

**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 Event Support Service project. 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.

<b>Activity</b>	<b>Date</b>
Distribution of RFP	March 9 <sup>th</sup> , 2022
Deadline for Questions	March 10 <sup>th</sup> , 2022
Proposal Response Due	March 23 <sup>rd</sup> , 2022
Notice of Award	TBD
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.

Contact: Holly Yao

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#### 3.2 Submission of Proposals (Introduction to use of NDB's e-procurement system)

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. Suppliers should refer to the specific RFP paragraph number and page and should quote the questioned passage. NDB will be prompt in responding to questions. All questions will be responded to as a group and sent to all suppliers.

#### 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 suppliers.

#### 3.5 Proposal Costs

NDB is not responsible for any costs incurred by the supplier 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 (technical proposal)**

##### **Section 1 Executive Summary**

- a) The company's profile and qualification;
- b) Specific or/and preferable qualifications, certification and experiences in delivering similar services and major event security management;
- c) Evidence of ability to access international specialist expertise if needed;
- d) Project reference (at least three cases to demonstrate the company's technical qualifications and experiences in last 3 years, shall include project service scope, total square meters, staffing plan, service level agreement, etc. );

##### **Section 2 Technical Section**

- a) Supplier's project management capability for the project, such as leading, organizing, staffing management, project planning and controlling; shall include quality assurance approach, communication approach, risk management, staffing management, problem solution method, service level standard etc.;
- b) Suppliers' methodology, approach, technology and expertise to perform the scope of work described in Annex.
- c) Other information considered necessary to be provided for NDB's evaluation by the supplier.

##### **Section 3 Support Section**

Any documents, files, certifications, recommendations, honors, which could support the supplier's proposal, methodology, technology and expertise for this project.

**Volume 2 – Price Proposal (financial 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.

The price proposal shall include **summary of total cost** and **cost breakdown** of each event.

### 3.7 Validity Period

The proposal including pricing quotation shall be valid at least for 120 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 suppliers who are going to complete a proposal.

### **3.9 Sub-contractor**

NDB expects to negotiate and sign contract with one winning supplier. NDB will accept only complete solutions from a primary supplier, and will not accept any incomplete proposals that are only cover part of the RFP. NDB will not accept any form of subcontractors or become part of any negotiations between a prime vendor and a subcontractor for this project.

### **3.10 Award Notification**

NDB could negotiate with all shortlisted suppliers before deciding the winning supplier. 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.

### **v. Support and Emergency Response**

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**

### **Terms of Reference and Requirements**

#### **1. Project Background**

The New Development Bank (NDB), as a multilateral development bank is aimed to develop and implement solutions for a sustainable future.

The core strategies are sustainable infrastructure, new relationships and new approaches. As a new multilateral development bank, NDB aims to build an innovative and adaptable culture with high quality standards and financial stability. Furthermore, a strategic implementation framework with key performance indicators, will be developed to align NDB's activities in a common direction and engage all divisions in realizing key institutional goals. This framework will also evolve in response to the experiences and the ongoing changes in the operating environment of the Bank.

#### **2. Objective of Event Support Service**

The main objective of the event support service is to ensure high quality event service can be provided with professional event organizer and high-quality service, including but not limited to visual design and printouts, zoom webinar setting, recording and photography support, meeting venue related set up, etc.

NDB expects the event support service shall fully meet its staff and institutional requirements, fitting its role as an international organization, a multilateral development bank, headquartered in Shanghai, China.

#### **3. Scope of Work**

Event support to 3 events to be hosted or co-hosted by NDB.

##### **1. HQ Ceremony (Details TBC)**

- Venue: 5F multifunctional Hall, Podium, NDB HQ
- Date and Time: Early April, 2022
- Participants:
  - VIPs (30) + On-site participants (120)
- Format:
  - Keynote Speeches (onsite)

- Online webinar (Zoom or another applicable platform)
  - Simultaneous translations (English/Chinese)
  - PPT, Video+ Audio display
  - Video recordings, photography
- Project Planning
  - Meeting Venue set up
  - Key visual design
  - Service plan
  - Budget sheet
  - Project delivery Team
- Key Visual design and printouts
  - KV design
  - Printouts (name stands, badges, invitations, car parking permit, etc.)
- Online Webinar
  - Select appropriate software for online connection
  - Video and Audio support
- Meeting Venue set up
  - Layout (main stage, backdrop, furniture, seating arrangement)
  - VIP holding room
  - Decoration
  - Signage
  - Arrangement for family photo
  - Venue device planning, deployment and operation
- Recording/Photography/Audio/Video equipment management
  - Check onsite equipment condition
  - Make proposal relating to equipment and devices
- Onsite personnel support
  - Program director for video package
  - Etiquette personnel
  - Interpreters for simultaneous translation (English/Chinese)
  - Technicians to support recording/photography/audio/video
- Security management and Covid-19 prevention

- Epidemic Prevention (venue disinfection, nucleic test assistance, event application)
- Onsite security management

## 2. Logistics Demand for Forum

- Venue: NDB HQ, Shanghai, China.
- Date and time: 13:50PM-17:30PM, Early April (tentative)
- Participants
  - VIPs (30) + On-site participants (120-200) + Online Audience
- Format:
  - Keynote Speeches (onsite and pre-recorded videos) + Panel Discussion
  - Zoom webinar with both on- and off-line speakers
  - Simultaneous translations (English/Chinese)
  - PPT, Video+ Audio display
  - Video recordings, photography, and transcripts
- Project Planning
  - Meeting Venue set up
  - Key visual design
  - Service plan
  - Budget sheet
  - Project delivery Team
- Key Visual design and printouts
  - KV design
  - Printouts (name stands, badges, invitations, car parking permit, etc.)
- Online Zoom Webinar
  - Video**
    - Live video streams of *onsite* speakers and their content slides
    - Pre-recorded videos
    - Live video streams and slides of *online* speakers (Tentative)
  - Audio**
    - Original audio streams of *onsite* speakers (from microphones)
    - Original audio of pre-recorded videos
    - Audio of simultaneous translation onsite and online
    - Original audio streams of *online* speakers (Tentative)
- Meeting Venue set up
  - Layout (main stage setting, backdrop, furniture, seating arrangement)
  - VIP holding room



- Tea break (food, beverage and tableware)
- Decoration
- Signage
- Venue device planning, deployment and operation
- Recording/Photography/Audio/Video equipment management
  - Check onsite equipment condition
  - Make proposal relating to equipment and devices
- **Video recording cameras capturing speakers**
  - For recording and live streams for LCD and the Zoom Webinar
  - At least two cameras: one fixed and one portable in addition to the existing venue cameras
- **Photography**
  - Group photo
  - Speakers, VIPs, and audience
- Onsite personnel support
  - Program director for video package
  - Etiquette personnel
  - Technicians for audio/video systems
  - Technicians for zoom webinar systems
  - Photographers for video cameras/photos
  - Etiquette personnel
  - Interpreters for simultaneous translation (English/Chinese)
  - Note-takers for transcripts
- Security management and Covid-19 prevention
  - Epidemic Prevention (venue disinfection, nucleic test assistance, event application)
  - Onsite security management

### **3. Conference (TBC)**

- Venue: 30F banquet Hall or 4F training center
- Date and Time: Early April 2022
- Participants:
  - High level (around 30)
- Format:
  - Online webinar (Zoom or another applicable platform)
  - Simultaneous translations (English/Chinese)
  - PPT, Video+ Audio display

- Video recordings, photography
- Project Planning
  - Meeting Venue set up
  - Service plan
  - Budget sheet
  - Project delivery Team
- Online Webinar
  - Select appropriate software for online connection
  - Video and Audio support
- Meeting Venue set up
  - Layout
  - Tea break (food, beverage and tableware)
  - Decoration
  - Signage
- Recording/Photography/Audio/Video equipment management
  - Check onsite equipment condition
  - Make proposal relating to equipment and devices
- Onsite personnel support
  - Technicians to support recording/photography/audio/video
  - Interpreters for simultaneous translation (English/Chinese)

#### **4. Others**

NDB expects to make maximum use of the existing resources of the meeting venue, such as simultaneous translation devices, video and audio equipment etc. Supplier's proposal shall consider the integration of NDB's facilities with additional equipment or devices, according to the actual needs of the events.

Supplier shall provide a comprehensive solution for the events with detailed price list of each of the services, and the final settlement is subject to actual cost to be incurred.

The actual date and scope of the events are subjected to future changes, and will be communicated with vendor in due course.