

# The New Development Bank

## Request for Proposal

**(This is not a Purchase Order)**

### 1. Introduction

The New Development Bank (NDB) is issuing a Request for Proposal (RFP) to invite qualified suppliers to provide proposals to NDB's S-AD-2026-02287 Event Management Services for the NDB 11th Annual Meeting in Russia 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	February 12, 2026
Deadline for Questions	March 2, 2026
Proposal Response Due	March 3, 2026
Presentation and Demonstration	TBD
Negotiation on contract	TBD
Signing Contract	TBD
Project Kick Off	TBD

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

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

#### **3.1 Contact Information**

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

Name: Ivan Nepeivoda

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

中国上海浦东新区国展路 1600 号，新开发银行总部大楼 26 层

Email: [nepeivoda.ivan@ndb.int](mailto:nepeivoda.ivan@ndb.int) ( CC [ustinova.marina@ndb.int](mailto:ustinova.marina@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 **RUB ( with total amount indication in USD)**; the exchange rate should be clearly defined. **The price shall be inclusive of applicable taxes (if not, please specify)**; other charges shall also be clearly defined.

### **3.7 Validity Period**

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

### **3.8 RFP Amendments**

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

### **3.9 Sub-contractor**

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

### **3.10 Award Notification**

NDB will negotiate with all shortlisted suppliers before deciding the winning supplier. NDB reserves the right to negotiate further with the winning supplier before or in the contracting

process. The award notification is sent to the winner online in the e-procurement system. NDB is not obliged to notify the bid outcome to unsuccessful suppliers.

#### **4. Evaluation Criteria**

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

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

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

The following are the main factors in the evaluation.

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

##### **ii. Project Management**

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

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

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

##### **iii. Pricing**

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

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

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

#### **v. Support and Maintenance**

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

### **5. Contract**

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

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:**

## **Indicative Services**

### **NDB 11<sup>th</sup> Annual Meeting**

**Venue:** propose 2-3 options in Moscow city center.

**Number of guests:** Provide two options for up to 300 and up to 400

**Indicative dates:** May 12-May 16, 2026

**Tentative high-level agenda:**

May 12/13 -arrival

May 14 – opening ceremony/flagship seminars

May 14/15 seminars and meetings

May 15/16 - departure

## **Admin Requirements**

**Planning and preparation:**

- Event management planning
- Overall supervision and liaison with the third-party vendors
- Communication with the relevant authorities of the host country or host city to ascertain the requirements for event organization and provide appropriate recommendations

**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.
- Ground transportation for Advanced Team before and during the annual meeting.
- Ground transportation for volunteers, if necessary.

**Translation and interpretation service**

- Simultaneous interpretation and booth for:
  - Opening Ceremony
  - Flagship Seminar
  - Closed Session BoG Meeting
  - Press release

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.
- Headsets requirement: headsets for the Opening Ceremony and Flagship Seminar, and 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. and manage their on-site distribution and placement.
- Produce invitation letters or cards for the luncheon or dinner and manage the RSVP process accordingly.
- Engage with protocols of the host country to prepare sufficient flag poles and table flagpole in the meeting venues including bilateral meeting room if needed.
- Prepare signing table and stationaries for signing ceremony.
- Plan and execute the overall seating layout and directional signage for the entire opening ceremony hall.
- Design and manage exclusive VIP circulation routes, security fast-track channels, and fully-equipped VIP lounges (with attendants, refreshments, stationery, and coat racks).
- Provide a detailed formation plan and on-site management for the official group photo.
- Deploy adequate on-site protocol personnel for continuous guest guidance, seating management, and VIP area maintenance.

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

- **Meeting Venue:**
  - 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 badge categorization solutions with identification of different types of participants and corresponding access control approach.
  - Provide staff to take care of the registration, accreditation and badge distribution during the event.
  - Provide staff to assist participants with inquiries and directions.
- **Airport:**

- Set up branded information desk both at the domestic and international arrival terminal of the airport (according to the delegates arrival schedule).
- Provide staff to assist participants with inquiries and directions.
  - o **Hotel:**
- Set up branded information desk at the hotel where the Governors, President of the Bank, NDB Staff and meeting participants are staying.
- Provide staff to assist participants with inquiries and directions.

**Stage and Sound Equipment:**

- List of equipment and furniture required for the Opening Ceremony, Governor's business session, seminars, President's press conference, meeting with CSO/NGO representatives (TBC), as well as office for Governors, President and bilateral meeting rooms are specified in the scope of work (SOW) (Attachment).
- Ensure stable and reliable power supply for equipment and devices used for the Annual Meeting.
- Ensure appropriate lighting and audio-visual setup.

**Security Management Support:**

- Deploy high level 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 events , ensuring their safety and security.
- Assist with the access control of the meeting venue and responsible for the access control of closed events.
- Collaborate with the local authorities, law enforcement, police force and other security agencies to ensure the security of the event.

**Volunteer Management Support (Optional, to be proposed by the event management company if needed):**

- 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 covering the transportation and meals during their voluntary service period.
- Design and produce the Volunteer Certificate using Annual Meeting's key visual.

**Media Requirements**

**Media support:**

- Media relations: assist with targeting/selecting media and journalists, invite journalists, assist journalists with registration/accreditation, 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 (optional, TBC).
- Assist with handling media requests, acting as a contact point for the media.
- Provide immediate media monitoring in the run-up, during and after the event and reporting on the AM media coverage. (Media monitoring reports should include summaries of items both in Russian and English).
- Develop an engaging paid news feature item in a Tier 1 newspaper (TBC).
- Dedicated staff/team for handling media support.

**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, and the event hashtags etc. to facilitate engagement. (TBC)
- Do paid promotions on NDB's social media within an agreed budget but using the vendor's own payment modality. (TBC)
- Dedicated staff/team for editing real time photo and video content in different formats for social media (stories, reels, landscape formats, etc.).

**Content development support:**

The following videos will be developed for social media purposes:

- A 2-minute curtain-raiser video to announce NDB's 11<sup>th</sup> Annual Meeting (to be ready 2 weeks before the event; reference videos: [2025 curtain-raiser video](#); [2024 curtain-raiser video](#))
- A 5-6 minute wrap-up video capturing the highlights of NDB's 11<sup>th</sup> Annual Meeting (to be ready 1 week after the event; reference videos: [2025 wrap-up video](#), [2024 wrap-up video](#))
- Edited speeches of important speakers – President Rousseff, Governors, keynote speakers, other leaders. (Reference examples: [\(1\)](#), [\(2\)](#), [\(3\)](#))
- Short interviews/video bites of guests, speakers, volunteers talking about the Annual Meeting (Reference examples: [\(1\)](#))

**Photo/Video Support:**

- Hire professional photographers and videographers to capture the event.
- One photographer and one videographer should be always available for the Bank's needs.
- A roving cameraperson with audio equipment to capture short interviews, testimonials, experiences, behind-the-scenes and candid 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 platforms used by the Bank.
- 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.

- Prompt delivery of photo/video materials to facilitate event coverage.

**Branding:**

- Develop the event's key visual and branding, consistent with the Bank's overall approach to its corporate 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 #NDBAM26 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 (TBC, optional).

**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:
  - Connection to the wireless or wired network must be authenticated according to the requirements of each SSID, which will be informed by NDB at due time
- Configuration of the following SSIDs:
  - o NDBAnnualMeeting
  - o NDBDelegates
  - o NDBStaff

- NDBPress
  - RussiaSupportAnnualMeeting
  - NDBDevice
- Support 400 users for each meeting hall connected to the network
- Support to Wi-fi 6 and Wi-fi 6e. Wi-fi must support encryption in the physical layer
- Configuration of bandwidth limitations for each user in the physical layer. Depending on the SSID, the bandwidth restriction will be different
- Configuration of bandwidth limitation for each SSID in the physical layer. Depending on the SSID, the bandwidth restriction will be different
- Configuration of bandwidth limitations for applications. The applications that require such configuration will be informed by NDB at due time
- Configuration of a threshold for the maximum number of devices to be connected with the same username to each SSID. Such parameters will be informed by NDB at due time
- **Wired connection:**
- Wired connections should be made available on a on-demand basis. The networks which will need such connections will be informed by NDB at due time
- Connectivity to the local printers should be provided with wired connections
- **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 for the event
- 2 NGFW must be deployed in Higi Availability mode between the Internet and the Local Area Network of the event (being wireless or wired), in order to protect the internal networks from external threats from the Internet. Specific firewall rules will be communicated by NDB at due time.

**Attachment 2:****Venue List**

**Proposed volume is tentative, to be clarified further.**

Type	Expected Number	Days	Venue
Opening Ceremony	X400 ( 300)		
NDB Flagship Governors Seminar	X400 (300)		
Board of Governors meeting	X40-50		
Lunch for BoG	X50		
President Cocktail	X120		
Holding room	X20		
Seminars	X550 (300)		
President bilateral room	X20		
Press conference room	X50		
DG/Chiefs Room	X30		
CSO lunch	X60		
Press Centre	30 tables & 90 chairs TBC		
Office Space	X30-40		
Corporate Secretariat Working Room	X10		
Registration desk			
Lunch and Coffee Break for Opening Ceremony and Flagship Seminar	X400 (300)		
President	X14		
Brazil	X8		
Russia	X8		
India	X8		
China	X12		
South Africa	X8		
UAE	X8		

Bangladesh	X8		
Egypt	X8		
Algeria	X8		
Ethiopia	X8		
Colombia	X8		
Uzbekistan	X8		

**Attachment 4:**

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



Tentative volume  
breakdown.xlsx

**Attachment 3:**

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