

## 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 Event Management Services for NDB 10th Annual Meeting in Brazil project. Please refer to the following information and attachment for detailed requirements.

NDB invites those interested and qualified companies to register with NDB's e-procurement system to be our **registered suppliers** and participate in the bidding process (**please be advised the contact information provided in registration, especially email address, must be correct as all communications regarding the bid, including RFP distribution and award notice, will be sent through it**). NDB will choose the most suitable one(s) from the shortlisted suppliers. NDB at its sole discretion reserves the right to reject all proposals in accordance with its internal policy and guidelines.

#### 2. RFP Schedule

Please be advised the following activities could take place in the RFP process. NDB will inform the specific arrangements in advance and the suppliers are requested to respond in a timely manner.

Activity	Date
Distribution of RFP	April 17 <sup>th</sup> ,2025
Notice of Intent	April 17 <sup>th</sup> ,2025
Deadline for Questions	April 28 <sup>th</sup> ,2025, 17:00 China Time
Proposal Response Due	May 7 <sup>th</sup> ,2025, 17:00 China Time
Presentation and Demonstration	TBD
Negotiation on contract	TBD
Signing Contract	TBD

Project Kick Off	July 2025
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*\*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: Iris Wang

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

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Email: [wang.jue@ndb.int](mailto:wang.jue@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. All questions will be responded to as a group and sent to all suppliers. NDB will not provide feedback to questions raised beyond deadline.

#### 3.4 Ownership of Materials

All materials submitted in response to this RFP become the property of NDB. Proposals and supporting materials will not be returned to suppliers.

### 3.5 Proposal Costs

NDB is not responsible for any costs incurred by the supplier in the preparation of the proposal or the site visit.

### 3.6 Proposal Format (if applicable)

NDB recommends that the proposal should contain **three** parts as follows. **The supplier may choose another proposal format as long as it suits the purpose.**

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

### 3.7 Validity Period

The proposal, including pricing quotation, shall be valid at least for 120 days.

### 3.8 RFP Amendments

New Development Bank reserves the right to amend this RFP any time prior to the closing date. Amendments will be issued only to suppliers who are going to complete a proposal.

### 3.9 Sub-contractor

NDB expects to negotiate and sign contract with one winning supplier. NDB will accept only complete solutions from a primary supplier and will not accept any incomplete proposals that are only cover part of the RFP. The prime supplier will be responsible for the management of all subcontractors. NDB will not accept any invoices from subcontractors or become part of any negotiations between a prime supplier and a subcontractor. If there is any sub-contractor involved or engaged by the supplier, it shall be clearly stated in the proposal.

### **3.10 Award Notification**

NDB will negotiate with all shortlisted suppliers before deciding the winning supplier. NDB reserves the right to negotiate further with the winning supplier before or in the contracting process. The award notification is sent to the winner online in the e-procurement system. NDB is not obliged to notify the bid outcome to unsuccessful suppliers.

## **4. Evaluation Criteria**

The proposals will be reviewed and evaluated by NDB's team in accordance with the related policy and guidelines, especially the six principles (Economy, Efficiency, Competition, Transparency, Value for Money, Fit for Purpose) contained in NDB's corporate procurement policy. NDB is interested in obtaining a complete solution to the requirements contained in this RFP. Proposals that meet the proposal instructions and requirements will be given a thorough and objective review. Proposals that are late, or do not comply with proposal instructions, or take exceptions to mandatory requirements will be excluded. The following are the key factors that would be taken into consideration for evaluating the proposals.

### **i. Technical Approach and Methodology or Software Solution**

Primary consideration will be given to the mandatory requirements as listed in this RFP.

The following are the main factors in the evaluation.

1. Meeting the requirements as stated in this RFP;
2. Understanding of the work to be performed;
3. Technical approach and methodology to accomplish the work;
4. Completeness and competence in addressing the scope of work.

### **ii. Project Management**

NDB also believes that effective project management is essential for a successful implementation. Suppliers will be evaluated on the completeness and responsiveness of their project management plans and the project team assigned.

As part of the project management plan, suppliers must demonstrate adequate experiences in developing and implementing the requested project. NDB's confidence in the suppliers' ability to meet deadlines and successfully manage similar projects will be a primary consideration.

Special consideration is given to suppliers who propose a detailed project plan with sufficient breakdown of tasks and steps to demonstrate a complete understanding of the project.

### **iii. Pricing**

NDB will consider pricing as part of the evaluation criteria. **Lowest price is not essential to win.** However, large pricing differentials between suppliers will be carefully examined. Price will be used as a final indicator for determining the supplier finalists when all other criteria have been normalized.

**iv. Presentation and Demonstration**

The performances and results of Presentation and Demonstration will be evaluation factors.

**v. Support and Maintenance**

NDB believes the ability to perform timely support is also an important factor for the success of this project. Therefore, suppliers should provide adequate information to demonstrate their capabilities to fulfill this task.

**5. Contract**

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

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

## **Attachment 1:**

### **Indicative Services**

#### **Admin Requirements**

##### **Planning and preparation:**

- Event management planning
- Overall supervision and liaison with the third-party vendors

##### **Transportation service**

- Airport pick-up/drop-off for NDB Management, BoD, VIP guest and others as per the request. Provide assistance at the airport hall upon arrival and departure and facilitate a smooth logistics process, including printing of name cards, assisting at customs if necessary and other support upon request. The car type and tentative numbers are specified in the scope of work (SOW) (Attachment 3).
- All day transportation service for the NDB Directors, Management and VIP guests.
- Ground transportation for invited speakers, special guests and others upon request.

##### **Translation and interpretation service**

- Simultaneous interpretation and booth for:
  - (i) Opening Ceremony
  - (ii) the Flagship Seminar
  - (iii) Closed Session BoG Meeting

Accommodate two interpreters at the same time (including relevant equipment) in each booth.

- Language requirements: 8 interpreters to be hired (for the Opening Ceremony and the Flagship Seminar)
  - (i) Chinese 2
  - (ii) Portuguese 2
  - (iii) Russian 2
  - (iv) Arabic 2
- Booth requirements: Four booths at the Opening Ceremony and Flagship Seminar, three additional booths of the same size are required for the Closed Session BoG Meeting (TBC, no interpreters to be hired).
- Headsets requirement: 400 sets for the Opening Ceremony and Flagship Seminar, and 10 sets for the Closed Session BoG Meeting.

##### **Protocol Support**

- Support Protocol team of NDB, host country, delegations and liaison officers for airport arrival and departure and transportation arrangement.

- Develop and print the seating plan and seat card or stickers for the opening ceremony, meetings, seminars, group photo, etc.
- Produce invitation letter or cards for the luncheon or dinner.
- Engage with protocols of the host country to prepare sufficient flag poles and table flag pole in the meeting venues including bilateral meeting room if needed.
- Prepare signing table and stationaries for signing ceremony.

#### **Navigation & Registration Desk:**

- Implement a branded registration desk(s) and check-in system for smooth participant flow.
- Provide onsite badge printing solutions, including printers, computers, laptops, ID/Passport identification equipment, photo taking devices, printing materials etc.
- Provide staff to assist participants with inquiries and directions.

#### **Stage and Sound Equipment:**

- Ensure stable and reliable power supply for equipment and devices used for the Annual Meeting.
- Ensure appropriate lighting and audio-visual setup.
- Provide staging and sound equipment where needed (including but not limited to the venue for the President's press conference and the meeting with CSO/NGO representatives).

#### **Security Management Support:**

- Deploy certified security personnel to be stationed at meeting venues and hotels to ensure order and to be ready for any emergency situations.
- Support the execution of the emergency response plan with a dedicated 24/7 assistance hotline, ensuring constant support and guidance when needed.
- Provide close protection services to VIPs throughout the event and during visits to project sites, ensuring their safety and security.

#### **Volunteer Management Support:**

- Manage volunteer coordination, including organizing the training, assigning specific roles, conducting follow ups and ensuring the timely completion and quality of assigned tasks.
- Equip volunteers with essential office tools to facilitate their duties effectively, including laptop, clothing, identification and other necessary equipment.
- Procure insurance for volunteers covering their voluntary service period.
- Provide allowance to volunteers.

## **CCD Requirements**

**Media support:**

- Media relations: invite journalists, collect potential questions and topics of interest, arrange media interviews with selected media.
- Develop and distribute a comprehensive media kit containing relevant information about the Annual meeting, Seminars, speakers list, event schedule, etc.
- Arrange press conference for the NDB President.
- Arrange circulation of press releases.
- Airport TV welcome screens, newspaper adverts, radio live reads (TBC).
- Assist with handling media requests, acting as a contact point for the media.
- Provide immediate media monitoring in the run-up and during the event and reporting on the AM media coverage.
- Develop an engaging paid news feature/supplement in a Tier 1 newspaper (TBC).

**Social Media Support:**

- Assist with generating content regarding the Annual Meeting for NDB's social media, such as short video snippets, photos, wrap-up videos, short on-the-spot interviews etc.
- Monitor social media accounts of organisations, high-level participants, stakeholders, etc. to facilitate reposting.
- Ability to do paid promotions on our social media within an agreed budget but using their own payment modality. Setting up an engaging installation at a central location where the audience gathers using the event hashtag and logo to generate audience interest and engagement.
- Dedicated staff/team for generating in real time photo and video content for social media (candid and behind-the-scenes, short comments, interviews, etc.).

**Photo/Video Support:**

- Hire professional photographers and videographers to capture the event.
- A roving cameraperson with audio equipment to capture quick interviews, scenes from the annual meeting. (This is different from the live broadcast options where the camera set-up will be fixed).
- Arrange branded live broadcast and event streaming options for LinkedIn, YouTube, other platforms).
- An editor with equipment to quickly cut and edit and subtitle videos fit for social media purposes. Ensure high-quality photo and video editing and same day delivery.
- Video formatting for different platforms. Timely provide a gallery of selected photos and videos for sharing on social media and other platforms.
- Capture snippets of testimonials and experiences from audiences as part of the event wrap up.

**Branding:**



- Adjust the key visual and other designs to guarantee clarity and enhanced visibility.
- Facilitate production of branded items: backdrops, banners, speaker stands, roll-ups, lanyard, etc., ensuring high quality.
- Produce promotional materials, including banners, posters, and flyers.
- Ensure consistent branding application across all materials and platforms.

#### **Souvenirs:**

- Propose customized souvenirs for participants (consider providing several options: souvenirs for dignitaries, souvenirs for ordinary participants).
- Ensure the souvenirs align with NDB's branding.
- Arrange for the production and delivery of the souvenirs.

#### **Venue Decorations:**

- Provide necessary furniture and equipment for venue set up.
- Decorate the venue to create a professional and engaging atmosphere.
- Branded set up for taking family photographs (branded backdrop + member countries flags + NDB flag)
- Coordinate with vendors for floral arrangements, table settings, and stage décor.
- Create a selfie corner with hashtags and right branding so delegates can click and post that they are at #NDBAM25 to create interest and engagement.
- Set up a live interview space with light and the right branding so we can interview some delegates on site or report from the Annual Meeting venue.
- Put up few screens to showcase live social media feed.

#### **Navigation & Registration Desk:**

- Install signage and banners to enhance the branding and visual appeal.
- Provide directional signage and maps to guide participants within the venue.
- Arrange for clear and visible signage outside the buildings.

## **IT Requirements**

### **Common IT requirements:**

#### General

- Electricity backup solution
- IT technical specialists should be available on site during the event

#### Wireless connection:

- Users must be authenticated in the Wi-fi network
- Configuration of 3 different SSIDs: one for NDB staff (authentication by user), another for VIP guests (authentication by user) and another for guests in general (open access)
- Support 400 users for each meeting hall connected to the network

- Support to Wi-fi 6. Wi-fi must support encryption in the physical layer
- Configuration of bandwidth limitation for each user in the physical layer.  
Depending on the SSID, the bandwidth restriction will be different

Wired connection:

- Wired connections should be made available for either NDB staff network or VIP guests network, on a on-demand basis

Internet connection:

- Dedicated Internet connection of 2\*250 Mbps should be provided (2 circuits of 250 Mbps) from 2 different telecom providers guaranteeing total diversity.
- The total bandwidth of these 2 links of 250 Mbps should be load-balanced 50%/50%. In case there is a failure on one of the links, the remaining link should be used with 100% of capacity
- If the above connections are shared with other services at the venue, 2\*250Mbps bandwidth should be guaranteed to the event
- Bandwidth guarantee for NDB staff network of 100 Mbps
- Bandwidth guarantee for VIP guests network of 100 Mbps

Applications:

- Guarantee a minimum bandwidth for Zoom meeting access for NDB during this event
- Connectivity to the local printers should be provided for NDB staff and VIP guests network

## **Other requirements**

**Support for Engaging with Speakers and Q&A Sessions:**

- Engage with Speakers on the day
- Manage Q&A sessions

**Feedback and Evaluation:**

- Collect and summarize feedback about the AM

**Technical equipment:**

- professional monitor 27in 4K resolution and professional colour accuracy

**Attachment 2:**

**Venue List**

<b>Type</b>	<b>Expected Number</b>	<b>Days</b>	<b>Proposed Venue</b>
Opening Ceremony	X400		
NDB Flagship Governors Seminar	X400		
Board of Governors meeting	X40-50		
Board of Directors meeting	X40-50		
Lunch for BoG&BoD	X50		
Dinner Venue for BoD	X30-35		
President Cocktail	X120		
Holding room	X20		
Seminars	X550		
President bilateral room			
Press conference room	X50		
DG/Chiefs Room			
CSO lunch	X60		
Press Centre	30 tables & 90 chairs		
Office Space	X30-40		
Corporate Secretariat Working Room	X10		
Registration desk			
Lunch and Coffee Break for Opening Ceremony and Flagship Seminar	X400		
Meeting rooms			
President	X14		
Bangladesh	X8		
Brazil	X8		
Russia	X8		
India	X8		
China	X12		
South Africa	X8		
UAE Bangladesh Egypt	X8		

**Attachment 3:**

*Note: Described scope and quantity are tentative and can be adjusted based on actuals, subject to prior written confirmation by the parties through email.*

**Scope of Work**

<b>Party (A):</b> New Development Bank					
<b>Party (B):</b> 【event management company】					
<b>Event:</b> NDB 10th Annual Meeting					
<b>Venue:</b> Rio de Janeiro					
<b>Dates:</b> July 3-4, 2025					
Items	Description	Qty	Days / Nights	Unit Price (USD)	Amount (USD)
<b><u>Transportation and VIP halls:</u></b>					
1	Normal meet & assist on arrival/departure	50	2		
2	VIP halls meet & assist on arrival/departure	4	2		
3	Mercedes-Benz Vito or similar full day during the visit	4	5		
4	Mercedes-Benz Vito or similar airport pick-up/drop-off	2	2		
5	Sedan airport pick-up/drop-off	50	2		
6	Mercedes-Benz E Sedan car full day during the visit	16	5		
<b><u>Audio-Visual Setup:</u></b>					
7	Sound System	1	2		
8	Conference mics / Panel	1	2		
9	Podium mics	1	2		
10	Handheld wireless mics	1	2		

11	Headset wireless mics	1	1		
12	Main LED screen	1	2		
13	Media Server and Zoom control	1	2		
14	Internet Package dedicated line	2	2		
15	Create webinar Zoom Link, LinkedIn, YouTube	1	1		
16	Clicker for presentation	1	1		
17	Laptop & printer	10 +5	3		
18	Live Feed Cameras with Videographers	3	2		
19	Crane Camera with videographer and technicians	1	1		
20	Comfort Screens (LCD 65") for Head tables				
21	Light System				
22	Group Photo Lighting				
23	Audio Distributor for Media	2	2		
24	Light & Sound Interview equipment				
	<b>Interpretation Service:</b>				
25	Interpretation System + Booth	6	2		
26	Simultaneous Interpretation Recording and Copy Rights	1	2		
27	Simultaneous Interpreters (EN/AR)	2	2		
28	Simultaneous Interpreters (EN/RU)	2	2		
29	Simultaneous Interpreters (EN/PT)	2	2		
30	Simultaneous Interpreters (EN/CH)	2	2		
31	Headsets / Receivers	40 0	2		
32	Additional IR radiators/receivers				
33	Audio expander for livestreaming language				
34	REC floor language				

	<b>Venues and Meeting Rooms Requirements:</b>				
35	Stage, Speaker's Podium with a Microphone and Standing Microphones				
36	VIP Chairs for panelist	10	2		
37	VIP Side Tables for panelist	10	2		
38	VIP Fauteuil Chairs / Couches	50	2		
39	VIP Side Tables	50	2		
40	Chair for Attendees (Regular / Business)	40 0	2		
41	Name Cards for All Attendees	40 0	2		
42	Media Stage	1	2		
43	Information desks with telephone, local phone line, laptops, printers	2	2		
44	Laptop & Printer	3	3		
45	Video conference equipment with screens	3	3		
46	Power adapters (type-C)	20	2		
47	Push-to-Talk (PTT) dedicated microphones and back-end equipment	20	2		
48	Technical, sound&video engineers	3	3		
49	Navigation (Banners, posters, signs, plates identifying the venues and offices, meeting rooms and other spaces, etc.)				
	<b>Décor (Flowers + Plants):</b>				
50	Flower for Opening Ceremony, Foyer, Meeting Rooms				
51	Flower Bouquets				
52	Decoration and Draping of the Opening Ceremony				
53	Decoration of the Lunch BoG/BoD rooms				
54	Decoration of the Seminars and other side events rooms				
55	Decoration of the Pincushion Bilateral meeting rooms				

56	Decoration of the CSO/NGO meeting room				
57	Decoration of the Registration Area / Tables				
	<b><u>Branding &amp; Production:</u></b>				
58	Branding of Main Hall, Podiums, Meeting Venues				
59	LCD/Plasma Projector Screens				
60	TV Screens Inside and Outside of the				
61	Flags with 2-m with metal poles				
62	Hall Stage Branding around the screen				
63	Digital Backdrop				
64	Table for Signing Ceremonies				
65	Hall side Branding				
66	Stage for Group Photo (3 X 10 m)				
67	Backdrop Group Photo (3 x 10 m)				
68	Media Corner				
69	Branded Stands (1 x 2 m) / multiple locations				
70	Backdrop Media Wall at Foyer (4 x 8 m)				
71	Outdoor Entrance Gate for the attendees and VIPs				
72	Registration Area Branding				
73	Indoor Gates for the attendees and VIPs				
74	Pillars, Walls, Glass Doors Branding				
75	Graphic Designer				
	<b><u>Printing:</u></b>				
76	Name Tag with Lanyard (Branded)	40 0			
77	Spare Name Tag with Lanyard + for instant printing				
78	Color printers with paper				

79	Printing of A6 Cards for Q&A Panels 1-4 per paper				
80	Multi Photocopier machine with technician without paper - with laptop				
81	Printing of the booklet A4 30 Pages	40 0	1		
82	Printing of Invitation Cards, Seating Plan for Meetings and Banquet	40 0	1		
	<b><u>Documentation:</u></b>				
83	Photographers for capturing high quality photographs and sharing them virtually during the event	3	3		
84	Highlights Video Montage (3 minutes) promotional video before the event	1	1		
85	Highlights Video Montage (3 minutes) within 24 hours after the event	1	1		
	<b><u>Giveaways:</u></b>				
86	VIP Gift (TBC)	10 0	1		
87	Attendees Giveaways like (Notebook, Pens TBC)	40 0	1		
	<b><u>Security:</u></b>				
88	Certified Security Personnel	2	5		
89	7/24 Assistance Hotline Service	1	5		
90	Close Protection Security Personnel	2	5		
	<b><u>Master of Ceremonies:</u></b>				
91	MC for 2 days	2	2		
	<b><u>Others:</u></b>				
91	Local SIM cards	50	1		
92	Settlement of various payments on behalf of the NDB (Hotels, Meetings, Lunches and Dinners Facilities, etc.)				
93	Volunteers	50	5		
94	Liaison Officers	8	5		



	<b>Miscellaneous:</b>				
<b>95</b>	Unexpected Additional Expenses				
<b>Sub Total</b>					<b>USD 0.00</b>
<b>% Management Fees</b>					<b>USD 0.00</b>
<b>Total inc Management Fees</b>					<b>USD 0.00</b>
<b>VAT ( %)</b>					<b>USD 0.00</b>
<b>Grand Total in USD (inc % VAT)</b>					<b>USD 0.00</b>
	<b>Terms of payment:</b>				
	50% Advance payment to be received max by <b>xxxx, 2025</b>				
	50% Remaining payment to be settled within 30 working days from the completion of the project				
	<b>USD Bank Account Details:</b>				
	· Account Title:				
	· Account Type:				
	· Branch:				
	· SWIFT Code:				
	· Account Number (USD):				
	· IBAN (USD):				

**Attachment 2:**

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