

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 *NDB HQ AHU, Pumps and Water Treatment System Maintenance Service (2024)* 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	Jan 22, 2024
Notice of Intent	Jan 23, 2024
Deadline for Questions	Feb 5, 2024
Proposal Response Due	Feb 22,2024
Presentation and Demonstration	TBD
Negotiation on contract	TBD
Signing Contract	TBD
Project Kick Off	TBD

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

3. Instruction to bidders

3.1 Contact Information

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

Name: Iris Wang

Address: 26th 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: 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:

The New Development Bank (NDB) is issuing a Request for Proposal (RFP) to invite qualified suppliers to provide proposals to NDB's **AHU, Pumps and water treatment system maintenance service** project. Please refer to the following information for detailed requirements.

1. Service Scope

Sr. Number	Service Content
1.	AHU&PAU units yearly planned preventive maintenance.
2.	AHU&PAU units auto control test
3.	Fire pump, water supply and drainage pump, domestic water pump, air conditioning pump, annual preventive maintenance
4.	Control switching test of fire pump, water supply and drainage pump, domestic water pump, air conditioning pump, etc
5.	Annual preventive maintenance and testing of 2 sets of domestic water systems.
6.	Annual preventive maintenance and testing of 9 sets of air conditioning water dosing system
7.	1 set of annual preventive maintenance and test of rainwater collection and reuse water treatment system.
8.	Preventive maintenance and testing of 3 sets of landscape pool water feature processing integrated machine equipment system.
9.	Annual drinking water quality inspection
10.	Emergency repair and response service
11.	Material, spare parts and consumable of annual PPM

2. PPM work content, frequency and technical requirement



AHU& Pumps PPM
work content



Water Treatment
PPM work content

3. Equipment List

System	Asset Description	Quantity
AHU	AHU	39
PAU	PAU	12

Air Purify	Photocatalyst	54
Domestic Water	Water Pump	11
	Control Panel	7
	Water Tank	3
	Filter	3
	UV Sterilization	2
	Analyzer	2
Automatic Reagent Feeding	Automatic Reagent Feeding	9
Rainwater/ Reclaimed Water	Pump	7
	Water Tank	5
Landscape	Water Pump	5
	Water Treatment	3
	Control Panel	2
Air-conditioning	Water Pump	28
Plumbing	Drainage Pump	82
Fire Fighting	Fire Pump	23

4. Maintenance service requirements

- 4.1** The service scope of this project includes planned preventive maintenance services for AUH, Pumps and Water treatment system in the headquarters building of New Development Bank.
- 4.2 Provide personnel who meet service requirements for maintenance and repair services and have the ability to offer technical support and spare parts provided by original factory.
- 4.3 Provide maintenance services regarding to local regulation and manufactory requirement.
- 4.4 Regular maintenance services: The bidder shall carry out maintenance according to the requirements, dates and items specified by the tenderee, to ensure good service quality and compliance with relevant local regulations.
- 4.5 The bidder shall arrange regular maintenance work outside the normal working hours. Unless urgent repairs are required, personnel arrangements must be made in advance.
- 4.6 The bidder is required to provide 24-hour accessory supply service throughout the year and provide free door-to-door delivery.

- 4.7 The bidder shall analyze and evaluate the system equipment based on the on-site situation, and develop various plans to improve the safety, operational performance, aesthetics, and operability of the equipment.
- 4.8 The bidder shall provide annual, quarterly maintenance service reports, provide a detailed summary of the equipment operation status within a maintenance service cycle, and provide suggestions and plans for major repairs and renovations to the tenderee.
- 4.9 The relevant tools and equipment required for the bidder's repair and maintenance work shall be prepared by the bidder themselves, and the tenderee shall not be responsible for purchasing or leasing such tools and equipment for the bidder.
- 4.10 If the tenderee organize big events, the bidder shall provide professional technical personnel to provide on-site support services, and the fees are included in this contract and will not be charged separately.
- 4.11 The bidder must strictly abide by the relevant rules and regulations of the tenderee.
- 4.12 The bidder must ensure the normal operation of the equipment. If the maintenance of the bidder fails to meet the agreed maintenance standards or requirements, the tenderee has the right to refuse to sign the maintenance record.

5. Repair and response requirement

- 5.1 When there is a facility malfunction, the bidder shall carry out repair troubleshooting. If the bidder's maintenance cannot meet the user requirements, the tenderee can invite another qualified unit to carry out the maintenance. All expenses incurred during this period shall be borne by the bidder, and the bidder must continue to fulfill its maintenance responsibilities and obligations.
- 5.2 The bidder shall provide qualified personnel to provide maintenance and repair services, and shall have the ability to offer technical support and spare parts provided by the original factory.
- 5.3 If the tenderee discovers any malfunction or abnormal operation of the maintenance equipment, they shall notify the bidder to dispatch competent personnel to deal with it as soon as possible. The bidder promises to arrive at the site within 2 hours after receiving notice from the tenderee. And complete the repair within 4 hours.

5.4 if the bidder fails to resolve the facility malfunction within 24 hours, the bidder shall submit a written report to the tenderer, explain the reason, propose a maintenance work plan, and negotiate with the tenderer to solve the problem.

6. Environmental requirements

6.1 It is necessary to strictly follow the environmental protection operating procedures for product maintenance, recycle, register, sort, utilize, temporarily place, and dispose of the waste submitted by the maintenance station, and deliver it to the designated location or department.

6.2 During the repair and maintenance process, maintenance personnel are strictly prohibited from polluting the environment with pollutants (liquids). Maintenance personnel must place waste parts and vulnerable parts separately in the designated waste storage points of the user for easy recycling or disposal.

6.3 Maintenance personnel must ensure that they do not leave the repair site until general faults are eliminated, the surrounding environment is cleaned, waste disposed of in a standardized manner, and repair tools are taken with them.

7. Safety work requirements

7.1 The on-site/appointed staff of the bidder must hold a certificate to work and must wear necessary labor protection equipment (labor protection equipment provided by the bidder) during operation and use tooling and tools correctly.

7.2 The bidder must set up safety warning signs, fences, etc. on-site during maintenance operations, and meet on-site safety requirements.

7.3 Maintenance personnel must hold a certificate and keep the original documents for reference.

8. Vendor Qualification

8.1 The bidding unit must have a corporate business license with a unified social information code, and the business scope includes the relevant content of this project.

8.2 The bidding unit must have safety production license.

8.3 The bidding unit must have the necessary capabilities to fulfill the contract, have experience in managing and maintaining, and have projects under maintenance.

8.4 The bidding unit must pay taxes and social insurance in accordance with the law.

9. Proposal Format

Volume 1 – Main Proposal

- Section 1 Executive Summary
- Section 2 Company Profile, certificate and project experience
- Section 3 Technical Section
- Section 4 Project Management Section
- Section 5 Support Section

Volume 2 – Price Proposal

Price proposal shall use the price template provided below, it should be separate but integral part of the proposal. The currency is CNY.

✚ Price Template refer to :



AUP&PUMPS PRICE
TEMPLATE



Water Treatment
Price Template

Attachment 2:

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