

# The New Development Bank

## Request for Proposal

(This is not a Purchase Order)

### 1. Introduction

The New Development Bank (NDB) is issuing a Request for Proposal (RFP) to invite qualified suppliers to provide proposals to NDB's S-FBA-2019-00154 Advisory Engagement. Please refer to the following information or attached TOR (Service Scope) for detailed requirements.

Those interested and qualified companies please register into NDB's e-procurement system to be **NDB's registered suppliers** and participate in the bidding process (**please be noted the contact information provided in registration especially email address must be correct as all communications regarding the bid including RFP distribution and award notice will be sent through it**). NDB will choose the most suitable one(s) from the shortlisted suppliers. NDB at its sole discretion reserves the right to reject all proposals in accordance with its internal policy and guidelines.

### 2. RFP Schedule

Please be noted the following activities could take place in the RFP process. NDB will inform the specific arrangements in advance and the suppliers are requested to respond timely.

Activity	Date
Distribution of RFP	2019/12/03
Deadline for Questions	2019/12/16
Proposal Response Due	2019/12/16
Presentation and Demonstration	n/a
Negotiation on contract	TBD
Signing Contract	TBD
Project Kick Off	TBD

### 3. Instruction to bidders

#### 3.1 Contact Information

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

Commercial matter questions:

Mr. Ivan Nepeivoda

Address: 33<sup>rd</sup> Floor, BRICS Tower, No. 333, Lujiazui Ring Road, Pudong, Shanghai

上海浦东陆家嘴环路 333 号，金砖大厦 33 层

Email: [nepeivoda.ivan@ndb.int](mailto:nepeivoda.ivan@ndb.int)

Tel: +86 21 8021 4428

Scope of service/technical questions:

Mr. Paulo Lima

Email: [lima.paulo@ndb.int](mailto:lima.paulo@ndb.int) with copy to [nepeivoda.ivan@ndb.int](mailto:nepeivoda.ivan@ndb.int)

### **3.2 Submission of Proposals**

Proposals shall be prepared in English or bilingual (English and Chinese). Hard copy (6copies at least) is optional and shall be sent in sealed covers. Electronic version is obligatory and shall be sent online in NDB's e-procurement system.

For submission of proposal, the qualified suppliers should register to NDB's e-procurement system to be **NDB registered suppliers** (subject to NDB's internal approval) in advance. Then registered suppliers need to **ENROLL** in the procurement notice (for open competitive bidding) or **ACCEPT** the invitation (for limited competitive bidding) before submitting proposal online according to the timeline. ( <https://www.ndb.int/data-and-documents/corporate-procurements/>)

The mentioning of deadline, due time, closing date, etc. herein means Beijing time; and NDB's business time is from 9:00AM to 5:15PM in working days.

### **3.3 Questions**

Please submit questions in writing by e-mail. Vendors should refer to the specific RFP paragraph number and page and should quote the questioned passage. NDB will be prompt in responding to questions.

### **3.4 Ownership of Materials**

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

### **3.5 Proposal Costs**

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

### **3.6 Proposal Format (if applicable)**

NDB recommends that the proposal should contain two parts as follows.

#### Volume 1 – Main Proposal

Section 1	Executive Summary
Section 2	Functional Section
Section 3	Technical Section
Section 4	Project Management Section
Section 5	Support Section

Volume 2 – Price Proposal – Should be separate but integral part of the proposal. The currency is USD; if quoting in other currencies, the exchange rate should be clearly defined. **The price shall be inclusive of applicable taxes (if not, please specify)**; and other charges shall also be clearly defined. Payment terms applicable - not less than 30 days.

### **3.7 Validity Period**

The proposal including pricing quotation shall be valid at least for 180 days.

### **3.8 RFP Amendments**

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

### **3.9 Sub-contractor**

NDB expects to negotiate and sign contract with one winning vendor. NDB will accept only complete solutions from a primary vendor, and will not accept any proposals that are on only one item or a combination of items from the RFP. The prime vendor will be responsible for the management of all subcontractors. NDB will not accept any invoices from subcontractors or become part of any negotiations between a prime vendor and a subcontractor.

### **3.10 Award Notification**

NDB could negotiate with all shortlisted suppliers before deciding the winning vendor. And NDB reserves the right to negotiate further with the winning supplier before and in the contracting process. The award notification is sent to the winner online in the e-procurement system. NDB is not obliged to notify the bid outcome to unsuccessful suppliers.

## **4. Evaluation Criteria**

The proposals will be reviewed and evaluated by NDB's team in accordance with the related policy and guidelines, especially the six principles (Economy, Efficiency, Competition, Transparency, Value for Money, Fit for Purpose) contained in NDB's corporate procurement policy. NDB 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, or do not comply with proposal instructions, or take exceptions to mandatory requirements will be eliminated without further consideration. The following are the key factors that would be taken into consideration for evaluating the proposals.

#### **i. Technical Approach and Methodology or Software Solution**

Primary consideration will be given to meet the mandatory 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.

#### **ii. Project Management**

NDB 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 the requested project. NDB'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.

#### **iii. Pricing**

NDB 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.

#### **iv. Presentation and Demonstration**

The results of Presentation and Demo will be evaluation factors. (If applicable)

## **v. Support and Maintenance**

NDB 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.

### **Annex 1**

#### **Service description**

#### **ADVISORY SERVICES**

##### **I. Engagement proposal**

The summary details of the proposal for engaging a consultant for advisory services are given below:

- Consultant will work full time on the premises of New Development Bank, Shanghai
- Consultancy services will be for initial period of 6 months starting December 2019 and maybe extended if required subject to further approval
- Candidates working in auditing / accounting advisory to be considered with work experience of 8 years +
- Candidates with extensive experience in the areas of hedge accounting, IFRS implementation will be preferred

##### **II. Job Description**

- Implementation of Hedge Accounting Policy – work with Treasury & Risk on the determination of Hedge Effectiveness, valuations and testing of the product in TMS
- Support the FBA staff in terms of advice on International Financial Reporting Standards (IFRS)
- Support accounting treatments as per IFRS for new products
- Liaison with statutory and internal auditors on all accounting matters
- Implementation of Internal Financial Controls over Financial Reporting
- Independent review of Expected Credit Losses reported in quarterly financial statements
- Review of policies and processes owned by Finance, Budget & Accounting
- Implement best practices of financial control and reporting
- Support in preparation of Annual Report for 2019