

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 for the S-AD-2024-01654 INTEGRATED FACILITIES MANAGEMENT SOFT SERVICES 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	August 9, 2024
Deadline for Questions	August 26, 2024
Proposal Response Due	August 27, 2024
Presentation and Demonstration	TBC
Negotiation on contract	TBC
Signing Contract	TBC
Project Kick Off	November 1, 2024

**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

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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.

ANNEX A

REQUEST FOR PROPOSALS (RFP) FOR INTEGRATED FACILITIES MANAGEMENT (IFM) SOFT SERVICES PROJECT

TERMS OF REFERENCE

1. 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 m², the NDB Headquarters Building is equipped with meeting facilities, office areas, public areas and auxiliary service areas, and can accommodate over 2000 people.

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

- *Land Area: 12,067.4m²*
- *Overall Floor Space: 126,423.1 m²*
- *Above Ground Floor Area: 85,676.95 m²*
- *Basement Floor Area: 40,746.15 m²*
- *Above Ground Levels: 30 Floors*
- *Basement: 4 Floors*
- *Height of Tower Building: 150m*
- *Height of Podium Building: 33m*
- *Car parking lot: 520*
- *Total Capacity: 1800 staff +500 service people*
- *Unoccupied floors: 07F-17F*



NDB now plans to procure an IFM Soft Service provider to ensure safe and successful business operation at the NDB HQ as well as the provision of a healthy working environment at the premises.

2. Objectives

The main objective of the IFM Soft Service is to ensure an optimal working environment in NDB's new headquarters building with maximum efficiency and minimal operating costs and without interrupting the NDB's normal operations.

At the same time, and in accordance with ensuring an optimal working environment throughout the office space occupied by NDB, the necessary work undertaken by the Contractor must not interrupt or affect in any way the Bank's normal operation. **This will require much of the maintenance done outside of NDB's working hours which are from 9am to 5:15pm.** The holidays of NDB Headquarters do follow the local government official holiday arrangement.

To ensure that NDB receives the service it needs to support its headquarters building, the Contractor must be able to clearly demonstrate its capacity to provide an IFM Soft Service management of the quite highest level.

Attachment 1:

Indicative Services Requirements

Cleaning Services

a) General Office Cleaning

General office cleaning encompasses the thorough cleaning of all office spaces, work areas, glass partitions in open office settings, gym, library, building stairs, hallways, common areas, bathrooms and restrooms, entrances, pantries, terraces and the collection of chinaware from various locations. Additionally, it includes periodic cleaning of refrigerators owned by the bank, removal of outdated materials from bulletin boards, and maintenance of exterior sidewalks. This comprehensive cleaning service also involves the management of cleaning consumables and tools to ensure a clean and hygienic work environment.

b) Window, Façade and Marble Cleaning Services (See **Appendix 1**)

The objective of this service is to offer the Bank regular cleaning of interior windows, facade and marble surfaces (including glass, stone and marble surfaces) by the on-site team to maintain a clean and consistent look. The Contractor will suggest a cleaning method and optimal schedule based on best practices.

Note: As per the NDB's request, the Contractor could be asked to outsource the area for performing a cleaning of the above-mentioned items.

c) Parking Garage Floor Surfaces

Cleaning services for the parking garage floor surfaces at 1600 Guozhan Road, Pudong New District on levels B1, B2, B3, and B4. This includes both monthly maintenance cleaning and annual deep cleaning services to ensure the cleanliness and upkeep of the parking garage floors.

d) Carpet Deep Cleaning (upon request based on the prior agreed volume and scope) (see **Appendix 2**)

Shampooing of carpeted floors and touch up cleaning done as recommended by vendor's assessment to keep the level of cleanliness. Current cleaning schedule is weekly, semi-monthly, monthly and annually. Spot cleaning as required.

e) Fabric Furniture Cleaning (upon request based on the prior agreed volume and scope)

Shampooing, detergent and steam cleaning of fabric furniture such as sofa chair, armchair, canteen chair, couch and others. The current cleaning schedule is quarterly or upon request.

f) Upholstery Cleaning, the Bank is interested in receiving the following services on as needed basis:

- Upholstery cleaning (Furniture, Wood, Metal, etc.)
- Laundry service (upon request based on the prior agreed volume and scope of tablecloth, uniform, gym towels, etc.)
- Flags

Contractor is required to identify services that will be subcontracted and provide pricing schedule for the services.

g) Sewer Cleaning

Using high-pressure water to break up the blockage, scour the pipe walls and flush the debris down the sewer system, remove the debris or blockage material from the sewer line.

h) Waste Management and Disposal (see **Appendix 5**)

The contractor needs to provide the final destination, as well as all certification regarding Waste Management: electronic, recyclable, household waste, construction garbage dry and wet, cleaning and disposal.

Contractor shall propose a regular schedule for removal of recycle, residual, household waste including aluminum, batteries, metals, food waste/compost and glass and audit reports as needed, in accordance with the Regulations of “Shanghai Municipality on the Administration of Household Garbage” approved by Shanghai People’s Congress. Contractor shall identify if a subcontractor will be used for this. The Bank expects the trash removal to be a single stream recycling program. The pricing schedule should be provided.

i) E-Waste and Battery Recycling - based on the report of actual consumption

Contractor shall propose an e-waste and battery-recycling program dispose of e-waste by suitable techniques to reduce its adverse impacts on environment.

“White Goods” Management / Electrical Appliances (see **Appendix 3)**

a) Water Dispenser Filter Change - based on the report of actual consumption

b) Coffee Machine and other machine Maintenance, Repair and Purchase – upon request based on the prior agreed volume and scope

c) Drinking Water Quality Monitoring - upon request based on the prior agreed volume and scope

Pest Control of Building, Premises & Landscaping area

The contractor shall provide an integrated pest management program (IPM) for the scheduled extermination of rodents and insects, including but not limited to those listed below, in all the Bank building and areas.

- Rodent/pest/insect type: Rats, mice, cockroaches, ants, flies, birds, stinging insects.
- Building/area: HQ Tower, HQ podium, security gates, parking, garbage station, Phase I, Phase II, sky garden and outdoor/indoor plants, sewage system
- Chemical/equipment method: chemical spraying, ULV spraying, chemical traps, herbivorous pest control

The pests and insects, which can be outside of Bank facilities, within the property lines, or inside properties in public areas such as dumpsters are included. The PMP is a process for achieving long-term environmentally friendly and sound pest suppression and prevention with a wide variety of technological and management practices. The Contractor shall furnish all required labor, materials and equipment for implementing the PMP. The contractor shall provide a best practice schedule for preventive and

management of pest control. The Contractor shall propose Green pest control products to be used in the buildings. Continual improvement by identifying and eliminating the potential breach point of NDB buildings and providing the best practices and solutions to the bank.

Exterior Landscaping of Phase I, Phase II and Interior Plants

The Purpose of the plants program is to provide high quality and cost effectiveness in the management of plants and landscaping. As part of the program, emphasis is placed on the enhancement of the Bank's overall physical appearance, as well as the office decor. Contractor shall provide plants and retain ownership of the plants. The Contractor may be requested, from time to time, to furnish and provide BRICS festive decorations within the Bank.

The Contractor shall furnish all labor, foliage, equipment to include, but not be limited to tools, soil, mulch/moss, fertilizer and pesticides to complete the proposed program. These services include the management and execution of interior and exterior landscaping services throughout the designated Bank buildings. The Bank must approve pesticides and fertilizers before being used by the contractor.

Contractor shall furnish all labor, equipment, materials and supervision to perform landscaping services. Landscaping will include but will not be limited to:

- Contractor shall prune all trees to their intended growth form and remove dead or damaged branches.
- Shrubs shall be pruned to their intended form;
- Hardwood bark shall be used for mulch beds and shall be free of sand, dirt, gravel or any other material;
- Mulch beds shall be maintained at a minimum mulch depth of (2) two inches, and a maximum mulch depth of (3) three inches;
- Parking lot and sidewalk surfaces should be kept free of vegetative growth through hand weeding or targeted use of herbicides;
- Contractor should immediately notify the building engineer if damage occurs to the sprinkler system;
- Fertilizer, Pesticides and other relevant consumables
- Plants rental or purchase including Event Flowers and Festival decoration
- Spring and Fall cleanup shall include removal of debris that has accumulated including, but not to be limited to, leaves, trash, dead plants, and plants, and fallen tree limbs. In addition, cleanup of residue sand and salt from parking lots and other surfaces shall be performed in the spring;
- Contractor is responsible to remove all collected debris from the site;

The exterior landscaping includes **Phase I and Phase II**: Phase I area, is 4,893 m² (17 sky gardens and 3 rooftop gardens), and Phase II area is 5,500 m². The ancillary garden facilities maintenance is requested.

The approximate number of pots for the interior plants is 3709, which is a base quantity for maintenance. the survival rate of indoor greening should reach 99.7% or above. The natural mortality rate of plants should not exceed 0.3% per month (i.e., a maximum of 11 pots per month). If it exceeds the required

amount, the maintenance unit will replace it at its own expense to ensure the on-site plants reach the base quantity of 3709.

The service sub-contractor shall have the China national level qualification certificate of landscaping service and certificates of quality management system, environmental management system, and occupational health and safety management system (for example: ISO Quality Management or ISO Environment Management, etc.) to ensure that it follows the safe operation norms in the maintenance work and guarantees workplace safety.

The maintenance methods and materials shall meet the environmental protection standards and focus on the ecological balance of plants. Ensure that its maintenance work minimizes the impact on the environment.

Mailing and Shipment Services

Contractor shall provide mailing and shipment services (sending and receiving correspondences/packages, customer express fee, customer international express relative fee, customer express package cost, etc.). The bidder should propose a logistical solution for sending and receiving correspondence/packages, considering the bank's facilities, number of employees, system, internal procedures as well as the local/international mail and shipment regulations. Bidders can propose an automated system to control receiving and sending correspondences/packages, which will be approved by the IT team. Managing the Bank's third-party operation process.

For reference, express services in 2023 were 7728 and in 2024 until June express services were 3507.

Internal Moving Services

The Contractor shall provide move services within Bank facilities and warehouse (if applicable). Moves can encompass but are not limited to office-to-office furniture moves, office furniture rearranging, box moves, and file-room cabinet moves. Moving Services will include but will not be limited to:

- Assembling (set-up/tear down) of interpretation cabins as needed;
- Pickup and delivery services of goods within all Bank facilities;
- Pickup and delivery services of Bank owned "AV" equipment to external Bank conference and venues;
- Internal moving of office furniture, such as sofa, chair, desks, cabinets, etc.;
- Extra Labor for Setting Special Big Event Move
- Event set-up services such as furniture set-up arrangements, stage or other requested services when needed;

Storage Management

The Contractor shall manage according NDB guidelines the storage and warehouse, storage pack or relevant materials. Contractor shall manage the stock and supplies of the storage room (such as items for

pantry use, event meeting materials, admin materials, tissues, etc.) assigned by Administration, including, but not limited to keeping record of the use, purchase items and expiration date.

Events Support Services

Contractor shall provide events set-up services for the meeting spaces in NDB HQ building. It is expected that there are approximately 500 events annually, which can encompass but are not limited to:

- executive events
- luncheons
- trainings
- receptions and conferences
- meeting room set-up
- receiving guests
- other events requests

Corporate Service Support

The corporate service provisions aim to enhance corporate service support to meet the diverse needs of the NDB.

1. Library Services

- Access to a well-maintained library with a diverse collection of resources for research and reference purposes.
- Assistance in locating and retrieving relevant materials.
- Support in organizing and cataloging library resources for easy access.
- Use the book management system to manage and operate the NDB's books and newspapers, such as entry, arrangement, entry, filing, borrowing, etc.
- According to the book lending system formulated by the NDB, manage and maintain the books borrowed by employees and the use of library venues for reading.
- Establish a list and inventory system of library facilities and equipment; be responsible for the maintenance and upgrade of the library management system with the support of the system supplier.
- Responsible for maintaining a good environment in the library and helping customers and users to use the system query function and obtain a good reading experience.

2. Archive/Filing Services

- Management of physical and digital archives to ensure proper storage and organization of important documents and records.
- Implementation of efficient filing systems to facilitate easy retrieval of archived information.
- Regular maintenance and updating of archives to ensure accuracy and accessibility.

3. Travel Support

- Coordination of travel arrangements for employees, including booking flights, accommodations, and transportation.

- Providing travel itineraries and necessary documentation for business trips.
- Assistance with travel-related queries and issues during the trip.

4. Visa Support

- Guidance and support in obtaining necessary visas for international travel.
- Assistance in completing visa application forms and gathering required documentation.
- Liaison with relevant authorities and embassies to facilitate visa processing and approvals.

5. Fixed Asset Support

- Responsible for the management of bank's on-site assets and use the asset management system to classify and manage facilities and equipment assets, furniture, home appliances and other assets.
- Assist in asset management process for the NDB
- Operate fixed asset management software, use the bar code to track and manage the fixed assets
- Responsible for the registration of newly purchased fixed assets
- Responsible for the drafting report of the customer's equipment to be scrapped
- Check the fixed assets twice a year

Reception/General Support

Contractor shall provide reception and general support for floors where reception stations are planned. Provide visitor registration, informing and guiding visitors, employees and suppliers in a cordial and professional manner.

Duties include but not limited to:

- Managing set-up/tear down of furniture provided by the Bank (chairs, tables, sofas, boards, flip charts, table skirts, coat racks, stage, podiums, etc.) in the meeting rooms or open areas as requested (i.e. banquet style, stand-up reception, theater, conference room style, u-shape, classroom and family style among others);
- Customer Event Consumables or Tools
- Managing the set-up of flags as needed for visits by dignitaries from member countries, national days, etc., including pressing and maintenance of flags as needed;
- Placing note pads, pencils and water on tables as needed;
- Event Material Design and Delivery
- Coordinating with the Print Shop Contractor, collecting and setting up event signage.
- Event Service Extra Labor
- Making set-up changes during events as called for;
- Coordinating with other service units involved in set ups; for example, all furniture set-ups need to be done before AV Team starts their set-up.
- Supporting catering services if required.

Reporting

The details of the reporting are to be agreed between the Contractor and the NDB, but generally:

- Report on routine activities will be provided on a monthly basis, submitted within 7 working days after the end of the calendar month;
- Service report (such as repair, cleaning, etc.) will be submitted within 5 working days;
- Incident reports such as injury to NDB staff, Contractor's staff, or third parties will be provided within 24 hours. Accidents involving injury need to be immediately reported and recorded;

Reporting will normally be required in electronic format only, but NDB may require hard copies as well, which must be provided by the Contractor as requested by NDB.

KPIs

The 5 KPIs required are:

1. Backlog of Deferred Work: Target to reduce the backlog by 20% each quarter.
2. Percent of Completed Work that is Reactive: Aim to keep reactive work below 30% of total completed work.
3. planned preventive maintenance (PPM) program compliance,
4. Pareto Analysis of Completed Work: Identify and address the top 20% of issues contributing to 80% of completed work.
5. Weekly Work-Schedule Compliance: Achieve a compliance rate of 95% for completing tasks as per the weekly schedule.

Document Storage and Paperless Reporting

All reporting is to be in electronic format, unless hard copies are specifically requested by the NDB.

Occupational Health and Safety (OH&S)

The Contractor is responsible for the occupational health and safety of persons employed in the Facilities Management Service, whether permanent staff, temporary, part-time or contract staff, or sub-contractors. The Contractor 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 Facilities Management Service.

The Contractor will be required to maintain a hard copy accident record book for the Facilities Management Service.

Insurance

The Contractor is required to have full coverage for contractor's risk insurance with the insurance policy being in full compliance with Chinese statutory requirements. A copy of the Contractor's insurance certificates, and cover must be submitted as part of the proposal. The insurance certificate submitted

should clearly show that the Contractor has sufficient financial cover to protect NDB's interest against potential or unforeseen risk in connection with their responsibilities.

Facilities Management Maintenance Tasks, Timing and Sequences

The execution of the Facilities Management Service must be done in accordance with the maintenance recommendations of the various manufacturers of the installed assets, plant and equipment, including structural components, as well as prevailing local statutory requirements and accepted industry best practices.

The execution of the Facilities Management Service must not interrupt the NDB's normal working operations and NDB accepts that this requirement will necessitate that much of the physical implementation of the work will be done outside normal working hours.

On-site Team (see Appendix 4)

The Contractor is expected to provide its most effective team to undertake NDB's required IFM – Soft Service, providing NDB with optimal value for money. The team may be composed of the Contractor's in-house permanent staff and sub-contracted specialist personnel.

Contractor is free to determine its own IFM Team. NDB has specific requirements for the management of that team and so requires copies of current CV for the on-site team. At least four (4) CVs shall be shared. The IFM core team shall have a good command of English speaking and writing, good communication skills and at least bachelor's degree and related working experience.

Appendix 1

NDB MARBLE MAINTAINANCE SHCEDULE PRICING

Regular Service (Notice In Advance More than 48H)	Item	Before Tax Price (CNY / m ²)	VAT (6%)	After Tax Price (CNY / m ²)	Minimum Area:m ²
	Crystal-Maintenance				200
	Surface-Renovation				100
	Deep-Renovation				50
Urgent Service (Notice Less than 48H)	Item	Untaxed Price (CNY / m ²)	VAT (6%)	After Tax Price (CNY / m ²)	Minimum Area:m ²
	Crystal-Maintenance				200
	Surface-Renovation				100
	Deep-Renovation				50

Marble Area List 石材实物量清单汇总				
No. 编号	Floor 楼层	Area 面积	Unit 单位	Location 位置
1	B4F	260.78	m ²	电梯厅/Elevator Hall
2	B3F	281.23	m ²	电梯厅/Elevator Hall
3	B2	281.23	m ²	电梯厅/Elevator Hall
4	B1	512.69	m ²	商业街/Commercial Street
5	B1	340.95	m ²	电梯厅, 洗手间/Elevator Hall & Wash Room
6	1F	2292.2	m ²	南裙房 246.1/ South Podium 北裙房 250.3/ North Podium 塔楼 1796/Tower building
7	2F	20.67	m ²	未启用楼层 (Not opening Floor)
8	3F	1097.8	m ²	餐厅和电梯厅, 洗手间 /Canteen &Elevator Hall & Wash Room

9	4F	1291.7	m ²	连廊, 电梯厅, 洗手间, 图书馆, 咖啡厅 /Corridor & Elevator Hall & Wash Room & Library & Coffee Bar
10	5F	585.2	m ²	电梯厅, 洗手间, 露台 /Elevator Hall & Wash Room & Terrace
11	6F	86.07	m ²	电梯厅, 洗手间 /Elevator Hall & Wash Room
12	7F	101.71	m ²	未启用楼层 (Not opening Floor)
13	9F	101.7	m ²	未启用楼层 (Not opening Floor)
14	10F	101.7	m ²	未启用楼层 (Not opening Floor)
15	11F	101.7	m ²	未启用楼层 (Not opening Floor)
16	12F	101.7	m ²	未启用楼层 (Not opening Floor)
17	13F	101.7	m ²	未启用楼层 (Not opening Floor)
18	14F	101.7	m ²	未启用楼层 (Not opening Floor)
19	15F	101.7	m ²	未启用楼层 (Not opening Floor)
20	16F	101.7	m ²	未启用楼层 (Not opening Floor)
21	17F	101.7	m ²	电梯厅, 洗手间 /Elevator Hall & Wash Room
22	18F	101.7	m ²	电梯厅, 洗手间 /Elevator Hall & Wash Room
23	19F	101.7	m ²	电梯厅, 洗手间 /Elevator Hall & Wash Room
24	21F	210	m ²	电梯厅, 洗手间 /Elevator Hall & Wash Room
25	22F	210	m ²	电梯厅, 洗手间 /Elevator Hall & Wash Room
26	23F	210	m ²	电梯厅, 洗手间 /Elevator Hall & Wash Room
27	24F	210	m ²	电梯厅, 洗手间 /Elevator Hall & Wash Room
28	25F	210	m ²	电梯厅, 洗手间 /Elevator Hall & Wash Room
29	26F	210	m ²	电梯厅, 洗手间 /Elevator Hall & Wash Room
30	27F	210	m ²	电梯厅, 洗手间 /Elevator Hall & Wash Room

31	28F	450	m ²	电梯厅, 洗手间, 过道 /Elevator Hall & Wash Room & Corridor
32	29F	420	m ²	电梯厅, 洗手间, 过道 /Elevator Hall & Wash Room & Corridor
33	30F	1602.3	m ²	电梯厅, 洗手间, 过道, 酒廊, 旋转楼梯 /Elevator Hall & Wash Room & Corridor & Lounge & Spiral Staircase

NDB EXTERIOR WALL DEEP CLEANING PRICING					
Item	Before Tax Price (CNY / m ²)	VAT (6%)	After Tax Price (CNY / m ²)	Service Area 1 Time	Service Area 1 Time
Exterior Wall (outside) Cleaning (Outdoor- Glass Stone, Marble) 幕墙 (外) 清洁				44459	
Add Value	Below 2m free (541 m ²)				

Curtain Wall (outside) Area List			
No.	Location	Area	Unit
1	Tower Building	33000	m ²
2	Podium Building	12000	m ²
3	1F below than 2m	541	m ²
TTL	TTL excluded below than 2m area	44459	m ²

Appendix 2




CARPET DEEP CLEANING PRICING SHCHEDULE



Regular Service Notice in advance more than 48H	Item	Before Tax Price (CNY / m ²)	VAT (6%)	After Tax Price (CNY / m ²)	Minimum Area:m ²
	Acrylic Carpets				350
	Wool Renovation				200
Urgent Service Notice Less than 24H	Acrylic Carpets				250
	Wool Renovation				150

Carpet Area List				
No. 编号	Floor 楼层	Area 面积	Unit 单位	Location 位置
1	4F	802.48	m ²	图书馆, 母婴室 / Library& Nursing Room
2	5F	2493.52	m ²	茶水间, 办公室, 办公区域, 会议室 /Pantry & Office &Open Work Area & Meeting Room
3	6F	1524.25	m ²	茶水间, 办公室, 办公区域, 会议室 /Pantry & Office &Open Work Area & Meeting Room
4	7F	1547.26	m ²	未启用楼层 (Not opening Floor)
5	9F	1547.26	m ²	未启用楼层 (Not opening Floor)
6	10F	1547.26	m ²	未启用楼层 (Not opening Floor)
7	11F	1547.26	m ²	未启用楼层 (Not opening Floor)
8	12F	1547.26	m ²	未启用楼层 (Not opening Floor)
9	13F	1547.26	m ²	未启用楼层 (Not opening Floor)
10	14F	1702.6	m ²	未启用楼层 (Not opening Floor)
11	15F	1547.26	m ²	未启用楼层 (Not opening Floor)
12	16F	1547.26	m ²	未启用楼层 (Not opening Floor)
13	17F	1547.26	m ²	未启用楼层 (Not opening Floor)
14	18F	1547.26	m ²	茶水间, 办公室, 办公区域, 会议室 /Pantry & Office &Open Work Area & Meeting Room
15	19F	1547.26	m ²	茶水间, 办公室, 办公区域, 会议室 /Pantry & Office &Open Work Area & Meeting Room
16	21F	1547.26	m ²	茶水间, 办公室, 办公区域, 会议室 /Pantry & Office &Open Work Area & Meeting Room

17	22F	1547.26	m ²	茶水间, 办公室, 办公区域, 会议室 /Pantry & Office &Open Work Area & Meeting Room
18	23F	1547.26	m ²	茶水间, 办公室, 办公区域, 会议室 /Pantry & Office &Open Work Area & Meeting Room
19	24F	1547.26	m ²	茶水间, 办公室, 办公区域, 会议室 /Pantry & Office &Open Work Area & Meeting Room
20	25F	1547.26	m ²	茶水间, 办公室, 办公区域, 会议室 /Pantry & Office &Open Work Area & Meeting Room
21	26F	1702.6	m ²	茶水间, 办公室, 办公区域, 会议室 /Pantry & Office &Open Work Area & Meeting Room
22	27F	1547.26	m ²	茶水间, 办公室, 办公区域, 会议室 /Pantry & Office &Open Work Area & Meeting Room
23	28F	1547.26	m ²	茶水间, 办公室, 办公区域, 会议室 /Pantry & Office &Open Work Area & Meeting Room
24	29F	1547.26	m ²	茶水间, 办公室, 办公区域, 会议室 /Pantry & Office &Open Work Area & Meeting Room
25	30F	1053.66	m ²	茶水间, 会议室,宴会厅 /Pantry & Meeting Room &Banquet Hall

Appendix 3

Haier Direct Drinking Water Dispenser Maintenance Yearly Schedule Pricing								
NO. 序号	Item 项目	Replace Month 月份	Description 描述	Photo 照片	Quantity 数量	Remark 备注	Unit Price 单价	Total Price 总价
1	海尔直饮水机维保 Haier direct drinking water dispenser maintenance	Q1	聚丙烯熔喷滤芯 filter 1		35	一年 4 次 (35 台) 4 times a 12 Months (35 units) 过滤精度为 5 微米, 去除水中泥沙, 悬浮物, 胶体, 杂质, 微粒物 filter suspended solids 含人工 including man power		
2		Q2	聚丙烯熔喷滤芯 filter 1 前置活性炭滤芯 filter 2 活性炭棒滤芯 filter 3		35	一年 4 次 (35 台) 4 times a 12 Months (35 units) 过滤精度为 5 微米, 去除水中泥沙, 悬浮物, 胶体, 杂质, 微粒物 filter suspended solids 一年 2 次 (35 台) Twice a 12 Months (35 units) 超强吸附, 除色异味, 有效吸附水中余氯, 色度, 有机物, 异味, 化学污染 filter odor 一年 2 次 (35 台) Twice a 12 Months (35 units) 进一步拦截水中细小颗粒杂质, 悬浮物等微粒 filter particulate impurities 含人工 including man power		
		Q3	聚丙烯熔喷滤芯 filter 1		35	一年 4 次 (35 台) 4 times a 12 Months (35 units) 过滤精度为 5 微米, 去除水中泥沙, 悬浮物, 胶体, 杂质, 微粒物 filter suspended solids 含人工 including man power		

3		Q4	聚丙烯熔喷滤芯 filter 1 前置活性炭滤芯 filter 2 活性炭棒滤芯 filter 3 RO 膜滤芯 filter 4	 	35	一年 4 次 (35 台) 4 times a 12 Months (35 units) 过滤精度为 5 微米, 去除水中泥沙, 悬浮物, 胶体, 杂质, 微粒子 filter suspended solids 一年 2 次 (35 台) Twice a 12 Months (35 units) 超强吸附, 除色异味, 有效吸附水中余氯, 色度, 有机物, 异味, 化学污染 filter odor 一年 2 次 (35 台) Twice a 12 Months (35 units) 进一步拦截水中细小颗粒杂质, 悬浮物等微粒 filter particulate impurities 一年 1 次 (35 台) Once a 12 Months (35 units) 进一步吸附作用, 融入天然植物性碳中有益微量元素, 水质更佳甘甜可口 Optimized for trace elements 含人工 including man power	
Sub-Total 总计							
1			Management Fee 管理费			%	
Before Tax 税前费用							
2			VAT 税费			%	
Total 总计 (CNY)							

Appendix 4

The Contractor shall propose an on-site team structure to perform the required IFM – Soft Service. The on-site team may consist of the following:

- a) IFM – Soft Service team:
 - Facility management team
 - Facility officer (General)
 - Administrative Assistant
 - Facility officer (Asset Management)
 - Corporate service team (Travel Support, Visa Support, Library, Archive, etc.)
 - Event management team
 - Receptionist (Lobby 1F)
 - Receptionist (29F)
- b) Visa support team (stationed in Beijing)
- c) Cleaning team

Facility Manager

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

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

Admin Manager

1. Overseeing the admin support team and coordinating daily administrative operations.
2. Visitor registration. Notify staff of guest arrivals, attend to guests at reception, and escort them to their assigned floor if necessary. Provide smooth reception service.
3. Maintaining and updating Helpdesk daily Work order, monitoring and analyzing service reports, including daily, monthly, and annual reports. Liaise and coordinate with the onsite teams to ensure that all requirements are smooth and updated.
4. Procurement of materials through the bank's procurement vendors based on the bank's day-to-day needs, including office suppliers, spare parts, and daily consumables, etc.
5. Develop and maintain customer communications strategy and standards, plan and implement the account's communication activities.

6. Manage communications within the organization and with the client. Communications shall include and not be limited to working with the operations team.
7. Assist the Site Manager in maintaining client relationships in compliance with the company rules and operation procedures, recording, allocating, and following the client's required service.
8. Assist the Site Manager in promoting customer care and satisfaction, managing and following customer needs and expectations, identifying resources, and finding solutions to customer requests and complaints.
9. Support admin projects involving changes and creative service, including engagement activities, event coordination, customer service activity, event materials, etc.
10. Decisions made with an in-depth understanding and interpretation of procedures, company policies, and business practices to achieve general results.
11. Set up a regular touch base and integration with the client. Support the development of communications-related programs.
12. Partner with other onsite service teams to deliver upon one integrated seamless communications roll-out and provide guidance and coaching for the team.
13. Formulate/establish and standardize Facilities Notifications, internal announcements, internal reporting on service, presentations, speeches, etc.

Event Manager

Job Description

1. Be fully responsible for internal meeting management and external meeting service docking and on-site coordination with Event agencies at client sites.
2. Establishing client's meeting service standards and processes and arranging for the meeting service team to work with other FM teams to complete on-site service delivery.
3. To fully manage the event-relevant procurement, warehousing, and flow of materials required for conference services and keep records of all processes and submit regular operational reports.
4. Provide catering and venue solutions for major event-related content and support the client's administration department in communicating and implementing with external event companies and the client's internal caterers.
5. Recruit and build a conference support team with qualified staff, develop SOPs for conference services, and conduct regular training on conference services, banqueting reception etiquette, and hospitality to ensure the day-to-day needs of conference support across all departments.
6. Liaise and coordinate with the soft services and hard services teams to ensure that all facilities at the venue meet the meeting and banqueting needs of the organizers.
7. Provide monthly reports on conference services and report issues and solutions to the client and supervisors in a timely manner.
8. Assist the client in managing the operation of catering suppliers to meet the client's requirements and standards in the provision of catering for events such as meetings and banquets and make timely and optimal recommendations for best implementation.

Event Support

1. Collaborate with the event team to deliver on-site meetings or events services in accordance with the client's event services standards and processes under the leadership of the Event Services Manager.

2. To be familiar with and execute and workflow of the procurement, warehousing, and materials required for venues and events to keep records of all processes and submit regular operational reports to the Event Manager.
3. Support the event manager in preparing the monthly event service report, verifying the record, and summarizing monthly meeting service data and information provided to the event manager, reporting problems, and providing solutions to clients and superiors on time.
4. Provide events set-up services for the client' whole HQ building, and for approximately 500 annual events; events can encompass but are not limited to executive events, luncheons, training, receptions, and conferences. Duties include:
5. Manage set-up/tear-down of furniture provided by the client (chairs, tables, sofas, boards, flip charts, table skirts, coat racks, stage, podiums, etc.) in the meeting rooms or open areas as requested (i.e., banquet-style, stand-up reception, theater, conference room style, u-shape, classroom, and family style among others);
6. Manage the set-up of flags for visits by dignitaries from member countries, national days, etc., including pressing and maintaining flags as needed.
7. Place note pads, pencils, and water on tables as needed;
8. Coordinate with other service units involved in set-ups; for example, all furniture set-ups need to be done before the AV Team starts their set-up.
9. Liaise and coordinate with the soft services and hard services teams to ensure that all facilities at the venue meet the meeting and banqueting needs of the meeting and conference organizers. Manage set-up/tear-down of furniture provided by the Bank in the meeting rooms or open areas as requested.

Administrative Assistant

1. Assist the Facilities Management Team of the client's Administration Department in carrying out various tasks, drafting documents, handling daily affairs, and agenda scheduling; provide daily administrative duties including but not limited to document printing, copying, organizing, and binding
2. Support the daily financial work: reconciliation of relevant bills, financial system submissions, and other financial support tasks;
3. Assist the client in coordinating, promoting, and following up on the work among the service providers under their jurisdiction, and report the progress of work to their superiors in a timely manner;
4. Assist the client in organizing meetings or conferences within the department, across departments, and with external visitors, recording and organizing meeting minutes, and following up on the action of the meetings. and uploading and supervising the implementation of execution.
5. Booking the meeting venue for the client's relevant meetings, contacting the engineering team to ensure all the setup and facility are well prepared before the meeting, and recovering the meeting room when the meetings are closed;
6. Responsible for assisting the Administration Department's facilities management team in promoting and tracking the work of various projects, supporting the head of the management team in communicating with external affairs, receiving visitors, and coordinating and contracting work in the proper manner to maintain the client's reputation

Required Knowledge and Skills:

1. Proficient in office processing software (Word, Excel, PPT), experience in producing PPT for departmental reports in English and Chinese, aesthetic ability, good writing skills, and good writing skills;

2. Basic financial concepts and knowledge. Proficiency in such tools as PowerBI, NetSuite, etc.
3. Good oral communication in English and Chinese, and written expression skills
4. Conscientious and meticulous work, good understanding and comprehension, good at summarizing; quick thinking, a strong sense of responsibility, strong execution, and sense of confidentiality.
5. Excellent logical thinking, data analysis and forecasting ability, strong organizational coordination, communication and interpersonal skills and teamwork ability, good at business relations and event organization and execution.
6. The ability to react quickly and learn proactively, and the ability to handle matters efficiently and effectively independently and with a strong sense of time, and strong resistance to stress

Facility officer (Library, Archive, Asset Management)

Job Description

1. File Management Responsibilities:
 - 1.1 NDB building construction technical document and layout, blueprint, drawing collection and filing, archives management and provision and utilization, and participate in the completion of archives digital processing, archives management system development, and archives information management.
 - 1.2 on-site customer file collection, compilation, filing, statistics, identification, destruction, and archives management and maintenance, and implement comprehensive centralized management and control; responsible for project classification, sorting, identification, assembling volumes/pieces, numbering, de-stapling, typing/numbering pages, inputting computer, binding, folding drawings, boxing, stamping, putting on shelves, etc.;
 - 1.3 Assist in file management, cooperate with the completion of file inspection, supervision and the promotion and implementation of various filing work.
 - 1.4 classify various new documents every month.
 - 1.5 Assist in grading and verifying electronic documents, uploading the file to the file management system for archiving, and scanning paper-based files.
 - 1.6 transfer of files and data, so as to provide accurate and timely service, timely clearance after use, and timely storage and return.
 - 1.7 According to the requirements of the customer file management system, train, guide and supervise the data management personnel of each department and assist in work inspections on a regular basis.
 - 1.8 Comply with the confidentiality requirement when performing daily operations.
 - 1.9 Assist in receiving the files handed over by various departments and in collecting the files that are pending from the departments that use or generate the files.
 - 1.10 Assist in contacting system maintenance suppliers and supervising the completion of on-site hard copy scanning.
2. Library Management Responsibilities:
 - 2.1 Use the book management system to manage and operate the customer's books and newspapers, such as entry, arrangement, filing, borrowing, etc.
 - 2.2 According to the book lending system formulated by the customer, manage and maintain the books borrowed by employees and the use of library venues for reading.

- 2.3 Establish a list and inventory system of library facilities and equipment; be responsible for the maintenance and upgrade of the library management system with the support of the system supplier.
- 2.4 Responsible for maintaining a good environment in the library and helping customers and users to use the system query function and obtain a good reading experience.
3. Fixed Assets Management Responsibilities:
 - 3.1 Responsible for the management of customer's on-site assets and use the asset management system to classify and manage facilities and equipment assets, furniture, home appliances and other assets.
 - 3.2 Develop asset management process and obtain client's approval and implement.
 - 3.3 Correctly use the fixed asset management software, perform duties in a standardized manner according to the authority set by the system, and use the bar code of the fixed asset management software to track the modern technical means to manage the fixed assets to ensure the safe operation of the system.
 - 3.4 Familiar with the laws and regulations of fixed asset management and the rules and regulations of the unit, independently complete the system operation, and make full use of the fixed asset management software system data to provide services for the purchase, allocation and disposal of fixed assets
 - 3.5 Responsible for the registration of newly purchased fixed assets. For example: add and submit information to the system within 3 working days for the assets that have passed the acceptance inspection and go through the signature formalities at the customer's centralized department.
 - 3.6 When the status of fixed assets changes, go through the handover procedures in time, and make changes in the system or output change reports within 3 working days
 - 3.7 Responsible for the drafting report of the customer's equipment to be scrapped.
 - 3.8 Check the customer's fixed assets once a year, and make sure that the accounts, cards and objects are consistent.
 - 3.9 Keep the annual complete fixed assets and equipment detailed accounts and cards, establish special equipment files, and cooperate with the customer's fixed asset management work to check.
 - 3.10 Establish and improve the management system for the storage, use and borrowing of fixed assets, and manage and use the assets and equipment well to maximize their benefits.
 - 3.11 Check and supervise assets and equipment on a fixed period and report problems to the higher responsible department.
4. Other responsibilities:
 - 4.1 Responsible for managing the conference affairs team to provide conference support services to customers
 - 4.2 Responsible for monthly operational reports and other reports for the scope of service
 - 4.3 Assist the department in other work related to data collation
 - 4.4 Other tasks assigned by superiors

Reception/General Support

Contractor shall provide reception and general support for floors where reception stations are planned. Reception and general support can encompass but are not limited to the duties below:

Job Description

- Create a welcoming environment, receiving, informing and guiding visitors, employees and suppliers in a cordial, friendly and professional manner
- Visitor registration, notifying hosts of guests' arrival
- Look after guests in reception; Book taxis if required
- Control and distribution of national and international correspondence, registering and comparing the amount of shipment with amounts spent
- File and organize documents (emails, invoices, receipts, reports, among others) both in physical and scan for digital format.
- Update all lists, referring to branches, birthdays, emergencies, family, communication, access control, parking spaces control, among others
- Assist technical and operations staff with administrative duties, manage the warehouse
- Maintaining the displays of Client literature
- Schedule meetings and help departments in each floor with tasks required, taking into account organizational rules
- Support the organization of events when necessary, requesting cleaning, maintenance and IT services
- Maintain a reception environment that is clean, tidy and accurately reflects the corporate image
- Assist in fire evacuation arrangement together with hard service and security team.
- Perform the work under your responsibility in accordance with the Bank's policies and procedures.
- Administrative support if required

Required Knowledge and Skills:

- Technical Skills: **Bachelor or college degree**, at least three years of experience with similar activities, mandatory fluent English (writing and speaking), previous experience in international companies interacting with foreigners is a plus, knowledge in Microsoft Office package, smart user for new technologies, at least, basic knowledge in security and evacuation arrangements.
- Soft Skills: customer services oriented, good interpersonal relationship, initiative, organization, assertive communication (oral and written English and Chinese), multitask, problem solving oriented.

Consular/Visa Assistant (Based in Beijing)

Job Description

- Assists in protocol and event support of events with internal and external stakeholders of the Bank, as and when required.
- Assists in diplomatic communications, ensuring proper format and accuracy.
- Supports existing staff and relocation of new onboarding staff for visa, diplomatic ID application, multiple-Chinese visa.

- Supports business visa applications to other countries of the Bank Staff as a liaison communicating with staff.
- English as working language. Answer inquiries, both via e-mail and via phone, on a daily basis.

Appendix 5

Dry & Wet Garbage Disposal fee						
SN.	Description	Unit	Unit Price (CNY)	Purchasing QTY	Total Price	Remark
1	Dry garbage disposal fee	Bucket				5 buckets per day*22 days per month*12months per year
2	Wet garbage disposal fee	Bucket				2 buckets per day*22 days per month*12 months per year
Sub-Total						% Management fee
Before Tax						
VAT				6%		
Total						

Remark: The unit price is fixed but the amount may also vary depending on the actual volume of waste collected.

Appendix 6

Self-Service Photo Booth Rental						
SN.	Description	Unit	Unit Price (CNY)	Purchasing QTY	Total Price	Remark
1	1 Unit of Self-Service Photo Booth Rental and Operation Management	Month				Quarterly payment before each first service month
Sub-Total						% Management fee
Before Tax						
VAT				%		
Total						

- Contractor shall pay the rental fee and take the responsibility of the operation management in terms of contacting vendor when is necessary for maintenance, repairs and logistic support.
- The service vendor provides relevant technical services during the use of the machine as agreed.
- During the contract period, all consumables and spare parts of the above machinery and equipment shall be provided by the vendor free of charge.
- During the contract period, the vendor shall be responsible for the normal operation of the equipment under the contract. If the equipment malfunction, the vendor shall provide the free repair service, which shall arrive within 6 hours from the time of repair call, and the number of repair calls is unlimited.
- If the equipment fails during the contract period, and the maintenance personnel of the vendor cannot restore the leased equipment to normal operation within 6 hours after calling for repair, the vendor shall provide a piece of equipment with good performance within 12 hours of calling for repair to ensure NDB's normal use, otherwise, NDB has the right to deduct 10% of the rental fee of the month as liquidated damages, and special circumstances shall be agreed otherwise.
- During the validity of the contract, the vendor shall provide one-time free on-site cleaning and maintenance service every two months.

Appendix 7

FINANCIAL PROPOSAL

Please complete the Price Schedule below.

For items 1 [fixed cost], the fixed monthly fee is the Contractor's total cost for the stated IFM - Soft Service divided by the number of months.

For items 2 [provisional cost], the annual fee is the Contractor's total cost including the cost of supplying any materials needed for the work. Contractor shall take into consideration the actual usable area/facilities of the NDB headquarters building and provide a most reasonable estimate annual cost. The Price Schedule of item 2 will be assessed as one of the evaluation factors.

For item 3 [provisional cost], the hourly rate must correspond with the team positions proposed by the Contractor. The purpose of this requirement is to assist in the rapid resolution of any dispute regarding costs of work outside of the contract's Scope of Work. The calculation basis of the hourly rate shall be the base salary of each job position.

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

PRICE SCHEDULE	
The Contractor 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 Contractor below.	Date: _____ RFP no. _____ Page N° _____ of _____ (Attach additional pages as necessary)

Item No.	Description of Service	Unit price CNY and USD equivalent
	Integrated Facilities Management – Soft Services Contract Fees	
1	Monthly Fee for Fixed cost Supporting documents are needed to explain details (i.e. team structure, cost model, etc.)	
2	Annual Fee for Provisional cost (including the cost of supplying any materials needed for the work) Supporting documents are needed to explain details (i.e. self-maintenance, professional maintenance by third party contractor))	
	Hourly Rates for Unscheduled Interventions and Overtimes	
3	Individual daily schedule of rates for the Contractor's specific team members, to be used as the basis for calculating all unscheduled interventions and overtimes; Contractor to complete job titles in accordance with the proposed team structure and provide relevant hourly rates:	
	a) Facility Manager	
	b) Admin Manager	
	c) Facility officer	
	d) Event Manager	
	e) Event Support	
	f) Receptionist	
	g) Visa Support Team	
	h) Administrative Assistant	
	i) Cleaning Team	
	j)	
	etc. as required – Contractor may extend the form	

Name of Contractor:

Signature of Contractor:

Date:

Appendix 8

Payment

Contractor shall issue the invoice of the agreed amount of fees for service delivered to NDB upon delivery. NDB shall remit payment to contractor's bank account as indicated below.

Invoice Title

Account Name

Bank Name

Account Number

Invoice

NDB shall not make payment without receiving the original invoices or VAT Fapiao from the vendor.

Delivery

Physical Delivery: To address as mutually agreed by the Parties in advance.

Information Category	Description	Contractor'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	