

Consulting and Management Service for New Development Bank Headquarters

RFP for Project Consulting Service

The New Development Bank

Time of Release: January 22, 2017

Instructions to Bidders

1. Name of Client: **The New Development Bank**
2. Preparation of Project Consulting and Management Proposal
 - 2.1. Please note the proposal shall be prepared in English.
 - 2.2. The Project Consulting and Management Proposal shall be composed of the following documents:
 - The Submission Letter of Technical Project Management Proposal
 - Methodology and Work Plan for the Task Implementation
 - Work Plan and Submission Timetable for Deliverables
 - Composition of Team, Task and Investment of Key Experts
 - List of Key Experts
 - Cost Summary
 - Payment List
 - Reimbursing Expenses List
 - 2.3. The project consulting and management service shall not be subcontracted nor to be provided with other joint venture.
3. Submission, Initiation and Review of Project Consulting and Management proposal.
 - 3.1. The consulting and management company is required to submit their proposal in sealed cover to the following address:

Mr. Wang Huaxue
New Development Bank
Floor 33, Lujiazui Ring Road 333
Pudong New Area, 200120 Shanghai, the People's Republic of China
 - 3.2. The deadline of application is 17:00 January 26, 2017.

Application and bid clarification questions shall be addressed to the following:
E-mail: wang.huaxue@ndb.int

3.3 The Project Consulting and Management Proposal shall be submitted no later than following date and time:

Time: 17:00 (Beijing Time)

Date: February 10, 2017

3.4 All project related expenses shall be included and taxes involved in this contract shall be included in the offer of the consulting and management company.

3.5 The bid proposals will be reviewed by NDB's team, and only the winning bidder will be notified.

4. Service Term of Contract

4.1 The service term of the Contract is from the signing date of the Contract to September 30, 2021.

4.2 If the construction, decoration and acceptance of NDB Headquarters office and facilities are not completed on time within the above term, the winning bidder, without additional fees from NDB, shall continue to fulfill the service obligations as agreed in the Contract to be signed until NDB's acceptance of the NDB Headquarters office and facilities.

Task outline

1. Project overview

The NDB Headquarters Building is located in Plot A11-01, Zone A, World Expo, Pudong New Area, Shanghai. The construction scale of NDB Headquarters has a total floor space of 120,000 square meters with 80,000 square meters above the ground and 40,000 square meters underground. The groundbreaking of the project is expected to begin in September 2017 and the Headquarters is expected to be ready for office in September 2021.

2. Goals

The main goal of the project consulting and management service is to help Client to have an efficient and user friendly working environment at the NDB Headquarters, and achieve fit-outs of the office that reflect ecological and organizational sustainability, e.g. cost effectiveness of energy and material as well as culture and values of multilateral organizations with local elements.

The main goal of the work is to ensure the requirements of the Client as the user of the premises are adequately met and that offices and facilities provided are at par with high end international business office or that of the international institutions of the same nature of NDB.

3. Range of Major Tasks

NDB as the user of the office building requires the consulting and management company to help it to achieve the above-mentioned goals and focus on quality, construction duration and environmental protection. The consulting and management company shall represent the Client's perspectives, combine the character of the project with the user's requirements, and participate in the implementation and delivery process as required by the Client, and assist Client as the user in making sure that user's requirements be met by the design units and the construction units.

The major tasks are as follows:

I. Professional Presentation of the Client's Requirements

(1) To have in-depth understanding of NDB's requirements for the office space and facilities as an emerging international development institution.

(2) To finish the general specification for the functional requirements of the NDB Headquarters Building, and compile it into a book. The requirements for the office and facilities shall be complete and sufficient enough for NDB to move in.

(3) To track the changes of the requirements, and work towards the realization or optimization of the requirements in accordance with project construction environment.

II. Design Consultation and Management

(1) To collect relevant materials in relation to the office building design;

(2) To help Client to carry out the creative design for the building construction and decoration;

(3) To provide the management plan scheme (excluding design) for the design drawing, including the difficulties and complicated points during the implementation process, and organize expert review of the scheme provided by the design unit.

(4) To finish all technical requirement documents, e.g. task papers for construction design, preliminary design, decoration design, building intelligence and office IT design, etc. in different periods of the construction of the Headquarters Building.

(5) To help Client establish the systematic management system for communication, exchange and collaboration.

(6) To supervise and urge the design unit to optimize the design.

(7) To assist Client in the management and coordination of important design changes.

III. Technical Review

(1) To review all design documents such as the construction scheme design, construction drawing design, energy scheme, security design scheme, central data room design scheme, building intelligence design scheme, decoration engineering design

scheme, general outdoor scheme, green design scheme, special design for green buildings and other technical schemes for designing the future functions.

(2) To review and confirm technical requirement or parameters of equipment or material in tendering documents which include the mechanical, electrical and air-conditioning equipment, main decoration materials, IT equipment and furniture.

IV. Process Management

(1) To coordinate in organizing professional meetings in each project node, and help present and confirm all functional requirements according to the professional process of the project construction.

(2) To provide professional technical schemes according to the requirements; to help Client carry out business communication with all the constructors, and make sure the submission and confirmation of the requirements of NDB can be timely and completely implemented.

4. Working Language

The consulting and management company shall provide Client documents in both English and Chinese. For business communication with Client, the language shall be in English.

5. Supporting environment and conditions by NDB

The temporary working place for consulting and management company at the Client's premises is to be provided by NDB.