



REQUEST FOR PROPOSAL

e-Procurement System Implementation Project

New Development Bank

23 Jan 2018

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1 Administrative Information

1.1 Introduction

New Development Bank (NDB) is issuing a Request for Proposal (RFP) to seek a qualified software firm to provide software and services for NDB e-Procurement System Implementation project. The project includes software and vendor selection, implementation and support services.

Within next two months, New Development Bank will select a most suitable software and services from shortlisted vendors. All the participators are experienced in providing a fully integrated solution to satisfy the requirements of New Development Bank.

1.2 Contact Information

Please use the following contact information for all correspondence with New Development concerning this RFP. Vendors who solicit information about this RFP either directly or indirectly from other sources will be disqualified.

All correspondence should be directed to:

Ms. Sherry Jiang

33rd floor, BRICS Tower, No. 333 Lujiazui Ring Road, Pudong, Shanghai

New Development Bank

Tel: 86 21-80211843

Email: jiang.xueyan@ndb.int

1.3 Submission of Proposals

Proposals shall be submitted in writing and in MS Word (Main) and Excel (Appendix) format. New Development Bank prefers Microsoft Word for the electronic submission. Three (3) paper copies of the proposal and one (1) electronic version of all proposal information should be submitted no later than 14 February, 2018.



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1.4 Questions

Submit questions in writing by e-mail, telephone, or fax. Vendors should refer to the specific RFP paragraph number and page and should quote the questioned passage. New development Bank will be prompt in responding to questions. All questions will be responded to as a group and sent to all vendors.

1.5 Award Notification

The winning vendor will be invited to negotiate a contract with New Development Bank and remaining vendors will be notified in writing of their selection status.

1.6 Ownership of Materials

All materials submitted in response to this RFP become the property of New Development Bank. Proposals and supporting materials will not be returned to vendors.

1.7 Proposal Costs

New Development Bank is not responsible for any costs incurred by the vendor in the preparation of the proposal or the site visit.

1.8 Evaluation Criteria

New Development Bank is interested in obtaining a complete solution to the requirements contained in this RFP. Proposals that meet the proposal instructions and requirements will be given a thorough and objective review. Proposals that are late, do not comply with proposal instructions, or take exceptions to mandatory requirements will be eliminated without further consideration. New Development Bank will evaluate proposals using a number of factors as described below.

1.8.1 Software Solution



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Primary consideration will be given to meet the mandatory functional requirements as listed in this RFP.

The following are factors in the evaluation.

1. Meeting the requirements as stated in this RFP.
2. Understanding of the work to be performed.
3. Technical approach and methodology to accomplish the work.
4. Completeness and competence in addressing the scope of work.

1.8.2 Project Management

New Development Bank also believes that effective project management is essential for a successful implementation. Vendors will be evaluated on the completeness and responsiveness of their project management plans and the project team assigned.

As part of the project management plan, vendors must demonstrate adequate experience in developing and implementing e-Procurement System Implementation projects. New Development Bank's confidence in the vendors' ability to meet deadlines and successfully manage similar projects will be a primary consideration.

Special consideration is given to vendors who propose a detailed project plan with sufficient breakdown of tasks and steps to demonstrate a complete understanding of the project.

1.8.3 Pricing

New Development Bank will consider pricing as part of the evaluation criteria. Lowest price is not essential to win; however, large pricing differentials between vendors will be carefully examined. Price will be used as a final indicator for determining the vendor finalists when all other criteria have been normalized.

1.8.4 Presentation and Demonstration

The results of Presentation and Demo will be evaluation factors.

1.8.5 Support and Maintenance



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New Development Bank believes the ability to perform timely support is also an important factor for the success of this project. Therefore, vendors should provide adequate information to demonstrate their capabilities to fulfill this task.

1.9 Proposal Format

Proposals should be prepared simply and economically without emphasis on the presentation of the proposal. This RFP contains a section layout for the proposal and pricing section.

Volume 1 – Main Proposal

- Section 1 Executive Summary
- Section 2 Functional Section (has Appendix)
- Section 3 Technical Section (has Appendix)
- Section 4 Project Management Section
- Section 5 Support Section

Volume 2 – Price Proposal – Should be separately bond.

1.10 Late Submission

Proposals submitted after the closing date will not be accepted. New Development Bank is not responsible for late delivery or lost delivery of proposals. Vendors must notify New Development Bank if there is an extenuating circumstance that may prevent on-time delivery. Refer to the RFP schedule for the due date.

1.11 RFP Amendments

New Development Bank reserves the right to amend this RFP anytime prior to the closing date. Amendments will be issued only to vendors who are going to complete a proposal.

1.12 Winning Vendor



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New Development Bank expects to negotiate with one “winning vendor”. New Development Bank will not accept any proposals that reflect an equal teaming arrangement or vendors who are co-bidding on this RFP. The prime vendor will be responsible for the management of all subcontractors. New Development Bank will not accept any invoices from subcontractors or become part of any negotiations between a prime vendor and a subcontractor.

New Development Bank will accept only complete solutions from a primary vendor. Vendors may not bid on only one item or a combination of items from the RFP.

2 Requirements

2.1 Functional Requirements and Technical Requirements

A complete list of requirements for e-Procurement System Implementation Project are provided in Appendix

- NDB e-Procurement RFP – Functional Requirement.
- NDB e-Procurement RFP – Technical Requirement.

Vendors shall respond to each requirement as listed.

3 Management Requirements

3.1 Project Plan

Vendors shall include a project plan for implementing the New Development Bank project. The project plan shall be detailed enough to assure New Development Bank that the vendor can deliver the system on time, within budget, and meet all requirements as specified in this RFP. New Development Bank is looking for preliminary plans that suggest step-by-step tasks, timetables, staffing numbers, personnel resumes, and responsibilities for both the vendor and New Development Bank. The ability of the vendor to manage all aspects of this project is one of the critical success factors of the whole project.

3.2 Project Staffing

Vendors shall describe the proposed management structure and identify key personnel who will be assigned to this project. Resumes for all key personnel shall also be included in this section. Once identified, vendors may not change key personnel without prior notice and acceptance from New Development Bank. New Development Bank shall have 10 days' notice of any change in the project's key personnel.

Vendors shall define the roles and responsibilities of the New Development Bank project team as well as those of the vendor's project team. New Development Bank will appoint a project manager who will work closely with the supplier's project manager.

3.3 Project Change control

Vendors shall describe how they handle bug reporting, engineering change requests, and product enhancement requests during the implementation phases of the project. New Development Bank prefers an Internet-based approach that allows us to enter the identified bug or enhancement and to view its status online. All open items will be



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discussed at the project review meeting.

3.4 Delivery and Installation

Vendors shall install all hardware and software components for the project. Vendors shall anticipate lead times to ensure that all required hardware and software is received in sufficient time to meet the project schedule. The project schedule shall have specific dates for the installation of the hardware and software, along with associated activities such as site preparation review and any facility upgrades that are needed prior to equipment installation.

3.5 Vendor Support

The vendor shall offer a toll-free telephone number help desk functioning as a single point of contact for servicing New Development Bank. Meanwhile, technical support shall be 9 hours/5 days is accessible. The vendor shall be able to provide on-site personnel, or remote diagnostic capability, to New Development Bank locations within two hours of the initial report of a problem. Problem resolution shall be within four hours from the time the problem was identified. In addition, each vendor shall describe escalation procedures for addressing problems that remain unsolved after a four-hour period of time.

3.6 Training

New Development Bank requires that the vendor provide comprehensive training for all user, administrative, technical, and operational personnel. All training shall include step-by-step detail that will enable employees familiar with the system to perform the described activities.

3.7 Documentation

Comprehensive, high-quality user documentation is essential for the success of this project. Documentation shall be provided that covers all system hardware, system software, and application software. All documentation provided shall be in written form. Documentation should also be provided in electronic form and shall be



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network-accessible.

4 Pricing Section

4.1 Introduction

Vendors shall provide purchase prices and installation costs for each equipment item, software product, and service proposed. All elements of recurring and nonrecurring costs that must be borne by New Development Bank shall be identified. This includes, but is not limited to, hardware maintenance, system engineering, manuals and documentation, consultation, training, conversion services, shipping charges, installation costs, acceptance testing, and taxes.

New Development Bank requires all prices to be broken down into categories and subcategories. Each of the individual price components shall be a line item in the pricing tables in Volume 2.

4.2 Hardware Requirements

New Development Bank will be responsible for purchasing all required hardware for this project. Vendors shall provide New Development Bank with the hardware specifications for all required hardware components. Vendors may propose components by brand name when the named product(s) have specific features or functionality that is integrated with the supplier's system. Vendors are responsible for providing a complete list of hardware and related purchasing specifications. The supplier is responsible for purchasing components that are not specified but are later determined to be required.

All hardware, including servers, data storage, and communications network equipment shall have an uptime capability of 99.99 percent.