

# 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 External Quality Assurance (EQA) Service for the Internal Audit Department (S-IA-2026-02254). 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	January 23, 2026
Notice of Intent	February 6, 2026
Deadline for Questions	February 13, 2026
Proposal Response Due	February 24, 2026
Presentation and Demonstration	February 26 – March 2, 2026
Negotiation on contract	March, 2026
Signing Contract	March, 2026

Project Kick Off	July, 2026
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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: Holly Yao

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: [yao.holly@ndb.int](mailto:yao.holly@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 180 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. NDB reserves the right to terminate the contract in case of issues observed in quality or modify the scope of services based on parameters agreed with the vendor. 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.

### **6. Conflict of Interest**

Each supplier submitting its proposal shall be deemed to have confirmed to NDB (and shall indicate the same in its proposal) that there is no existing conflict of interest with respect to it being potentially engaged to provide services to NDB. If a new or potential conflict of interest arises after NDB retains the selected supplier, each supplier agrees to promptly notify and consult with NDB. The detailed requirements can be found on the NDB's official website:

<https://www.ndb.int/wp-content/uploads/2024/02/Code-Of-Business-Conduct-and-Ethics-2024-v1.pdf>

**Attachment 1:****Service Scope (Statement of Work)****1. Scope of Services**

The External Quality Assessment (EQA) certifies that the Quality Assurance and Improvement Program (QAIP) implemented by the Internal Audit Department is achieving its objectives. It includes:

- Provide assurance to ARC that internal audit activities are performed in conformance with the IAD Charter, Policy and Guideline, and the GIAS.
- Provide support in implementing the policies, procedures, and methodology of the internal audit function by monitoring and reporting upon the consistency and effectiveness of their application.
- Evaluate the achievement of performance objectives.
- Identify and address the internal audit function's deficiencies and opportunities for improvement.
- Provide additional training, clarification, or guidance to ensure all internal audit staff are aware of, understand and are able to execute the internal audit efficiently and effectively.

The scope of QAIP covers all internal audit activities within the Bank. It covers the following areas:

- Conformance with the IAD Charter, Policy and Guidelines, and the GIAS, and auditors' acknowledgment to the GIAS & IAD Policy, Charter and Guidelines.
- Mandate, charter, outlook, methodologies, processes, risk assessment, and internal audit plan.
- Competencies and due professional care, including the sufficient use of tools and techniques, and focus on continual development.
- Functional structure and reporting line of internal audit.
- Sufficiency and adequacy of resources allocation of internal audit.
- Competencies as defined by the Bank's job description and hiring profile, and training status of internal auditors.
- Integration into the Bank's governance processes, including the relationships among those involved in positioning the internal audit function to operate independently.
- Contribution to the Bank's governance, risk management, and control processes.
- Contribution to the improvement of the Bank's operations and ability to attain its objectives.
- Ability to meet expectations articulated by the BoD, ARC, senior management, and stakeholders.
- Performance criteria and measures as well as assessment results of the multi-year audit plan; and

- Effectiveness of remediation for audit observations.

The last EQA was reported in 2021 and the Internal audit policy requires EQA to be conducted every 5 years. The report will be submitted to the ARC Committee after incorporating the explanations of the Internal Audit Division.

## **2. Resources Requirement**

- i. Qualifications or specialized knowledge/experience required:
  - Suppliers must have provided similar services to a multilateral development bank or equivalent and will be requested to provide examples of these comparable services, deliverables, or case studies (Note: the firm's internal policies or clauses of client confidentiality will be considered).. .
  - At least one member of the external assessment team must be a Certified Internal Auditor.
  - Independence: The service provider must be independent of NDB both in appearance and in substance to provide objective opinions. The service provider, its team leaders and members shall not participate in any activity or relationship that may or would impair or be presumed to impair their independence.
- ii. Performance indicators for evaluation results:
  - Timeliness and quality of work
  - Adherence to budget
  - Ability to meet pre-determined success criteria
  - Customer service and responsiveness to NDB's requests

The proposal must indicate the fees, out-of-pocket expenses (OPE) if any, the Value-Added Tax (VAT), taxes and surcharges. Proposal without these required details will not be considered.

Interested parties/vendors must ensure that the EQA scope is utilized solely for the purpose of submission of their respective proposals.

**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	