



INVITATION FOR EXPRESSION OF INTEREST

FOR

Internal Audit Services For 2019

1. Introduction.

The New Development Bank (“NDB”) is inviting qualified suppliers to submit an Expression of Interest (EOI) to provide Internal Audit Services for 2019 (the “Services”) at the request of NDB’s Internal Audit Division.

All information, which will be provided by NDB in pursuance of this invitation for EOI, including any documents and written or oral material that will be provided by NDB in response to query(ies)/clarification(s) related to this invitation for EOI, is considered NDB’s confidential and proprietary information and must not be disclosed to anyone outside of your firm without NDB’s prior written approval. All proposals and other documentation submitted in response to this invitation for EOI:

- (i) become NDB’s property;
- (ii) will not be returned by NDB; and
- (iii) must be clearly marked as confidential, if your firm considers any material or information contained in its proposal or other documentation confidential.

2. NDB’s Background.

NDB is a multilateral development bank with its headquarters in Shanghai, People’s Republic of China, established by the Federative Republic of Brazil, the Russian Federation, the Republic of India, the People’s Republic of China and the Republic of South Africa (“BRICS”) in accordance with the Agreement on the New Development Bank signed on July 15, 2014. The purpose of NDB is to mobilize resources for infrastructure and sustainable development projects in BRICS countries and other emerging economies and developing countries. For more information on NDB and the nature of its operations, please visit NDB’s official website - www.ndb.int

3. Scope of Services and Resources Requirement.

Scope of Services and resources requirement applicable for the selection of the supplier of Services to NDB are set out in Annexure A to this invitation for EOI. The EOI should provide information about the supplier’s technical qualifications and expertise in Internal Audit as well as previous experiences in delivering similar services to a multilateral development bank or equivalent in the past 3 years. Please provide your EOI and the requested information substantially in the form of Annexure B to this invitation for EOI.

4. Submission of EOI.

Deadline for submission of EOI is 5:15PM, 29th January, 2019 (Beijing time). EOI shall be prepared in English and submitted online (through e-procurement system). Along with online submission, your firm could optionally send hard copy of EOI to NDB's contact person in sealed envelope. NDB is not responsible for any costs incurred by your firm in the preparation of the proposal in response to this invitation for EOI or any site visit.

5. Contact Information.

Please use the following contact information for all correspondence and inquiries with the NDB concerning this invitation for EOI:

Administration Division, the New Development Bank
33rd floor, BRICS Tower, No. 333, Lujiazui Ring Road, Shanghai, P.R. China
Attention of: Mr. Huaxue Wang
Email: wang.huaxue@ndb.int or procurement@ndb.int
Office Tel: 0086-21-80211831

6. Registration in NDB's procurement system.

While submitting the EOI, please also visit the following link and register into NDB's e-procurement system. Those shortlisted suppliers will be approved as **NDB's registered suppliers** participating online bidding process for this procurement. However, the aforesaid shortlisting would be subject to NDB's satisfaction of qualifications, experience and other relevant transaction/assignment specific parameters/criteria that NDB may consider in its sole determination. NDB reserves its right to negotiate with all or any of the firms who have submitted their EOIs pursuant to this invitation before shortlisting and/or selecting any of the firm. NDB reserves the right to negotiate further with the selected firm before and during the engagement process.

<https://www.ndb.int/data-and-documents/corporate-procurements/>

Annexure A- Indicative Scope of Services and Resources Requirement

Annexure B- EOI Form

Annexure A

Indicative Scope of Services and Resources Requirement

1. Scope of Services

Internal Audit Services for 2019 at the request of NDB's Internal Audit Division.

(The detailed scope of Services will be provided in the next phase to those firms who have expressed an interest in providing the Services).

2. Resources Requirement

Qualifications or specialized knowledge/experience required:

- CA/CPA firm and/or Big 4 accounting firm;
- The engagement leader and team must have experience in conducting internal audits in accordance with the guidance issued by IIA (The Institute of Internal Auditors) and are familiar with audit management software (e.g. TeamMate);
- Suppliers must have provided similar services to a multilateral development bank or equivalent and will be requested to provide examples of these comparable services, deliverables or case studies (*Note: the firm's internal policies or clauses on client confidentiality will be considered*); and
- Experience and technical expertise within the Banking and Financial Services sector including: risk management, internal control systems, information systems, cybersecurity, compliance, governance processes, IFRS 9 compliant and financial reporting, etc.

Performance indicators for evaluation results

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

Annexure B: EOI Form

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

Dear Madams/Sirs,

We have read carefully your invitation for Expression of Interest for the captioned assignment/project and find the terms of reference set out therein (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, Market Position, Awards, etc.)
2. Specific qualifications and experiences in delivering similar services
3. Methodology, technology and expertise to perform the captioned assignment
4. Other information
5. Project references (Please provide at least three cases to demonstrate the firm's technical qualifications and experiences in delivering services to multilateral development bank or equivalent. The required information including period, client, event name, country, role of the firm, and contract value, etc.)

Signature:

Name and title of the firm's authorized representative