experience of performing the relevant work by the Subcontractor (not less than 3 years), indicating the subject of the relevant work, the Client and the period of the work; - copy of the Registration Certificate (for Individual Entrepreneurs and organizations). <p>The total cost of subcontracted works shall not exceed 30% of the total value of the works</p>

PAYMENT TERMS:

Stage	Terms of Payment
1	10% of overall contract amount
2	20% of overall contract amount
3	40% of overall contract amount
4+5	30% of overall contract amount

Payments will be made within 15 banking days from the date when the following conditions are met:

- (a) receiving a report from the Contractor on the completed stage;
- (b) obtaining approvals from MNREP and UNDP for the results of work;
- (c) signing the Acceptance Act for rendered services.

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:	UNDP/232/2021	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 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 type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input 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 type="checkbox"/> Yes <input type="checkbox"/> No

Is your company a member of the UN Global Compact	<input 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.			
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				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: 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"/>	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.
<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 : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: 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.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: 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 - SERVICES

Bidders are requested to complete this form, sign it and return it as part of their quotation 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:	UNDP/232/2021	Date: Click or tap to enter a date.

Technical Offer

1. Compliance of the methodology proposed to perform the task with the following requirements:

The methodology for the development of deep GHG emission reduction scenarios until 2050 in the Industrial Processes and Product Use sector, within the framework of EU4Climate Project

This section shall describe the steps to develop scenarios of deep GHG emission reduction until 2050 in the Industrial Processes and Product Use Sector as to demonstrate the compliance of the proposed by the Bidder methodology with the requirements specified in the Schedule of Requirements. The methodology shall contain:

- description of the sequence of actions: how the assigned tasks to analyse long-term changes in export markets will be performed
- brief description of the stages required to analyse measures for the conversion of the production of export industries to low-carbon/carbon-free production
- brief description of the forecasting of GHG emission reductions
- how the works will be coordinated, and the quality control of reports will be implemented
- work elements to be performed by subcontractors (if applicable)

* If the description of the methodology provided by the Bidder is incomplete and if the proposed methodology does not correspond to the Schedule of Requirements, then this methodology will be considered technically inappropriate to the requirements of this Request for Quotation.

2. Confirmation of minimum 5 years of experience in the field of climate change mitigation

Table 1

Subject of work in the field of climate change mitigation (lines can be added or removed as needed)	Period of work	The name of the employing organization
1.		
2.		
3.		
4.		
5.		
6.		
7.		

3. Confirmation of at least 3 completed similar projects (development of a low-emission development strategy / development of documents and plans related to climate, industry and/or the environment / research and identification of scenarios of deep GHG emission reductions in the countries of the EU, the EaP, and the EAEU)

Table 2

Title of the completed project <i>(lines can be added or removed as needed)</i>	Period of project implementation	Description of the project (in the form of an attachment to the Technical and Financial Proposal) and / or a link to the project)	The name of the employing organization	Position, full name of the contact person, telephone No
1.				
2.				
3.				
4.				
5.				
6.				
7.				

4. Confirmation of the availability of the required number of personnel with sufficient qualifications to perform works under the contract, to include, at a minimum: a project manager (responsible officer); an expert in the IPPU sector; an expert in economics; and an expert in modelling

Table 3

Requirements to the Bidder's personnel	Compliance of the Bidder's personnel with the requirements <i>(fill in each column specifying the required information, supporting documents may be requested additionally)</i>
<p>Team lead</p> <ul style="list-style-type: none"> – University degree with a major in mechanical engineering (physics and production processes), energy efficiency and/or environmental protection; <i>[specify the name of the university and the years of study]</i> – Minimum 5 years of experience in project management; <i>[specify the name of employing organization and project title]</i> <i>[specify the period of work]</i> – Minimum 2 years of experience in working with climate change mitigation projects in the EU, the EaP, and the EAEU countries, environmental protection and IPPU projects over the last 5 years. <i>[specify the name of employing organization and project title]</i> 	<p>Yes/No*</p> <p>Yes/No*</p> <p>Yes/No*</p>

<p>[specify the titles of positions held] [specify the period of work]</p>	
<p>Expert in the IPPU Sector</p> <ul style="list-style-type: none"> - University degree in mechanical engineering (physics and manufacturing processes), energy efficiency and/or environmental protection, or in a related field; [specify the name of the university and the years of study] - Minimum 5 years of practical experience in one of the following areas: development of the IPPU sector, optimization of production technologies; [specify the name of employing organization] [specify areas of work] [specify the titles of positions held] [specify the period of work] - Minimum 2 years of experience in consulting on climate change and the implementation of climate change policies in the IPPU sector in the Republic of Belarus and/or any country of the CIS, the EaP, or the EAEC. [specify the name of employing organization and project title, area of consulting] [specify the period of work] 	<p>Yes/No**</p> <p>Yes/No*</p> <p>Yes/No*</p>
<p>Expert in economics</p> <ul style="list-style-type: none"> - University degree in economics / management / environmental protection; [specify the name of the university and the years of study] - Minimum 5 years of professional experience in one of the following areas: applied economic analysis/ analysis on topics related to climate change mitigation and adaptation/ green investments; [specify the name of employing organization] [specify the area of work] [specify the titles of positions held] [specify the period of work] - Participation in the implementation of at least 3 relevant projects in the field of in terms of evaluation of economic data. [specify the name of employing organization and project title] [specify areas of work] [specify the titles of positions held] [specify the period of work] 	<p>Yes/No*</p> <p>Yes/No*</p> <p>Yes/No*</p>
<p>Expert in modelling</p> <ul style="list-style-type: none"> - University degree in analytics/computer science/mathematics; [specify the name of the university and the years of study] - Minimum 2 years of experience of research and data analyses; [specify the and project title and areas of research and data analyses] [specify the period of work] - Participation in the implementation of at least 3 projects in terms of developing and building models. [specify the name of employing organization and project title] [specify the title of positions held] [specify the period of work] 	<p>Yes/No*</p> <p>Yes/No*</p> <p>Yes/No*</p>

* leave the selected Yes/No answer for the expert and delete unnecessary)

If the Bidder lacks experience in performing specific types of work, the Bidder can engage subcontractors (organizations or individuals, or Individual Entrepreneurs) with minimum 3 years of relevant experience to perform these works.

In this case, the Bidder shall additionally submit as part of the corresponding package of documents the following documents:

- **the original letter**, indicating:

- Subcontractor’s name;
- name of the Bidder, for whom the Subcontractor will perform the works;
- Subcontractor’s consent to perform the work for the Bidder;
- the list of works to be performed by the Subcontractor for the Bidder
- description of the experience of performing the relevant work by the Subcontractor (not less than 3 years), indicating the subject of the relevant work, the Client and the period of the work, by filling the Table below

Table 4 *(to be completed only if the Bidder engages a subcontractor)*

Area of specific types of work	Period of work	The name of the employing organization

- **Copy of the Registration Certificate** (for Individual Entrepreneurs and organizations).

The volume of subcontracted works shall not exceed 30% of the total volume of works under the contract

Financial Offer

Provide a lump sum for the provision of the services stated in the Schedule of Requirements. The lump sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

Table 1. Currency of Quotation: *(Indicate currency of your Offer)*

Ref	Description of Deliverables/Stages	% of the Total Contract price**	Price (excluding VAT)	VAT rate —% Amount of VAT	Total Price (including VAT)	Dates of delivery of Services*
1.	Preparation and approval of the work plan and the introductory seminar agenda	10%				
2.	Preparation of the report analysing long-term changes in export markets	20%				
3.	Preparation of the report analysing the measures necessary to convert the production of export industries to low-carbon/carbon-free production	40%				
4.	Preparation of the report analysing the impact of the measures under consideration on GDP growth/decline					
5.	Preparation of the report containing projections of emission reductions resulting from the measures considered in paragraphs 2 - 4 with different levels of intensity: BAU, low decline, accelerated decline, sharp decline	30%				
Total Price		100%				

*All the Stages shall be completed by December 15, 2021

** % of each Stage of work is fixed and shall not be changed.

Table 2. Breakdown of Fees

Personnel / other elements	UOM	Qty	Unit Price	Total Price including VAT
Personnel				
Team lead	Working day			
Expert in the IPPU Sector	Working day			
Expert in economics	Working day			
Expert in modelling	Working day			
Other expenses <i>(delete unnecessary)</i>				
International flights				
Subsistence allowance				
Local Transportation				
Communication				
Other Costs: (please specify)				
Total				

* The Total Price including VAT in Table 1 shall coincide with the Total Price including VAT in Table 2

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Delivery Lead Time (by December 15, 2021)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms (in stages in accordance with Section 8 "Terms of payment" of Annex 1 within 15 banking days from the date of receiving from the Contractor a report on the Stage completed; approval of the report by the Ministry of Natural Resources of the Republic of Belarus and UNDP and signing the Acceptance Certificate for the services rendered)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Quotation remains valid for 60 (sixty) calendar days from the deadline for the submission of Quotation.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Full acceptance of the General Conditions of Contract	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
The volume of subcontracted works doesn't exceed 30% of the total volume of works under the contract	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Other requirements [pls. specify]	□	□	Click or tap here to enter text.
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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.

<p><i>Exact name and address of company</i></p> <p>Company NameClick or tap here to enter text.</p> <p>Address: Click or tap here to enter text. Click or tap here to enter text.</p> <p>Phone No.:Click or tap here to enter text.</p> <p>Email Address:Click or tap here to enter text.</p>	<p>Authorized Signature:</p> <p>Date:Click or tap here to enter text.</p> <p>Name:Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory:Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>
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