

New Development Bank
Request for Proposal
(This is not a Purchase Order)

1. Introduction

New Development Bank (NDB) is issuing a Request for Proposal (RFP) to invite qualified suppliers to provide proposals for NDB's **Services - Managed IT Infra, Workspace and Security Support**. Please refer to the following information and attachments for detailed requirements.

Each interested party must submit their proposal in response to this RFP to the contact person listed below by **May 31, 2023, 5:15pm CST**. NDB will appoint the service provider in accordance with internal policies and guidelines. NDB at its sole discretion reserves the right to reject proposals in accordance with its internal policies and guidelines.

2. RFP Schedule

Please note that the following activities would 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	May 10, 2023
Deadline for questions if any	May 17, 2023
Proposal Response Due	5:15pm CST May 31, 2023
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.**

Contact Person:

Ms. Holly Yao

Address: NDB Headquarter, 1600 Guozhan Road, Pudong New District, Shanghai, China

上海市浦东新区国展路 1600 号，新开发银行总部大楼

Email: yao.holly@ndb.int

Tel: +86-21-8021 4489

3.2 Submission of Proposals

Proposals shall be in English. Both hard copy and electronic version is acceptable. Hard copy (6 copies at least) shall be sent in sealed covers and addressed to the contact person. Electronic version shall be sent with protection (at least with a password).

The mentioned deadline, due time, closing date, etc. herein means Beijing time (CST) and during NDB's business hours from 9:00AM to 5:15PM on weekdays.

3.3 Questions

Questions should be submitted in writing by e-mail. Prospective vendors should refer to the specific RFP paragraph number and page and should quote the questioned passage. NDB will be prompt in responding to communicated 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 prospective vendors.

3.5 Proposal Costs

NDB is not liable for any costs incurred by the prospective vendors in the preparation and/or submission of the proposal.

3.6 Proposal Format (Suggested)

NDB recommends that the proposal should contain the following (at minimum):

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.

3.7 Validity Period

The proposal including pricing quotation shall be valid for a period of at least 90 days.

3.8 RFP Amendments

New Development Bank reserves the right to amend this RFP any time prior to the closing date. In the case of such an event, prospective bidders will be notified, and amendments will be issued only to those prospective vendors with intent to complete a proposal for submission to NDB.

3.10 Award Notification

NDB may negotiate with all shortlisted prospective vendors before deciding on the winning vendor. NDB reserves the right to negotiate further with the winning vendor before and in the contracting process. The remaining vendors will be notified in writing of their application status.

4. Evaluation Criteria

The proposals will be reviewed and evaluated by NDB's team in accordance with the related policies and guidelines on the six principles of Economy, Efficiency, Competition, Transparency, Value for Money, fit for Purpose as contained in NDB's corporate procurement policy. NDB is interested in obtaining a complete solution for the requirements contained in this RFP. Sub-contracting is not permitted. 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. Prospective 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, prospective 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 would be 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

Presentations and Demo's provided by prospective vendors will be considered and evaluated.

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.

NDB IT Infrastructure Workspace and Security Support Requirements Specification for Procurement

Version 1.0
2023.04.24

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Executive Summary

Project Description

Request a managed service resource to provide services related to IT Infrastructure, workspace and security projects' evaluation, implementation and operation. The projects include the following areas:

- Microsoft Office 365, SharePoint, Teams, Power Apps, Power Automate, Azure AD, Intune, and Azure Information Protection.
- Mobile device management and mobile application management.
- Information classification and data leakage prevention projects.
- Microsoft and Azure security applications.
- Information classification and data leakage prevention

Functions and Features

Functional Requirements

Functional requirements define the features the service must provide.

FR1.Resource skills required.

Details	<ul style="list-style-type: none">• At least 5 years' experience with Microsoft applications.• Familiar with VDI, hypervisor, and cloud management platforms.• Familiar with EMM/MDM/MAM solutions and have experience in mobile app development.• Deep experience and knowledge about Microsoft 365, Teams, SharePoint, and Power Apps.• Intune, Microsoft Defender, certificate authority and Identity management.• Information Compliance, Security and Classification.• Power Apps, Power Automate, Power Virtual Agents.• SQL Server, MySQL database, Power BI.• Azure AD Identity Management, Windows Server, Linux, Azure PaaS.• Programming languages - C#, Java, Python, PowerShell, etc
Priority	High

FR2.Certificates preferred.

Details	Microsoft Certified Solution, Azure AI Engineer, Azure Administrator, Azure Identity and Access Administrator, Cloud Platform, Office 365
Priority	High

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 and working hours.

Details	Service resource to be in Shanghai China and work in NDB HQ. Working time requirement – Monday to Friday (occasional Weekend work) 9h:00 – 17:30
Priority	High

NF2. Language

Details	English is mandatory as the medium of communication.
Priority	High