



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-IT-2022-00756 Client Portal 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 \(EPS\)](https://procure.ndb.int/) (<https://procure.ndb.int/>) 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 | February 15, 2023 |
| Deadline for Questions | March 07, 2023 |
| Proposal Response Due* | March 09, 2023 |
| Negotiation on contract | TBC |
| Signing Contract | TBC |
| Project Kick Off | TBC |

*Decision about second round can be done based on the results of first proposals review.

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.**

Mr. Ivan Nepeivoda

Address: 26th Floor, NDB Headquarters, 1600 Guozhan Road,
Pudong New District, Shanghai 200126, China

Email: nepeivoda.ivan@ndb.int

3.2 Submission of Proposals

Proposals shall be prepared in English. Electronic version is **obligatory** and shall be submitted online via Electronic 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. All questions can be responded to as a group and sent to all vendors.

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. **The vendor may choose another format if needed.**

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 |

The above format is only a recommendation. Suppliers could use other formats if you desire so.

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. Note: The payment will be done by international wire transfer, then NDB recommends that the tax fee must be included in the proposal, with respective details. Payment terms applicable - **not less than 30 days.**

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 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 remaining vendors will be notified in writing of their selection status.

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 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.

5. Contract

The participant shall review the service agreement template provided by NDB in advance. The use of NDB's version of the agreement is preferable. Template agreement and general terms and conditions can be found on the NDB's official web-site <https://www.ndb.int/data-and-documents/corporate-procurements/>

Attachment 1:

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Service Scope

Project Description

Based on the multinational nature of NDB's activities with clients located in member countries around the globe, fast, secure, and reliable communication between NDB and clients is imperative. Traditional ways of communication by common mail or e-mail face deficiency from its security and timeliness.

NDB Client Portal Phase One is to support:

- Loan Disbursement Drawdown Request with full lifecycle from initiation by the client and to actual disbursement.
- Bi-directional simple document exchange between NDB and Client with flexible attachment types.
- Workflow, approval, digital signature, system integrations to support this process as articulated in this document and as will be purported by NDB procedures.

Functional Requirements

Functional requirements define the features the system must provide.

FR1. User access to NDB Client Portal (Phase One)

Details

NDB Client Portal platform will be implemented in the form of an Internet-facing system. Data interchange between Clients (NDB clients or customers) and NDB via the system user interface is by means of an Internet browser. Major modern browsers with up-to-date versions will be supported including **Microsoft Edge**, Mozilla Firefox, Google Chrome, and **Safari**.

FR2. Client and user on boarding and management

Details

- A Client entity is created on the Client Portal for each Client during on boarding.
- Users of a Client are registered on the Portal as members of corresponding Client entity. *Client entities and client administrators are created and managed in the Client Portal by NDB administrators. Client users are invited by client administrators to the Portal and get registered in the system. Client administrators manage the status of client users and loan assignments.*
- NDB users also register as Client Portal users for NDB entity. *NDB users from the concerned functions are invited to the Client Portal by NDB administrators and granted respective roles and data access. NDB administrators manage the status of NDB users.*

FR3. Role based access model

Details

- Client Portal provides role-based user access to data and functions.
- Users' access to data and functions is governed by the assigned roles.
- Users' access to data is also based on assigned loan(s).

FR3.1 Client-side user and roles

Details

Client administrators will be granted with these functions:

- *Oversight of all users and loans for this client.*
- *Invite and assign users to loans.*
- *Assign client-side roles to users. This assignment may and may not require approval by the responsible NDB users.*

Client users are invited by client administrators and granted designated roles and access.

- *User with loan-related assignment will have access to and operate on these loans.*
- *Users with signatory authority of designated roles shall have the possibility to sign digitally Drawdown Requests for these loans.*

FR3.2 NDB user and roles

Details

NDB users in the Client Portal are granted designated roles based on internal functions and responsibilities.

- *Users with administrator role will work on the Client Portal administrative work.*
- *Users with loan-related assignment will have access to the designated loans.*
- **Users with compliance roles will work on AML/anticorruption/screening related record and actions.**
- **Users with procurement supervision roles will work on supplier and contract related record and actions.**

FR4. Electronic Documents with Digital Signature

Details

- An electronic document in the Client Portal is a collection of one or several structured web-forms and/or documents in different formats (PDF, Word, Excel, JPEG, etc). For instance, a disbursement drawdown request may be represented in a web-form and its supporting documents are linked to this web-form. The entire collection, including its web-forms and/or documents, must be digitally signed in a way that neither part of the collection nor its contents are modified without violation of its digital signature.
- Any electronic document passed from Client to NDB and vice versa must be digitally signed by a sender.

While processing on the Client or NDB side, an electronic document digital signing is not mandatory, however it should be possible, if required, as part of customization.
- The number of digital signatures required for electronic documents to be sent (quorum) are configurable based on loan definitions and the type of the electronic document according to the respective NDB procedures.

- Signatures of a digitally signed electronic document in the Client Portal can be verified by external tools and the information about its signatories is available to Client Portal users with the required roles.
- Users with the required roles in the Client Portal can download an electronic document and its digital signatures as file(s).

FR5. Transactions, workflows, and tasks

Details

- A transaction in the Client Portal reflects a specific business process instance and consists of logically linked forms, documents, responsible users, according to a workflow (series of tasks) on NDB and client sides.
- Based on process definitions, a transaction can be initiated by a client user or by NDB. It is driven forward by a workflow and processed in tasks.
- In a workflow, tasks are assigned to one or several authorized users or groups with responsibility and authority definition. An email notification is normally triggered by a task. Other notification channels will also be evaluated.
- In the loan disbursement Drawdown Request workflow, the system shall support the following tasks:
 - Review and modify a Drawdown Request.
 - Digitally approve and sign a Drawdown Request (as per FR5)
 - Submit a Drawdown Request to NDB-
 - Other tasks based on process definition.
- Visual representation of work procedure and status.
- Work and task history is preserved in a digital archive (as per FR7).
- **The Portal shall support rectification workflow to fix erroneous inputs**

FR6. Digital Archive and Search

Details

- All transactions, logs, and electronic documents (FR5) are stored in the Client Portal (as per NF7 Data Persistence).
- Convenient search facilities are provided to users.

FR7. Electronic Document and Transaction Types

Details

The following electronic document types shall be supported:

- Loan drawdown request
- Simple document exchange

The following transaction flows shall be supported by the Client Portal:

- Loan Drawdown Request workflow initiated by Customer. The Client Portal shall support the creation, approval, and submission of loan drawdown request with **or (where the NDB disbursement procedures allow) without supporting documents**, following a prescribed format (SOE, etc) **or in free format. Based on process definition, for instance in the advanced liquidation scenario, the Client Portal shall**

support the submission of supporting documents (SOE, etc) to an existing Drawdown Request at a later stage.

- Simple document exchange can be initiated by Client or by NDB under the context of loans. It is used to exchange authorized documents between Client and NDB with a simple form and flexible attachments (in PDF, Word, Excel, and JPEG, etc).

The following disbursement modalities shall be additionally supported: disbursement against results (disbursement linked indicators), disbursement against categories of expenditures, “commitment” disbursement method.

FR8. Loan Agreement

Details

Loan agreement (including information in NDB Disbursement Letter) shall be supported in the Client Portal from these aspects:

- *Loan agreement is fetched from the back-office system as data source and cached in the Client Portal. This information is used in loan disbursement Drawdown Request and simple document exchange process.*
- Client administrators invite users to the Client Portal under the arrangement of loan agreements. Data access of the users are organized under these assigned loans.
- NDB administrators can access the database of loan agreements in the Client Portal. Loan agreement information will be used by Client while processing loan disbursement Drawdown Request document.

FR9. Supplier and contract under a loan agreement

Details

Supplier and contract under a loan agreement are supported from several aspects:

- Supplier and contract data that exist in the back-office system is synchronized and cached in the Client Portal. This information is used in the loan disbursement Drawdown Request processing.
- **Client Portal shall allow input of new suppliers and contract ledger under an existing loan agreement in the back-office system, upon the readiness of the dependent the back-office system interface and functions, via system integration, with data validation control, if required by the respective process, to prevent improper automatic supplier data activation in the back-office system.**

Other data source integration for helper functions and data validation:

- Exchange rate
- Beneficiary bank information and SWIFT code

FR10. Supplier AML/sanction screening

Details

- **Supplier AML/anti-corruption/sanction screening shall be part of the loan disbursement Drawdown Request process of the Client Portal.**

FR11. NDB internal approval or endorsement

Details

Based on process definitions, NDB internal approval or endorsement shall be supported in the Client Portal workflows. **In terms of loan disbursement Drawdown Request process, additional internal endorsement other than from FBA and Operations (e.g., from ESG and Compliance) shall be supported via workflow tasks.**

FR12. Basic reporting function

Details Basic reporting function (for instance filter, sort, dashboard) about clients, loans, suppliers, contracts, information on non-member country procurement, and disbursement requests is provided to NDB internal and Client user with respective roles and loan assignment.

The non-member country procurement data is based on the data record of loan drawdown requests (normally consisting of Withdrawal Application and Statement of Expenditure) that have been disbursed under each loan agreement. Normally this report is created in quarterly basis.

FR13. Procurement Plan

- Details**
- The system supports creation and update of Procurement Plan. There is only one active version of Procurement Plan, while previous versions are also persisted in the system.
 - The initial procurement plan is created by Client users and approved by NDB users with respective roles (e.g., user with procurement supervision).
 - Update of the active version of Procurement Plan will require approval from NDB users with respective roles (e.g., user with procurement supervision) when the predefined designated fields are changed. Client users are supported to provide remarks about the update of a Procurement Plan.
 - A Procurement Plan is represented with structured data in the system, from which sections (e.g., contract numbers) are referred by Statement of Expenditure line items.

Non-Functional Requirements

Non-functional requirements define the technical standards and quality attributes of the system, for instance, system usability, effectiveness, security, scalability, etc.

NF1. Location

Details Service hosting and data residency of the Client Portal is preferred in NDB member countries.

NF2. Language

Details The system language of the Client Portal is English.

Reasonable extensibility is required to support NDB member countries' languages in the future.

NF3. NDB corporate theme

Details Visual appearance of the Client Portal should follow NDB corporate style themes.

NF4. User access

Details Client user access to the Portal is supported from the public Internet with secure MFA (Multi-factor authenticator) steps.

The Portal should also support internal oriented functions only allowed from NDB internal network with secure MFA steps.

NF5. System and data security

Details The system and data security control and protection of the Client Portal follows internal Information Security policies, guidelines and applicable laws and regulations and industry standards and practices.

NF6. System user manual

Details User manuals are provided to the Client Portal users.

NF7. Data Persistence

Details Data record, workflow and task history are stored in the Client Portal for sufficient time based on data retention policies of NDB and applicable industry standards and practices.

NF8. Audit trail and log

Details Audit trail (for instance, date, time, user ID, IP address) must be in place to record the following activities:

- Successful log-on and unsuccessful log-on attempts.
- User account creation, change and deactivation.
- Loan assignment to users
- Issue of digital signature authority and related certificate (based on FR10)
- Workflow log is recorded about process steps, tasks, and actions.

NF9. Data volume estimation

Details To avoid system capacity issue or misuse of user accounts, a default limit on user accounts is applied at client side. This limit is adjustable based on specific requests from the clients.

- 10 user accounts are possible at client-side initially.
- 10 more user accounts are possible for each loan agreement created.
- A cap of 5 authorized signatories is allowed under each loan agreement.

Based on the statistics of loan agreements signed till June 2022 between NDB and clients, the overall number of user accounts in the Portal is around (or below) 1000 until 2025. The data volume of documents and records is based on the signed loans and disbursement requests. The Portal should provide necessary capacity, reasonable resiliency, and technical extensibility to support the estimated volume.

NF10. Availability

Details Client Portal system should be designed and implemented with high availability architecture. The system availability is targeted at above 99.5% monthly. This calculation does not count in planned downtime for system upgrade or required maintenance activities.

The system should minimize planned downtime by design.

NF11. Disaster recovery

Details The Client Portal system should be designed and implemented with proper data backup and disaster recovery functionality. The planned RPO (Recovery Point Objective) and RTO (Recovery Time Objective) is 30 minutes and 4 hours respectively.

NF12. Digital signature with certificates

- Details**
- It is planned to have the Client Portal integrated with NDB digital signature solution (currently under development).
 - An authorized person (for instance, an authorized signatory from a client or an authorized NDB staff) can apply for a personalized digital certificate from a trusted certificate authority recognized by NDB. This certificate is to prove the identity of the person, to sign electronic documents in the digital signature solution, and securely managed in the digital signature solution.
 - The digital signature solution and management of user certificates are beyond the scope of the NDB Client Portal.

NF 13. Integration with NDB systems

Details In Client Portal phase one, basic integrations with NDB systems are planned.

Integration with the back-office system:

1. Read loan agreements from the back-office system
2. Read supplier data from the back-office system
3. Write supplier data to the back-office system.
4. Read contract data from the back-office system
5. Write contract data to the back-office system. In this interface, all disbursement methods should be assessed from the NDB Client portal and the back-office system integration.

Based on NF12, if to realize the digital signature function, integration with Digital Signature service:

- Sign documents (Drawdown Request and supporting documents)
- Verify document signature

Based on FR11, if to realize automated AML/corruption/sanction screening, integration with Compliance screening service:

- Supplier screening to verify AML/sanction status

Project Requirements

PR1. Vendor team experience

Details The vendor team to perform this project activities must have proven and solid experience of project and technology in the same or similar application domain, and preferably in the financial industry.

PR2. Vendor project team

Details The vendor project team must consist of key members with proven project management, business analysis, technology architecture and implementation experience and qualification. Profiles of these members are required.

PR3. Project management and software development lifecycle management

Details The vendor project team shall follow best practices of project management and software development lifecycle management.
Project plan and implementation methodology are required.
Technical specification document is required during the project phase.

PR4. Test

Details The vendor team is required to prepare detailed test plan and conduct comprehensive test of the system.
Test case specification, user acceptance test and IT operations acceptance test document are required in the project phase.

PR5. Production preparation

Details The vendor team is required to support NDB team prepare all related aspects before system go-live.

Script for demonstrations

For vendor teams who are interested in demonstrating the technology and implementation capabilities, the following script for proof-of-concept demonstration provides preliminary and sketched processes to be implemented in this project. This optional demonstration could be supportive for the project evaluation.

Roles and Teams – NDB Internal

- NDB Administrator – who can manage NDB users.
- NDB Operations – Operation Manager, Project Team Lead, alternate PTL
- NDB Project Procurement – Manager and Specialist
- NDB FBA: FBA Manager, Disbursement Office
- NDB Compliance – Manager and Specialist

Roles & Teams – External Clients

- Client entities
 - Borrower – Ministry of Finance (or equivalent) of a NDB member country or a corporate entity.
 - EA (executing agency)
 - IA (implementing agency)
- Client users
 - Client contact
 - Client operator, who will create and update loan disbursement drawdown request.
 - Client authorized signatory, who will sign digitally the loan disbursement drawdown request and submit to NDB.

Story Flow

- **Client Account Management**
 - Onboard Borrower, IA, and EA via system
 - FBA keys in Borrower information and add the authorized signatory.
 - System sends notification to the authorized signatory.
 - The authorized signatory does self-registration via portal.
 - FBA Manager approves the registration.
 - Only FBA can add, edit, or delete Borrower information and authorized signatory. FBA Manager can approve these actions.
 - Borrower authorized signatories are responsible for signing drawdown requests. They can invite users from Borrower and its agencies (IA/EA) to Client Portal, and delegate to these users' functions to prepare and review drawdown requests, view loan information, etc. NDB team does not intervene this delegation.
 - Provide user interface for NDB team to see the list of all Client contacts.
- **Loan Information**
 - Projects
 - Projects list – list of all projects
 - Provide excel template for NDB to fill projects, import the same to demo database via *Import* option. This is a simulation of data imported from integration interfaces.
 - Operation Manager assigns Project Team Lead (PTL) to the project.
 - FBA Manager assigns disbursement officer and accounting officer etc.

- Specialists from other departments – ESG and Compliance – are also assigned by the respective managers.
 - Loans
 - Loan list – list of all loans that link with projects.
 - Link loan to Borrower. For the simplicity of the demo, all the loans under this project will be automatically linked to these clients.
 - Add categories of expenditures to loan
 - Provide excel template for NDB to fill loans. This is a simulation of data imported from integration interfaces.
- **Loan disbursement drawdown request (DDR)**
 - Client operator creates a DDR.
 - Selection of type of the DDR: (1) advance, (2) reimbursement, (3) direct payment; and type of reporting (1) with contract ledger, (2) without contract ledger
 - In case the contract ledger is needed, it is either (1) created by the client, or (2) sourced from the OCL (current Online Contract Ledger system), or (3) from the procurement plan. If (1), the entry into the contract ledger should be approved by Procurement specialist and PTL.
 - The system should check the accumulated DDR amount does not exceed (1) approved loan amount less disbursements, (2) limit for the respective category and (3) if based on the contract ledger, the amount of contracts in the ledger.
 - Client authorized signatory approves it and sign with a digital signature and submit to NDB.
 - FBA disbursement officers approve or reject the DDR.
 - PTL approves or rejects the DDR.
 - For direct payments, Compliance approve or reject the DDR.
 - If a DDR is linked with a contract ledger, Project Procurement is involved to approve or reject the DDR.
 - In the demo, the approval workflow is sequential. Once the DDR is rejected, the workflow should restart at the client operator side.
- **Client Portal**
 - Displays the projects and loans to NDB team.
 - Displays the projects and loans to Client users who are relevant.
 - Displays the workflow progress to the users who are relevant.
 - Audit logs are visible for NDB administrators.
 - Displays complete loan history including disbursement activities to NDB team and the relevant Client users.

Sample data structure (for reference only)

- Client
 - Client ID
 - Name
 - Short name
 - Country
 - Type
- Client User

- Client ID
- User type
- User first name
- User last name
- Country
- Email
- Mobile
- Has eSignature
- eSignature user ID
- Project
 - Project ID
 - Project short name
 - Country
- Loan
 - Loan No.
 - Project ID
 - Project short name
 - Borrower ID
 - Borrower name
 - Borrower short name
 - Country
 - Loan signed date
 - Effective date
 - Final maturity date
 - Net currency
 - Net approved amount
 - Minimum drawdown amount
 - Maximum drawdown amount
 - Closing date
 - Last available date
 - Last DDR date
 - Retroactive financing amount
 - Retro financing PCT
 - Retroactive date
 - Advance mount limit
 - Status
 - Disbursed amount
 - Available amount
- Categories of Expenditures
 - Loan No.
 - ID
 - Name
 - Funding percentage
 - Funding amount
 - Emitted and unpaid amount
 - Disbursed amount
 - Available amount

To simply this demo, there are two sub-forms and supplementary file attachments under a drawdown request.

- Disbursement Drawdown Request (DDR)
 - Statement of Expenditures (SOE)
 - Designated Account Reconciliation Statement
 - Other supplementary file attachments

Disbursement Drawdown Request sample format

| | | | | | | | |
|--|--------------------------------|---|--|--|--------|--|--|
| A. Application Type and Program Reference | | | | | | | |
| Application Type: (Please check one of the boxes): | | | Loan No.: | | | | |
| a | Designated Account | (Name or number of designated account) | Project/Program Name: | | | | |
| | <input type="checkbox"/> | Advance to designated account (fill sections A, B and D) | | | | | |
| | <input type="checkbox"/> | Advance to and liquidation of designated account (fill all sections) | | | | | |
| | <input type="checkbox"/> | Liquidation of prior advance(s) to designated accounts (fill sections A, C and D) | | | | | |
| b | <input type="checkbox"/> | Reimbursement | Withdrawal Request No.: <input type="text"/> | | | | |
| c | <input type="checkbox"/> | Direct Payment | | | | | |
| d | <input type="checkbox"/> | Program Loan Disbursement | Date of Request: | | | | |
| | | | | | | | |
| In accordance with the Loan Agreement dated _____ between the New Development Bank and (Borrower), please pay from the Loan Account: | | | | | | | |
| Currency | Amount to be paid (in figures) | Amount to be paid (in words) | | | | | |
| The said amount is required for payment or reimbursement of or advance/replenishment to Designated Account for eligible expenditures in the said currency as described in the attached summary sheet(s) or statement of expenditures (SOE) or estimated expenditures sheet(s). | | | | | | | |
| B. Payment Instructions | | | | | | | |
| Name and Address of Payee | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Name and Address of Payee's bank | | Account Number of Payee | SWIFT/IBAN/ABA Code of Payee's Bank | | | | |
| | | | | | | | |
| | | | | | | | |
| Name and Address of Intermediary Bank | | Account Number of Payee's Bank at Intermediary Bank | SWIFT/IBAN/ABA Code of Intermediary Bank | | | | |
| | | | | | | | |
| | | | | | | | |
| Special Payment Instructions and Other References, if any | | | | | | | |
| | | | | | | | |
| C. Liquidation of Eligible Expenditures | | | | | | | |
| Liquidation currency | Liquidation amount | Instructions: Please ensure the liquidation amount is consistent with the total amount of SOE attached and expenditures details are provided in the supporting documents. | | | | | |
| Liquidation amount in words | | Total number of summary sheets/SOEs/estimated expenditures sheets | | | | | |
| | | | | | | | |
| Signed by authorized signaturey(ies): | | Date signed: | | | | | |
| | | | | | | | |
| Printed name(s) and title(s) of authorized signatory(ies) | | | | | | | |
| Name: | | | | | | | |
| Title: | | | | | | | |
| Contact details: | | | | | | | |
| Preparer [Printed name(s) and title(s)]: | | Signature(s): | | | Phone: | | |
| | | | | | Email: | | |

[illegible]

Designated account reconciliation statement sample format

| DESIGNATED ACCOUNT RECONCILIATION STATEMENT (DARS) | | | |
|--|---|---------------------|--|
| LOAN NO. _____ | | | |
| Drawdown Request No: _____ | | With (Bank): _____ | |
| Bank Account Number: _____ | | Bank Address: _____ | |
| 1 | PRESENT OUTSTANDING AMOUNT ADVANCED TO THE DESIGNATED ACCOUNT NOT YET RECOVERED | | |
| 2 | BALANCE of designated account as of _____ (day/month/year) per bank statement (copy attachment) | | |
| 3 | ADD: Amount of eligible expenditures claimed in attached Drawdown Request No. _____ | | |
| 4 | ADD: Amount claimed in previous drawdown requests not yet credited at date of bank statement | | |
| | Drawdown Request No. | Amount | |
| | 0001 | | |
| | 0002 | | |
| | 0003 | | |
| 5 | ADD: TOTAL expenditures withdrawn from designated account but not yet claimed for replenishment | | |
| | a. Sub-accounts ² | | |
| | a.1 Total sub-account balance accounted for Project Implementing Unit (PIU) 1 | | |
| | a.2 Total sub-account balance accounted for PIU 2 | | |
| | a.3 Total sub-account balance accounted for PIU 3 | | |
| | a.4 Total sub-account balance accounted for PIU 4 | | |
| | a.5 Total sub-account balance accounted for PIU 5 | | |
| | Total sub-account balances accounted for | | |
| | b. Transfer in transit | | |
| | c. Petty cash balance | | |
| | d. Unliquidated expenses (itemize expenses) | | |
| | e. Others (please specify) | | |
| 6 | TOTAL ADVANCE ACCOUNTED FOR | | |
| | Explanation of any discrepancy between totals appearing in lines 1 and 6 above (e.g., earned interest credited to the account, bank charges, etc.): | | |
| 7 | DESIGNATED ACCOUNT TURNOVER RATIO, estimate (see attachment to DARS) | | |
| 8 | APPROPRIATE LEVEL OF DESIGNATED ACCOUNT ADVANCE (item 1 x item 7 x 6/12) | | |
| 9 | REQUESTED LEVEL OF DESIGNATED ACCOUNT ADVANCE | | |
| Signature, name, and title of representative of the project entity which holds the title of the designated account | | | |
| NOTES: | | | |
| 1 All figures are indicated only for illustration purposes. | | | |
| 2 List all existing sub-accounts with corresponding amount advanced. Reconciliation statements and bank statements for subaccounts should be retained at the office of the borrower and/or project entity. | | | |