

## 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 S-AD-2023-01384 NDB HQ UPS Maintenance Service-2024 project. Please refer to the following information and attachment for detailed requirements.

NDB invites those interested and qualified companies to register with NDB's e-procurement system to be our **registered suppliers** and participate in the bidding process (**please be advised 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 advised 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 in a timely manner.

Activity	Date
Distribution of RFP	April 18, 2024
Deadline for Questions	May 9 <sup>th</sup> , 2024
Proposal Response Due	May 13 <sup>th</sup> , 2024
Presentation and Demonstration	TBD
Negotiation on contract	TBD
Signing Contract	TBD
Project Kick Off	TBD

*\*The RFP Schedule is for reference only and NDB has its sole discretion to adjust as per the project's needs.*

### **3. Instruction to bidders**

#### **3.1 Contact Information**

Please use the following contact information for all correspondence with NDB concerning this RFP.

Name: Ivan Nepeivoda

Address: 26<sup>th</sup> floor, NDB Headquarters, 1600 Guozhan Road, Pudong, Shanghai, China

中国上海浦东新区国展路 1600 号，新开发银行总部大楼 26 层

Email: nepeivoda.ivan@ndb.int

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

Proposals shall be prepared in English. Electronic version is obligatory and shall be uploaded in NDB's e-procurement system.

For submission of proposal, the qualified suppliers should register with NDB's e-procurement system to be **NDB registered suppliers** (subject to NDB's internal approval) in advance. All registration information shall be in English except for uploads of scanned or copied documents originally produced in other languages. 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/procurement-opportunities/corporate-procurement/>

The deadline, due time, closing date, among others, referred to 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 are advised to refer to the specific paragraph and page number in RFP and should quote the corresponding passage. NDB will be prompt in responding to the questions. Questions can be responded to as a group and sent to all suppliers. NDB will not provide feedback to questions raised beyond deadline.

#### **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 **three** parts as follows. **The supplier may choose another proposal format as long as it suits the purpose.**

- Volume 1 – Information on the supplier. The supplier is required to provide the basic information in the attached table (attachment 2). Please fill out the table as complete as possible. More information will help us in evaluation.
- Volume 2 – Main Proposal
  - Section 1      Executive Summary
  - Section 2      Functional Section
  - Section 3      Technical Section
  - Section 4      Project Management Section
  - Section 5      Support Section
- Volume 3 – Price Proposal – Should be in a separate document even though it is an integral part of the proposal. The currency is **USD**; if quoted in other currencies, the exchange rate should be clearly defined. **The price shall be inclusive of applicable taxes (if not, please specify)**; other charges shall also be clearly defined.

### **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. The prime supplier 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 supplier and a subcontractor. If there is any sub-contractor involved or engaged by the supplier, it shall be clearly stated in the proposal.

### **3.10 Award Notification**

NDB will negotiate with all shortlisted suppliers before deciding the winning supplier. NDB reserves the right to negotiate further with the winning supplier before or 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 excluded. 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 the mandatory requirements as listed in this RFP.

The following are the main 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. Suppliers 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, suppliers must demonstrate adequate experiences in developing and implementing the requested project. NDB's confidence in the suppliers' ability to meet deadlines and successfully manage similar projects will be a primary consideration.

Special consideration is given to suppliers 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 suppliers will be carefully examined. Price will be used as a final indicator for determining the supplier finalists when all other criteria have been normalized.

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

The performances and results of Presentation and Demonstration 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, suppliers should provide adequate information to demonstrate their capabilities to fulfill this task.

### **5. Contract**

The participants shall review the service agreement template provided by NDB in advance. The use of NDB's version of service agreement is preferable. NDB Template for Service Agreement and NDB General Terms and Conditions for Procurement Contracts can be found on the NDB's official website: <https://www.ndb.int/procurement-opportunities/corporate-procurement/>

Please note that, being an international institution, NDB enjoys privileges and immunities as per the Articles of Agreement ([Agreement on the New Development Bank](#)) and disputes will be resolved by a reputable international arbitration center. The preferable forum is Shanghai International Arbitration Center ("SHIAC") or any alternative forum in a neutral jurisdiction.

## Attachment 1:

The New Development Bank (NDB) is issuing a Request for Proposal (RFP) to invite qualified suppliers to provide proposals to NDB's **HQ UPS Maintenance Service** project. Please refer to the following information for detailed requirements.

### 1. Service Scope

Sr. Number	Service Content	Quantity
1.	UPS system yearly planned preventive maintenance. UPS 系统年度预防性维护保养	12 sets(台)
2.	UPS power supply system yearly planned preventive maintenance and test. UPS 配电系统年度预防性维护保养和测试	12 sets(台)
3.	UPS system yearly switch over test UPS 系统年度切换测试	12 sets(台)
4.	UPS system emergency service UPS 系统紧急维修响应服务	/
5	UPS PPM consumable and spare parts UPS 年度性预防保养耗材和配件	/
6	Emergency response and repair 紧急响应和维修	/

### 2. PPM work content, frequency and technical requirement 维保内容、频次及技术要求



UPS PPM work content



ES PPM work content

### 3. Equipment List 设备清单

Equipment list will be shared with participants signed NDA.

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

### 4. 维保需求 Maintenance service requirements

4.1 本项目的服务范围为新开发银行总部大楼 UPS 预防性维护保养服务。

The service scope of this project includes planned preventive maintenance services for NDB HQ UPS Maintenance Service in the headquarters building of New Development Bank.

4.2 提供满足服务要求的人员进行维保维修服务, 并具备提供原厂技术支持, 及原厂配件的能力。

Provide personnel who meet service requirements for maintenance and repair services and have the ability to offer technical support and spare parts provided by original factory.

4.3 按国家规定和原厂要求提供维修保养服务。

Provide maintenance services regarding to local regulation and manufactory requirement.

4.4 定期保养服务：投标人应根据招标人要求，根据招标人所规定的日期，按招标人所列的项目逐项实施保养，确保质量并满足当地相关规范要求。

Regular maintenance services: The bidder shall carry out maintenance according to the requirements, dates and items specified by the tenderer, to ensure good service quality and compliance with relevant local regulations.

4.5 定期保养工作必须安排在本项目正常工作时间外。除非紧急维修，须事先做好人员安排。

The bidder shall arrange regular maintenance work outside the normal working hours. Unless urgent repairs are required, personnel arrangements must be made in advance.

4.6 投标人需提供全年 24 小时配件供应服务，并且免费送货上门。

The bidder is required to provide 24-hour accessory supply service throughout the year and provide free door-to-door delivery.

4.7 投标人根据现场情况对系统设备进行分析 and 状况评估，并制定各类方案，以提升设备的安全、运行表现、美观和可操作性。

The bidder shall analyze and evaluate the system equipment based on the on-site situation, and develop various plans to improve the safety, operational performance, aesthetics, and operability of the equipment.

4.8 投标人应提供年度、季度、维保服务报告，对一个维保服务周期内的设备运行状况做详细汇总，并为招标人提供大修、改造的建议和方案。

The bidder shall provide annual, quarterly maintenance service reports, provide a detailed summary of the equipment operation status within a maintenance service cycle, and provide suggestions and plans for major repairs and renovations to the tenderer.

4.9 投标人维修、保养工作所需使用到的相关工具、设备等均由投标人自行准备，招标人不负责为投标人采购、租赁此类工具、设备。

The relevant tools and equipment required for the bidder's repair and maintenance work shall be prepared by the bidder themselves, and the tenderee shall not be responsible for purchasing or leasing such tools and equipment for the bidder.

4.10 招标人如遇重大活动，投标人需提供专业技术人员进行现场活动保驾护航服务，费用含在本合同内，不再另行收取。

If the tenderee organize big events, the bidder shall provide professional technical personnel to provide on-site support services, and the fees are included in this contract and will not be charged separately.

4.11 投标人须严格遵守招标人有关的规章制度。

The bidder must strictly abide by the relevant rules and regulations of the tenderee.

4.12 投标人须保障设备的正常运行。投标人的维护保养达不到约定的维护保养标准或要求的，招标人有权拒绝在维护保养记录上签字。

The bidder must ensure the normal operation of the equipment. If the maintenance of the bidder fails to meet the agreed maintenance standards or requirements, the tenderee has the right to refuse to sign the maintenance record.

## 5. 维修及响应要求 Repair and response requirement

5.1 当设备发生故障时，由投标人进行修理。若投标人的维修不能满足使用要求的，招标人可另请有相关资质的维修单位进行维修，期间所产生的所有费用由投标人承担，投标人须继续履行维保的责任及义务。

When there is a facility malfunction, the bidder shall carry out repair troubleshooting. If the bidder's maintenance cannot meet the user requirements, the tenderee can invite another qualified unit to carry out the maintenance. All expenses incurred during this period shall be borne by the bidder, and the bidder must continue to fulfill its maintenance responsibilities and obligations.

5.2 投标人提供满足服务要求的人员提供维保维修服务，并具备原厂技术支持，提供原厂配件。

The bidder shall provide qualified personnel to provide maintenance and repair services, and shall have the ability to offer technical support and spare parts provided by the original factory.

5.3 招标人发现维保设备发生故障或有不正常运行现象，通知投标人从速派遣称职人员处理，投标人承诺根据已接到的招标人通知，在 2 小时内到达现场处理故障，并在 4 小时内完成维修。



If the tenderee discovers any malfunction or abnormal operation of the maintenance equipment, they shall notify the bidder to dispatch competent personnel to deal with it as soon as possible. The bidder promises to arrive at the site within 2 hours after receiving notice from the tenderee. And complete the repair within 4 hours.

- 5.4 若设备发生故障 24 小时内未能解决问题，投标人应向招标人递交书面报告，说明原因，并提出维修工作计划，与招标人协商解决问题。

if the bidder fails to resolve the facility malfunction within 24 hours, the bidder shall submit a written report to the tenderee, explain the reason, propose a maintenance work plan, and negotiate with the tenderee to solve the problem.

## 6. 环保要求 Environmental requirements

- 6.1 需严格执行产品维修环保操作规程，回收、登记、分拣、利用、临时放置和处置维保站上交的废弃物，并送交指定地点或部门。

It is necessary to strictly follow the environmental protection operating procedures for product maintenance, recycle, register, sort, utilize, temporarily place, and dispose of the waste submitted by the maintenance station, and deliver it to the designated location or department.

- 6.2 维保人员在修理和保养过程中，严禁污染物（液）污染环境，维保人员必须将废零件和易损件分别放入用户指定报废物存放点，便于回收或处理。

During the repair and maintenance process, maintenance personnel are strictly prohibited from polluting the environment with pollutants (liquids). Maintenance personnel must place waste parts and vulnerable parts separately in the designated waste storage points of the user for easy recycling or disposal.

- 6.3 维保人员离开维修现场必须做到：一般故障未排除不走，周围环境不扫清不走，废弃物未做规范处置不走，使用的修理工具未带齐不走。

Maintenance personnel must ensure that they do not leave the repair site until general faults are eliminated, the surrounding environment is cleaned, waste disposed of in a standardized manner, and repair tools are taken with them.

## 7. 安全工作要求 Safety work requirements

- 7.1 投标人的驻场/委派工作人员须持证上岗，在作业时须穿戴必要的劳防用品（劳防用品由投标人提供），正确使用工装工具。

The on-site/appointed staff of the bidder must hold a certificate to work and must wear necessary labor protection equipment (labor protection equipment provided by the bidder) during operation and use tooling and tools correctly.

7.2 投标人保养作业时现场必须设置安全警示标志、围栏等，并满足现场安全要求。  
The bidder must set up safety warning signs, fences, etc. on-site during maintenance operations, and meet on-site safety requirements.

7.3 维修人员须持证上岗，原件备查。  
Maintenance personnel must hold a certificate and keep the original documents for reference.

## **8. Vendor Qualification 投标单位资格要求**

8.1 投标单位必须具有社会统一信息代码的企业法人营业执照，经营范围中含有本项目相关内容。  
The bidding unit must have a corporate business license with a unified social information code, and the business scope includes the relevant content of this project.

8.2 投标单位必须具有中华人民共和国安全生产许可证。  
The bidding unit must have safety production license.

8.3 投标单位必须具有履行合同所必需的能力，具备管理和维保经验，且有在保项目。  
The bidding unit must have the necessary capabilities to fulfill the contract, have experience in managing and maintaining, and have projects under maintenance.

8.4 投标单位必须依法纳税并缴纳社保。  
The bidding unit must pay taxes and social insurance in accordance with the law.

## **9. Proposal Format 投标文件格式**

### **Volume 1 – Main Proposal 卷 1-技术标**

Section 1 Executive Summary 关于本项目的摘要/概览

Section 2 Company Profile, certificate and project experience 公司介绍，证书以及项目经验

Section 3 Technical Section 技术方案


Section 4 Project Management Section 本项目管理及现场团队人员配备

Section 5 Support Section 其他支持内容

### **Volume 2 – Price Proposal 卷 2-商务标**

Price proposal shall use the price template provided below, it should be separate but integral part of the proposal. The currency is CNY.

商务标应使用以下提供的报价模版单独准备，但必须是主投标文件的组成部分。应使用人民币作为商务标的货币单位。

 Price Template refer to : 商务标请使用统一的报价模版:



**Attachment 2:**

<b>Information Category</b>	<b>Description</b>	<b>Supplier's inputs</b>
General Information	Legal Entity Name	
	Legal Address	
	Website	
	Government Registration Number	
	Date of Registration	
	Tax ID	
	Name(s) of Authorized Signatory	
	Contact Information (name, title, mail address and telephone number)	
	Amount of Employee	
	Three reference customers (minimum)	
Financial Information	Registered capital	
	Revenue of last 3 years	
Other Information	Information Security Credentials if any	
	Data residency location, for providing service required in the RFP	
	IDD/ AML Sanctions, Yes or No. If yes, please specify.	
	Others deemed necessary	