



**INVITATION FOR EXPRESSION OF INTEREST**  
**FOR**  
**EVENT MANAGEMENT SOLUTION FOR NDB 4<sup>TH</sup> ANNUAL MEETING**

1. The New Development Bank (NDB) is headquartered in Shanghai, China. The Bank was founded in 2014 by the governments of Brazil, Russia, India, China and South Africa (hereinafter referred to as “BRICS” ) and launched in 2015 to mobilize resources for infrastructure and sustainable development projects in these countries and other emerging economies.

2. NDB is inviting qualified suppliers to submit an Expression of Interest to provide the event management service to its 4<sup>th</sup> Annual Meeting, to be held in CTICC, Cape Town, South Africa, from 31<sup>st</sup> March to 2<sup>nd</sup> April, 2019.

3. The EOI should provide information about the supplier’s technical qualifications and experiences in delivering similar event services in the past 3 years. Please provide the information requested in Annex B.

**4. The deadline of EOI submission is 6:00PM, 4<sup>th</sup> January, 2019 (Beijing time).**

5. Contact information:

[Jiang.xueyan@ndb.int](mailto:Jiang.xueyan@ndb.int)

or

[procurement@ndb.int](mailto:procurement@ndb.int)

office tel: 0086-21-80211843

Administration Division, the New Development Bank

32-36<sup>th</sup> floor, BRICS Tower, No. 333, Lujiazui Ring Road, Shanghai, P.R. China

Annex A- Indicative service scope

Annex B- EOI Form

## **Annex A**

### **Indicative Service Scope**

#### **1. Scope of Work**

The service will include but not limited to the following:

Negotiate contracts with venue and hotel representatives on behalf of NDB

Supervision of venue setup and preparation, including opening ceremony, BOG, BOD, signing ceremony, seminars, press conference, etc., depending on the Bank's specific requirements for particular venues

Registration service, including production, collection and distribution of badges and on-site support

Transportation service and vehicle dispatch

Airport reception and pick-up and drop-off for selected guests

Translation and interpretation service

Supervision of production and setup for large visual items, for example:

- Backdrops
- Signs and information plates, including items for navigation in CTICC and Westin hotel
- Branded items for outdoor use/halls in CTICC

Supervision of production and preparation, for example:

- Gifts and souvenirs
- Branded items for participants

Media and Audio/video/photo support, for example:

- Comprehensive media support
- Coordination of video and photo teams for events and onsite supervision
- Photo and video support: timely/onsite editing and sharing for publishing in social media and on the Bank's website

## **2. Resources requirement**

Qualifications or specialized knowledge/experience required

- Experience and technical expertise
- Suppliers must have worked with comparable clients and are requested to provide examples of comparable services and client reports or case studies

Performance indicators for evaluation results

- Timeliness, adherence to budget and quality of work
- Ability to meet pre-determined success criteria
- Customer service and responsiveness to NDB's requests

## **Annex B: EOI Form**

### **Expression of Interest (EOI) by.....**

Dear Madams/Sirs,

We have read carefully you invitation for Expression of Interest for the captioned assignment/project and find the Terms of Reference (TOR) match our firm's capacity for providing the services required in the TOR. We would like to express our interest for being considered for the Shortlist. We understand that NDB does not have an obligation that we must be shortlisted and NDB at its sole discretion reserves the right to reject all bids in accordance with its internal policy.

Our firm's profile and information relevant to this EOI are provided as follows:

1. The firm's profile (Country of Incorporation, Address, Contact Person, Phone No., Email, Website, etc.)
2. Specific qualifications and experiences
3. Methodology of work
4. The core team and their brief introduction
5. Other information
6. Project references (Please provide at least three cases to demonstrate the firm's technical qualifications and experiences. The required information include period, client, event name, country, role of the firm, and contract value)

Signature:

Name and title of the firm's authorized representative