APPROVED

Resolution of the State Committee

on Science and Technology

of the Republic of Belarus

04/09/2013 № 20

**REGULATION**

**on a tender for projects on developing a system of intelligent monitoring**

**of transport and logistics flows**

CHAPTER 1

GENERAL PROVISIONS

1. This Regulation prescribes the procedures of organizing and implementing a tender for projects on developing a system of intelligent monitoring of transport and logistics flows (hereinafter - the tender).
2. The tender is held by the State Committee on Science and Technology of the Republic of Belarus (hereinafter - the SCST) with involvement of other interested government agencies and organizations.
3. The tender is open.
4. The tender is held to select a winner, provide an objective comparison and evaluation of proposals by its participants on developing a modern system of intelligent monitoring of transport and logistics flows in the Republic of Belarus based on radio frequency identification technology (RFID) and electronic document management.

The application areas of the project are as follows:

* wholesale and retail sales of consumer goods and provision of commercial services to the population;
* operation of vehicles and freight and passenger transportation;
* export (import ) of goods;
* electronic documents;
* monitoring the traffic of specific and dangerous goods;
* use of intelligent transport systems based on satellite communications technology;
* monitoring the traffic of food products;
* monitoring the movement of drugs and medications;
* intellectual of housing and communal services, library and museum collections, healthcare and public transport functioning.

The project should be based on international standards and ensure interoperability of the intelligent monitoring system with similar current systems in other countries and those under development.

Proposals should include the timing of the phased implementation of the project for 2013-2018 (with an outlook to 2023).

The main criteria for the evaluation of proposals are the following:

* technical level of development and its compliance with international standards and the standards of the Republic of Belarus;
* timing of the project, the level of technical support for the system during its operation;
* cost of the project;
* funding sources to be attracted (bidder ‘s equity, soft loans, borrowings, etc.);
* participation of Belarusian companies and organizations in the implementation of the project;
* previous experience in similar projects;
* presumed economic (and social) impact of the project.
1. Participants in the contest must be legal entities – residents of the Republic of Belarus or foreign legal entities.

CHAPTER 2

ORGANIZATION OF THE TENDER

1. In order to organize and conduct the tender, the SCST sets up an interdepartmental commission on carrying up a tender for proposals on developing a system of intelligent monitoring of transport and logistics flows (hereinafter - the Commission). It consists of the SCST representatives and representatives of other interested government agencies and organizations.
2. The functions of the Commission are the following:
* coordinating activities on the preparation and conduct of the tender;
* formulating criteria and setting up evaluations rules for projects submitted to the competition;
* informing and attracting potential participants of the tender;
* checking the correctness of applications submitted, as well as their compliance with the requirements of this Regulation;
* reviewing, evaluating and comparing the projects submitted for the competition;
* if necessary, arranging an additional examination of the submitted projects;
* summing up the results of the tender and determining its winner;
* maintaining documentation of the competition;
* performing other functions on the organization and conduct of the tender in accordance with this Regulation.
1. Meetings of the Commission shall be held upon the need and deemed authorized in the presence of at least two thirds of its members.

The Commission is an advisory body. Its decisions are adopted by an open voting by simple majority vote of those present at the meeting. Whether the number of votes is equal, the vote if the Commission’s chairman decides.

The Commission's decision is final. It is reflected in the minutes signed by all its members present at the meeting.

1. Logistical and technical support of the tender is provided by the SCST.

CHAPTER 3

PROCEDURE OF THE TENDER

1. Information about the tender is placed in mass media, the official website of the SCST and web-sites of the interested organizations. It’s also disseminated among the potential bidders.
2. In the tender, the projects with a detailed implementation strategy are considered.

To take part in the competition, the applicants within one month after the date of publication of the announcement of the tender on the official website of the SCST should provide the SCST with the following documents:

* an application for participation in the tender according to the form presented in Annex 1;
* a feasibility study for the project in compliance with Annex 2 or a business plan designed in accordance with the Rules for the development of business plans for investment projects approved by the Resolution of the Ministry of Economy of the Republic of Belarus of August 31, 2005 № 158, or with the Guidelines for developing a business plan for research and development projects approved by the Order of the State Committee on Science and technology of the Republic of Belarus of May 20, 1997 № 40;
* other information necessary to fully understand the project.

A set of documents is submitted to the Commission in Russian and must contain the following data:

* information about the intellectual property used (or transferred into the ownership of the Republic of Belarus) within the framework of the project;
* information about the availability of its own production equipment, consumables (RFID tags) and accessories, as well as on developing a software needed for the functioning of the system of intelligent monitoring of transport and logistics flows;
* information on the budget and sources and terms of financing of the project;
* timing for introduction of the system of intelligent monitoring of transport and logistics flows and putting it into operation;
* information about the possibility of scientific support and conditions for setting up a joint research laboratory (center) for further developing the system of intelligent monitoring of transport and logistics flows for exporting it to the markets of third countries;
* previous experience in implementation of similar projects at a state level, as well as at the level of individual administrative units or for individual product groups.
1. A set of documents is submitted in a sealed opaque double envelope. In the outer envelope, there is a cover letter, while in the inner one – the documents (copies of documents) mentioned in paragraph 11 hereof. On the outer envelope, the name of the tender and address of the Commission should be written, as well as the name, address and telephone number of the proposer.

Envelopes are recorded by the secretary of the Commission in the journal in the order of their receipt with the date and registration number.

1. The envelopes are opened at the Commission meeting. The Commission checks the documents submitted to the competition for correctness and compliance with the requirements of this Regulation.

Documents submitted to the tender cannot be transferred to third parties.

1. If necessary, the Commission has the right to ask the bidders for additional information on the submitted projects.
2. Organizations which submitted projects for the tender direct their representatives to the Commission meeting for discussing and defending their projects in accordance with a schedule determined by the Commission.
3. The Commission reviews the projects submitted for the tender within 30 calendar days from the date of the application deadline.
4. Upon review and defense of the projects, the Commission determines the winner.

Annex 1 to the Resolution

of the State Committee

on Science and Technology

of the Republic of Belarus

04/09/2013 № 20

A template

**APPLICATION**

for a tender

«\_\_» \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20

Having learned the conditions of the tender for projects on developing a system of intelligent monitoring of transport and logistics flows

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(name of a project)

and accepting all the statutory requirements and conditions of this tender, we, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(full name and address of an applicant, phone, email)

express the willingness to take part in the tender.

Hereby, we declare that our organization

has not been recognized an economically untenable company or a bankrupt by the court and is not in the proceedings on economic insolvency (bankruptcy), liquidation or reorganization at any of its stages;

is solvent and financially stable;

in the last three years, has not been found guilty of offenses relating to its economic activities.

List of the documents submitted:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Annexes on \_\_\_\_\_\_\_ pages.

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| (authorized representative) | (signature) | (name) |
|   | stamp |   |

Annex 2 to the Resolution

of the State Committee

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**FEASIBILITY STUDY**

for a project

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(name of a project)

Feasibility study includes:

1. Provide an analysis of the state-of-the-art of a challenge proposed for developing in Belarus, CIS member states and other countries of the world; the purpose of the work; the main technical and economic parameters of the object to be created, comparison to the best analogues, information about the novelty of design, patent numbers, data of foreign and domestic forecasts on addressing the challenge (provide links to the sources of information).
2. Specify which intellectual potential will be focused on developing and implementing the project, which major scientific and technical problems have been resolved earlier by scientists (experts) involved in the project; provide information on the involved resources (labor, energy, raw materials), production facilities (areas), equipment for the project; settle the budget for R&D, including the shares of the customer and the producer, as well as the need for support from the state budget.
3. Provide information about the expected economic and social outcomes (saving labor, material and energy resources; the ability to export new products; increase of the production of consumer goods; improving the environmental performance of production, working conditions and other socio-economic indicators) at the producer and the consumer, the estimated price of new products, the need for them in the home country, the CIS and other foreign countries.
4. Obligations of the producer on the timing, output of new products (technologies) and co-financing of operations.
5. Information about the likelihood of possible negative effects of the project, accidents, environmental pollution, etc.

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| (authorized representative) | (signature) | (name) |
|   | stamp |   |