

## 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-AD-2024-01617 NDB HQ Building Security Management Service 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	July 15, 2024
Deadline for Questions	August 01, 2024
Proposal Response Due	August 06, 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 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, emergency response plan etc.).

## Section 2      Technical Section

- a) Supplier's understanding of NDB HQ security management service and an overall description of how the supplier will provide the service which could meet Bank's requirement and standard.
- b) 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.
- c) Suppliers' methodology, approach, technology and expertise to perform the scope of work described in Annex A, supplier shall respond to each requirement listed in the SOW.
- d) Proposed Security delivery plan, shall include organizational chart, staffing plan, work shifts, response time, KPA and KPI based on best industrial practice; the security management of non-occupancy floors should be addressed in the delivery plan.
- e) 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 3 – Price Proposal – Should be in a separate document even though it is an integral part of the proposal. The currency is CNY and USD, 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/>

**Contract template will be shared as separate file to all participants.**

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:

### Service Scope (Statement on Work)

## TERMS OF REFERENCE

### 1. Project Background

The New Development Bank (NDB), as a multilateral development bank aims 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.



The NDB Headquarters Building is located at Plot A11-01, Shanghai World Expo Park between Guozhan Road and Xueye Road. With a floor space of 126,423.1 m<sup>2</sup>, the NDB Headquarters Building is equipped with meeting facilities, office areas, public areas and auxiliary service areas, and can accommodate over 2000 people. Currently, floors 7-17 unoccupied. Total number of people approximately 400 (NDB staff and support service).

The General information of NDB Headquarters Project is listed as follows:

- *Land Area:* 12,067.4m<sup>2</sup>
- *Overall Floor Space:* 126,423.1 m<sup>2</sup>
- *Above Ground Floor Area:* 85,676.95 m<sup>2</sup>
- *Basement Floor Area:* 40,746.15 m<sup>2</sup>
- *Above Ground Levels:* 30 Floors
- *Basement:* 4 Floors
- *Height of Tower Building:* 150m
- *Height of Podium Building:* 33m
- *Car parking lot:* 520
- *Unoccupied floors:* 07F-17F

The NDB Headquarters Building has its own boundaries, two main entrances (south and north) for vehicles and pedestrians, and one VIP entrance. Key areas include Trading Room, Data Center, Management' office, Archive Room, Safe Room etc.

NDB Headquarters Building is designed in accordance with GB50348 on level-1 risk and Level-1 protection, and with the United Nations UNMOSS and the relevant requirements on Shanghai local safety technical security and protection system construction.

NDB now plans to procure a Security Management Services Supplier to provide the required Security Management Services that will ensure the satisfactory Security Management of Headquarters offices and the provision of a safe and secure working environment within the offices.

## **2. Objective of Security Management Service**

NDB is an international organization with 9 member countries, the organization and its staff have diplomatic privilege and immunity in China. Security is extremely important.

The main objective of the Security Management is to ensure an optimal and safe working environment in NDB's Headquarters Building with a guard force to protect its premises from any hostile acts, intrusions, theft and pilferage or any acts which could harm the banks premises, personnel, internal assets and internal activity order.

NDB expects the Security Management 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. Qualification of Service Supplier**

In achieving the above objective, the Supplier must ensure that the NDB's Headquarters Building, and its premises are safe and secure. Additionally, the personnel and service provided by the Supplier must be demonstrated with all supporting documentation:

- a) In accordance with accepted industry best practices.
- b) In compliance with prevailing Chinese laws, regulations and statutory requirements.

The qualification requirement is **indicatively** listed below:

- a) Hold the Security Service License issued by Local Security Administration Department.
- b) Has no major illegal record in business activities, no major quality responsibility accident or major safety responsibility accident, has not been disqualified by the government in the past 3 years.
- c) Has experience in security management of diplomatic institutions, financial institutions,

large-scale complex building, multilateral development bank or equivalent in past 3 years.

Suppliers with below service experience is preferable:

- a) Level-1 security service qualification certificate (一级保安服务资质证书) holders.
- b) Service experiences for diplomatic institutions (enjoys Privilege and Immunity), financial institutions in Shanghai are regarded as plus.
- c) Supplier which has both domestic and international service network.

To ensure that NDB receives the Security Management Service it needs to support its headquarters building, the service Supplier must be able to clearly demonstrate its capacity to provide a security management service of the highest level.

At the same time, and in accordance with ensuring an optimal working environment throughout all the office space occupied by NDB, the necessary work undertaken by the Supplier must not interrupt or effect in any way the Bank's normal operation.

#### **4. Scope of Work**

The Scope of Work is the supply of a comprehensive Security Management Service for the NDB's Headquarters Building.

The main components of the Scope of Work are summarized as below.

##### **Scope of Work, – Full Security Management Service Implementation**

4-1. Manage and operate security facilities and systems, including but not limited as follows:

- Digital Video Surveillance System
- Perimeter Alarm System
- Intrusion Alarm System
- Access Control System
- Entry-point Anti-terrorism system
- E-card system
- Parking Management System
- Electronic Inspection System
- Anti-collision System
- Security Inspection System
- Visitor Management System



- Wired and wireless Intercom System
- Integrated Security Management (Platform) System

Accept the training of above-mentioned systems provided by NDB's FM service provider and maintenance service provider.

4-2. Prepare the Security Management Services Delivery Plan including all required organizational chart, work shifts, emergency response plan, etc.,

The Security Management Services Delivery Plan is to describe how the Supplier intends to deliver the required services, how the Supplier's proposed security management team will be deployed, how the work will be done without interrupting NDB's routine operations and how the swift response will be made in case of emergency. The Supplier should refer to any relevant international standards being observed in the Security Management Services Delivery Plan.

4-3. Agreeing the response times and action plans (see 6 below) for unscheduled and scheduled interventions in accordance with the priority of work required.

4-4. Prepare the reporting formats to be submitted monthly and as requested to NDB, including KPI reports based on best industrial practice.

4-5. Test and drill of the Supplier's Business Continuity Plan and emergency response plans (in case of power outage, fire, attack, severe weather condition, earthquake, intrusion, theft, assets loss or damage etc.,) should be submitted with the proposal.

4-6. Prepare a Methodology/Work Plan to ensure a smooth transition from current service provider, complete with a Risk Analysis and Risk Register. Submit copies with proposal.

4-7. Carry out Order Maintenance of HQ's premises, access card management, parking lot management, major event security safeguard as well as coordination with security departments of host city and local government.

**NOTE:** For electronic inspection/Patrolling/Work order systems, regardless of whether NDB provides the software packages itself or uses packages provided by the Supplier, the data used within these packages remains the sole property of NDB and may not be used by any other party without prior written approval from NDB.

4-8. Execution of the Security Management Services Delivery Plan and according to the schedule agreed with NDB from 4.1 to 4.8.

4-9. Submission of Security management and KPI reports according to schedule agreed with NDB.

4-10. Protect NDB's assets (including people) in a highly efficient and quality manner 24 hours a day, 365 days a year.

4-11. Supplier Personnel (and personnel of Supplier Agents) report for assigned duties and respond to emergencies across NDB HQ office premises when called, and critical equipment is ready for emergencies.

**Security management team is responsible for the following detailed activities:**

Operate and enforce NDB's system of personnel and vehicular identification and movement control procedures to preclude attempts to gain, or the actual gaining of, unauthorized access to NDB HQ office premises.

Observe and patrol the areas, perimeters, and structures designated by NDB to provide security against trespass, sabotage, theft, vandalism, fire, and other unlawful or harmful acts. Discover and interdict persons attempting to gain unauthorized access to the property.

Details activities including but not limited to:

**4-12. Access Control**

- Access control of NDB Headquarters Buildings both for vehicles and pedestrians.
- Vehicles searches. Use of TC-SCAN UVSS search devices.
- Personnel search for non-NDB staff members.
- Use of anti-collision devices, electronic body and package search equipment.
- Visitor security check and control.
- Goods in and out.

**4-13. Parking lot**

- Vehicles searches.
- Ensure parking lot is safe and secure.
- Guide Vehicles to park in appropriate parking space.

**4-14. Mail and package screening**

- Conduct security check to mails and packages before receiving from courier companies.
- Support mail service of Facility Management team.

**4-15. Finding and suspect report**

- Identify and report suspicious persons, objectives, incidents which may cause security concern to the Bank.

- Subsequently contain or remove suspicious persons or objects which may cause security concerns.
- Receive, document, tag and safely store lost and found articles pending return to the owner or for another appropriate disposal, together with Facility Management team.

#### 4-16. 24/7 Central control room monitor

- Provision of personnel for 24/7 emergency center, CCTV Room and Firefighting control room.
- Swift response to incidents and alarms.

#### 4-17. Access card

- Set up Access card issuance process and workflow as required by NDB.
- Manage the issue and retrieve of access card of NDB staff members, visitors, service providers and other related personnel under the Guidance and approval of Administration Department of NDB.
- Carry out the modification of access cards effectively.

#### 4-18. Security patrol

- Scheduled Security patrol within/around the office complex on daily/hourly basis.
- Report to Facility Management team in a timely manner when facility related malfunction or problem found.
- Identify suspicious persons, objects which is hazardous to the security and safety of the Bank.

#### 4-19. Emergency response

- Perform as contact point in case of fire incident, security and safety incident.
- Perform as contact point in case of medical assistance within NDB office premises.
- Ensure 24/7 availability of Supplier's support team in case of emergency.

#### 4-20. Major events security management

- Responsible for the planning, proposal, implementation and evaluation of activity plan.
- Responsible for access control, security check, vehicle search, personnel search and order maintenance of the event.
- Cooperate with the personal security guards of VIP guests.
- Cooperate with the public security departments in organizing events.

#### 4-21. Supporting NDB in coordinating with Security Administration Department of the Host City and local government.

- Maintain good working relationship with the host city's security administration department, fire-fighting departments and exit-entry administration bureau.
- Set up security information sharing channel and mechanism with aforesaid authorities and update important information of public security.
- Coordinate with aforesaid authorities to handle emergency issues related to security and safety of the NDB HQ, under the guidance of Administration Department.

#### 4-22. Efficiency improvement

Based on the security systems and facilities of the NDB Headquarters Building, develop and use security technology and system to improve the efficiency and effectiveness of Headquarters Building's order maintenance.

#### 4-23. Compliance with local laws and NDB policies

Ensure all the security management activities, personnel activities are in line with requirements of local laws and NDB policies.

#### 4-24. Annual Review of Security and risk assessment

The annual reviewed shall be conducted by the supplier itself, thereafter, evaluated and reviewed by the NDB.

### 5. Detailed Requirements for Security team

The Supplier is expected to provide its most effective team to undertake NDB's required Security Management Service providing NDB with optimal value for money. The team can only be composed of the Supplier's in-house permanent staff. Any subcontract personnel are not allowed for this project.

The Supplier will determine the full makeup of its Security Management Team. The Supplier is required to submit a schedule of it proposed Security Management Team, identifying permanent on-site members and those only required for specific inputs.

NDB will provide basement space for the Supplier to use as storage space and workspace and 2 workstations for the supplier to use on NDB's Administration floor. The head of Facility and Infrastructure Division, Administration Department and the NDB Staff designated for Security Management is the person to whom the Supplier's Security Manager Reports.

These rate of posts of proposed team members are to be listed in the Price Schedule, Annex D-1, and Financial Proposal.

#### 5.1 Leadership and manager

While the Supplier is free to determine its own Security Management Team, NDB has specific requirements for the management of that team and so requires copies of current CV for the 3 positions described below.

NDB's CV template is provided in the RFP, Annex C-2. Failure to use this template may result in a supplier's proposal being rejected.

**a) Account Director CV**

The Account Director will be an active senior director of the Supplier's company and someone that NDB can contact immediately, if necessary, at any time, should a crisis arise in the execution of the contract. Therefore, NDB must be given the appropriate contact details for this person once the successful bidder has been selected and contracts agreed. NDB will treat these details with the strictest confidence. The Account Director will be ultimately responsible for quality assurance and the successful delivery of the contract, even though the account director will not be permanently on site managing the contract.

**b) Security Manager/Security supervisor CV (on-site)**

The Security Manager will be the Supplier's contact point with NDB and so must meet at least the following criteria:

- ☐ 10+ years' Security Management working experience at a senior level
- ☐ 5+ years' experience of working with international clients
- ☐ No less than two years' experience with the Supplier that is submitting a bid for this contract
- ☐ Excellent English both oral and written – the proposed Security Manager is required to sign a statement that he or she has been responsible for preparing the Supplier's proposal as proof of written English skills, and verbal English skills will be assessed during the Oral Presentation.
- ☐ Experience of working with diplomatic or consular institution is preferable.

**c) Deputy Security Manager CV**

The Deputy Security Manager must always be available to NDB as a substitute for the Security Manager in the absence of the appointed Security Manager. The Deputy Security Manager must therefore meet all the same criteria as the Security Manager.

The Deputy Security Manager is not required to be permanently available to NDB on site at the same time as the Security Manager or by telephone contact elsewhere. To enable the Supplier to propose the most cost-effective contract fee rate, the Deputy Security Manager is to be omitted from the Supplier's total fee calculations.

The Supplier may appoint an assistant for the Security Manager, who may be on-site permanently, if this is considered necessary by the Supplier. The successful Supplier may discuss the exact titles for the deputy and assistant with NDB during contract negotiations and change them to suit the Supplier's management designations if necessary.

## **5.2 Security Team**

The Security Guards are required to meet the following requirements:

### **General requirement:**

- a) Male. Age  $\leq 35$  years. Have special security guard licenses (保安员上岗证) issued by Shanghai Public Security Bureau, health certificate and accepted vocational training.
- b) Physically strong and healthy with the height no less than 1.75 meters.
- c) Education: at least graduate of high school.
- d) Background check: certificate of no criminal records.
- e) Military or police force experience preferable.

### **CCTV monitor and fire-fighting room:**

- f) Have special certificate of fireman of Building (建（构）筑消防员证书), Level 4 or higher.
- g) Master professional knowledge of firefighting and CCTV monitoring.
- h) Familiar with relevant laws and regulations as well as handling procedure of fire safety and other security alarms.

### **Key functions and areas:**

- a) Physically strong and with height no less than 1.78 meters.
- b) Have special security guard licenses (保安员上岗证) issued by Shanghai Public Security Bureau.
- c) Specially trained and 3 years at least of experience in security guard serving key functions of the building, i.e. entrance guard, important venue, security monitoring room, Data Center, etc.,

### **English speaking and writing skills are required for the following posts:**

- a) Security manager
- b) Receptionist for visitor registration

c) Badge assistant

## 6. Response Times

Response times refer to the time taken by the Supplier to respond to Security Management incidents. Response times are summarized in the table below.

Priority	Example	Response Time	SLA Target
Emergency- Level 1	<ul style="list-style-type: none"><li>▪ Fire alarm,</li><li>▪ Typhoon,</li><li>▪ Rainstorm and Work orders which constitute danger, health hazard, seriously affect occupation and/or endangerment of security</li></ul>	Immediate  Resolution time- 1 hour	100% completed within set Response / Resolution time
Urgent- Level 2	<ul style="list-style-type: none"><li>▪ Request/work orders that affect operational effectiveness and business continuity</li></ul>	Response time – 15 minutes  Resolution time -2 hours	95% completed within set Response / Resolution time
Priority - Level 3	<ul style="list-style-type: none"><li>▪ Request/work orders that do not affect operational effectiveness and business continuity but affect service delivery</li></ul>	Response time-1 hour  Resolution time-3 hours	95% completed within set Response / Resolution time
Standard	<ul style="list-style-type: none"><li>▪ Walking patrol</li><li>▪ Access control</li><li>▪ CCTV monitoring</li><li>▪ Major events</li><li>▪ Etc.</li></ul>	As scheduled in Security Delivery Plan	100% completed within set Response / Resolution time

Suppliers are to base their prices on the response times shown in the table. The successful supplier may negotiate response times with NDB during contract negotiations if a fee reduction is possible while still providing NDB with acceptable response times.

## 7. Reporting

The details of the reporting are to be agreed between the Supplier and the NDB, but reporting to NDB is to be:

- on a monthly basis for routine activities, submitted within 10 days after the end of the calendar month,
- within 12 hours of any emergency event,
- as and when requested by the NDB.

Reporting will normally be required in electronic format only, but NDB may require hard copies as well, which must be provided by the Supplier as requested by NDB. A Fire Alarm Logbook and an Accident Book must be kept in hard copy at all times.

KPIs are included in the reporting process and are described further below.

## **8. Performance Standards and KPIs**

The supplier shall provide example of current client KPIs, dashboard and performance review information. Performance reporting, the format and frequency of KPI reporting, improvement plan upon KPI. The supplier is required to show reporting method.

## **9. Occupational Health and Safety (OH&S)**

The Supplier is responsible for the occupational health and safety of persons employed in the Security Management Service, whether permanent staff, temporary, part-time or contract staff, or sub-contractors. The Supplier is also responsible for ensuring the implementation of safe working practices to protect NDB staff and third parties from harm and accidents while carrying out the Security Management Service.

## **10. Insurance**

The Supplier is required to have full contractor's all-risk insurance with the insurance policy being in full compliance with Chinese statutory requirements. A copy of the Supplier's insurance certificate and cover must be submitted as part of the proposal. The insurance certificate submitted should clearly show that the Supplier has sufficient financial cover to protect NDB's HQ Building office premises against unforeseen risk.

## **11. Pricing Structure**



NDB intends to award a 3-year Security Management Service contract with an option for a 2-year extension on satisfactory completion of the initial 3-year period.

Service start date **October 1, 2024.**

NDB requires a fixed monthly fee by posts for this contract.

There will be an option to re-negotiate the monthly fee if NDB decides to take up the offer of a 2-year extension.

To allow for pricing unforeseen work that are not covered by warranty agreements, the Supplier is to provide a schedule of rates for posting the main staff members in its team in the appropriate places in Annex-D of the RFP, Price Schedule. Suppliers must complete the Price Schedule in Annex D-1 of the RFP. Failure to price any item may result in rejection of the Proposal or non-payment against that item.

The prices quoted should include all costs, taxes, import duties etc., and be the price that NDB will be charged.

It is NDB's intention that the Security Management contract will run smoothly with no major variation from the Scope of Works presented above. However, the Price Schedule does not necessarily guarantee an annual or whole life cost of this contract as this could be affected by unforeseen circumstances and the eventual use by NDB of its facilities.

## **ANNEX B-1**

### **REQUEST FOR PROPOSALS (RFP) FOR NDB HQ BUILDING SECURITY MANAGEMENT SERVICES**

#### **Appendix of Drawings and Specifications**

##### **List of Drawings and Specifications**

1. Architectural layout
2. Security system list

Please note that the above drawings and design details are the latest available at the time of issuing this Scope of Work but are not guaranteed to represent the final size and configuration of anything. The documents will be shared with participants who will sign NDA only.

IF IN DOUBT AND REQUIRE FURTHER INFORMATION, PLEASE ASK.

## ANNEX B-2

REQUEST FOR PROPOSALS (RFP) FOR  
NDB HQ BUILDING SECURITY MANAGEMENT SERVICES  
**TECHINICAL PROPOSAL SUBMISSION FORM**

[*Location, Date*]

To: [*Name and address of NDB*]

We, the undersigned, offer to provide the service [for ***name of the assignment***], in accordance with your Request for Proposal dated [*date*]. We are hereby submitting our Technical Proposal attached in a separate Annex.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the proposed personnel. Our Proposal is binding upon us and subject to the modifications resulting from contract negotiations. We undertake, if our Proposal is accepted, to initiate the services related to the assignment not later than October 1, 2024.

We understand you are not bound to accept any Proposal you receive.

[List no deviation / non-compliance of Terms and Conditions here, if any.]

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

### ANNEX B-3

#### REQUEST FOR PROPOSALS (RFP) FOR

#### NDB HQ BUILDING SECURITY MANAGEMENT SERVICES

#### TECHINICIAL PROPOSAL

##### PROPOSAL RESPONSE CHECKLIST

Check that you have included all required documents with your proposal

1	Completed Proposal Submission Form, Annex B-2	Yes	No
2	Financial Proposal Submission Form, Annex D	Yes	No
3	Price Schedule, Annex D-1	Yes	No
4	Copy of Supplier's Business Continuity & Emergency Response Plans	Yes	No
5	Copy of the Security Management Services Delivery Plan	Yes	No
6	Copy of Methodology/Work Plan for Security Management Service Delivery Plan Implementation	Yes	No
7	Copy of Risk Analysis and Risk register	Yes	No
8	Evidence of ability to access international specialist expertise if needed	Yes	No
9	A copy of the Supplier's insurance certificates and coverage	Yes	No
10	Copy of Supplier's Team Structure diagram	Yes	No
11	CV in NDB format (ANNEX C) of Supplier's proposed Account Director	Yes	No
12	CV in NDB format (ANNEX C) of Supplier's proposed Security Manager	Yes	No
13	CV in NDB format (ANNEX C) of Supplier's proposed Deputy Security Manager	Yes	No
14	Copy of qualification documents indicated in ANNEX A-3 Qualification of service provider	Yes	No

## ANNEX C

### Curriculum Vitae (CV) for Proposed Personnel

Position Title and No.	{e.g., Security Manager/Security supervisor}
Name of Firm	<i>Insert name of firm proposing the expert</i>
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Citizenship	

**Education:** {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

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**Employment record relevant to the assignment:** {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, *type of employment (full time, part time, contractual)*, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and Your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment

[e.g., May 2010 - present]	[e.g., Ministry of ....., Advisor/consultant to...  For references: Tel...../email.....; Name, Title]		<i>(need be as detailed as possible)</i>

Membership in Professional Associations and Publications:

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Language Skills (indicate only languages in which you can work): \_\_\_\_\_

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Adequacy for the Assignment:

Detailed Tasks Assigned on Supplier's Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks

**Expert 's contact information :** (e-mail....., phone.....)

**Certification:**

I, the undersigned, certify to the best of my knowledge and belief that

- (i) This CV correctly describes my qualifications and experience.
- (ii) I was not part of the team who wrote the terms of reference for this consulting services assignment.
- (iii) I certify that I have been informed by the firm that it is including my CV in the Proposal for this assignment. I confirm that I will be available to carry out the assignment for which my CV will be submitted in accordance with the implementation arrangements and schedule set out in the Proposal.

I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

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*(Signature of Experts)*

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*Day/Month/Year*

## ANNEX D

REQUEST FOR PROPOSALS (RFP) FOR  
NDB HQ BUILDING SECURITY MANAGEMENT SERVICES  
**FINANCIAL PROPOSAL SUBMISSION FORM**

[*Location, Date*]

To: [*Name and address of NDB*]

Dear NDB:

We, the undersigned, offer to provide the technical proposal for [***name of the assignment***], in accordance with your Request for Proposal dated [*date*]. We are hereby submitting our Financial Proposal.

Our attached Financial Proposal is for the **sum of\*** [*Amount in words and figures, including taxes*] as shown in the **Price Schedule** Annex D-1 complete with our schedule of other, related fees.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiation.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Add:

**\*The Sum must include all the taxes.**



## ANNEX D-1

### REQUEST FOR PROPOSALS (RFP) FOR

### NDB HQ BUILDING SECURITY MANAGEMENT SERVICES

#### FINANCIAL PROPOSAL

Please complete the Price Schedule below.

PRICE SCHEDULE	
The Supplier is responsible for delivering the service to NDB at its headquarters and for all costs associated with providing this service, as reflected in the fees quoted by the Supplier below.	Date: _____ RFP no. _____ Page N° _____ of _____ (Attach additional pages as necessary)

Item No.	Description of Service	Number of Post	Unit price US\$/ monthly fee
Security Management Contract Fees			
1	Monthly Fee for provision of required Security Management for NDB HQ Building		

PRICE SCHEDULE					
The Supplier is responsible for delivering the service to the Bank/NDB at its headquarters and for all costs associated with providing this service, as reflected in the fees quoted by the Supplier below.			Date: _____ RFP no. _____ Page N° _____ of _____ (Attach additional pages as necessary)		
Supplier to complete job titles, location, working hours, number of posts in accordance with their delivery plan and proposed team structure providing relevant monthly rate.					
Suppliers to propose the delivery plan and team structure based on their understanding of the project.					
Item No.	Job Titles	Location	Working Hours	Number of Posts	Unit price US\$/monthly fee
1	Security Manager				
2	Security Supervisor				
3	Shift Supervisor				
4	Badge Assistant				
5	Receptionist for Visitor Registration				
6	Security Check				
7	Patrol Guard				
8	Central Monitoring Room				
9	General Security Guard				
	etc. as required – Supplier may extend the form to				

	suit the delivery plan				
	Suppliers to provide price for special security services of conference and events (会议及活动临保)				
Item No.	Job titles				Unit Price US\$/Hour/Person
1	Security Guard for special security services of conference and events (会议及活动临保)				

Name of Supplier: .....

Signature of Supplier: .....

Date: .....

**Attachment 2:**

Information Category	Description	Supplier's inputs
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	