



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 for 5th Annual Meeting in Rio de Janeiro project. Please refer to the following information or attached TOR (Service Scope) for detailed requirements.

Those interested and qualified companies please register into NDB's e-procurement system to be **NDB's registered suppliers** and participate in the bidding process (**please be noted 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 noted 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 timely.

Activity	Date
Distribution of RFP	Jan 13 th ,2020
Deadline for Questions	Jan 20 th , 2020
Proposal Response Due	Jan 29 th , 2020
Procurement Committee Internal Discussion	Jan 31 st , 2020
Recommendation of Hiring for Management	Feb 3 th -5 th , 2020
Letter of Intent	Feb 6 th - 7 th , 2020
Project Kick Off and Meeting with the Hired Supplier	Feb 10 th , 2020
Signing Contract	Feb 14 th , 2020

3. Instruction to bidders

3.1 Contact Information

Please use the following contact information for all correspondence with NDB concerning this RFP. **Suppliers who solicit information about this RFP either directly or indirectly from other sources will be disqualified.**

Mr. Ivan Nepeivoda

Address: 33rd Floor, BRICS Tower, No. 333, Lujiazui Ring Road, Pudong, Shanghai

上海浦东陆家嘴环路 333 号，金砖大厦 33 层

Email: nepeivoda.ivan@ndb.int

3.2 Submission of Proposals

Proposals shall be prepared in English. Both hard copy and electronic version is acceptable. Hard copy (6copies at least) is **optional** and shall be sent in sealed covers. Electronic version is **obligatory** and shall be sent to the above contact person with protection (password).

For submission of proposal, the qualified suppliers should register to NDB's e-procurement system to be **NDB registered suppliers** (subject to NDB's internal approval) in advance. 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/data-and-documents/corporate-procurements/>)

The mentioning of deadline, due time, closing date, etc. 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. Vendors should refer to the specific RFP paragraph number and page and should quote the questioned passage. NDB will be prompt in responding to questions. All questions will be responded to as a group and sent to all vendors.

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 vendors.

3.5 Proposal Costs

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

3.6 Proposal Format (if applicable)

NDB recommends that the proposal should contain two parts as follows. **The vendor may choose other format if you desires so.**

Volume 1 – Main Proposal

Section 1 Executive Summary

Section 2 Functional Section

Section 3	Technical Section
Section 4	Project Management Section
Section 5	Support Section

The above format is only a recommendation. Suppliers could use other formats if you desire so.

Volume 2 – Price Proposal – Should be separate but integral part of the proposal. The currency is USD; if quoting in other currencies, the exchange rate should be clearly defined. **The price shall be inclusive of applicable taxes (if not, please specify)**; and other charges shall also be clearly defined. Note: The payment will be done by international wire transfer, then NDB recommends that the tax fee must be included in the proposal, with respective details. Payment terms applicable - not less than 30 days.

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 vendors who are going to complete a proposal.

3.9 Sub-contractor

NDB expects to negotiate and sign contract with one winning vendor. NDB will accept only complete solutions from a primary vendor, and will not accept any proposals that are on only one item or a combination of items from the RFP. The prime vendor 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 vendor and a subcontractor.

3.10 Award Notification

NDB could negotiate with all shortlisted suppliers before deciding the winning vendor. And NDB reserves the right to negotiate further with the winning supplier before and in the contracting process. The remaining vendors will be notified in writing of their selection status.

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 eliminated without further consideration. 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 meet the mandatory requirements as listed in this RFP.

The following are 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. Vendors 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, vendors must demonstrate adequate experience in developing and implementing the requested project. NDB's confidence in the vendors' ability to meet deadlines and successfully manage similar projects will be a primary consideration.

Special consideration is given to vendors 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 vendors will be carefully examined. Price will be used as a final indicator for determining the vendor finalists when all other criteria have been normalized.

iv. Presentation and Demonstration

The results of Presentation and Demo 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, vendors should provide adequate information to demonstrate their capabilities to fulfill this task.

5. Contract

The participant shall review the service agreement template provided by NDB in advance. The use of NDB's version of the agreement is preferable. Template agreement and general terms and conditions can be found on the NDB's official web-site <https://www.ndb.int/data-and-documents/corporate-procurements/>

Indicative Service Scope

Event: NDB Annual Meeting 2020

Date: April, 18th-20th, 2020

City: Rio de Janeiro

Venue: Fairmont Hotel – Atlântica Ave., 4242 – Copacabana

Participants: 100-500 (Minimum and maximum according to each day schedule)

Please visit the website of the last Annual Meeting in Cape Town:

<https://www.ndb.int/ndb-4th-annual-meeting/>

General Guidelines

The suppliers who will participate in this bidding process, must present the unit and total values for each item listed below (Annex A) and may include other items (goods or services) that they consider relevant to the event, being at the discretion of the NDB the inclusion of the scope or not such services.

NDB recommend the suppliers to make a technical site visit to be aware of the facilities as well as the requirements set by the hotel for holding events.

Customers references should be given (at least two) to customers who have been provided similar services to this proposal.

Find Attached:

ANNEX A – GOODS AND SERVICES

ANNEX B – FUNCTION ROOM PROPOSAL

ANNEX C – MEETING ROOM MAP

SERVICE AGREEMENT TEMPLATE – SEPARATE FILE

ANNEX B – FUNCTION ROOM PROPOSAL

Price

Item	Good/Service	Unit *	Price**** USD	Price BRL	Amount
1	EVENT PLANNING	1			
2	3D PROJECT PRESENTATION	1			
3	CERIMONIALIST AND PROTOCOL: MC and team	2			
4	MAILING LIST - RSVP	1			
5	UNIFORMED RECEPTIONISTS/VOLUNTEERS: support staff needed to support the opening ceremony, seminars, press conference, registration, accreditation, etc.	1			
6	VALLET SERVICE	5			
7	PRIVATE SECURITY	1pc			
8	AUDIO- SERVICES**: Audio recording for public events, such as Keynote Session	1pc			
9	PHOTO/VIDEO SERVICES: For shooting of events of opening ceremony, seminars, Board of Directors meeting, 4th annual meeting of the NDB Board of Governors and press conference				
9.1	Photographer (professional and equipment)	3			
9.2	Video crew (professionals and equipment)	3			
9.3	Photo/video-shooting briefing and onsite management for express delivery	1			
9.4	Content selection and simple cutting with caption excluding animation or other effects.	1			
9.5	Editing and production of several short video clips (2 minutes) with narration (Standard English) about the Annual Meeting	1			
10	BRANDED ITEMS (designer and production)				
10.1	Regular Goods: branded bag, paper folder, background materials (booklet/printouts), pen, notepad, letterheads, invitation for the Host country dinner, badge and badge ribbon, table name-card, airport pick-up plate, etc	1pc			
10.2	High Level Gifts	50			
10.3	Token gifts for ordinary guests	300			
11	SIMULTANEOUS TRANSLATION (English, Russian, Portuguese, Chinese): professionals and equipment	1pc			
12	TRANSPORTATION (available full time): For transfers AIRPORT>HOTEL>AIRPORT, external meeting if need as well as on-site duty manager.				
12.1	Sedan Cars for VIPs (like Fusion, Corolla, Elantra)	6			
12.2	SUV Cars for Staff Team	2			
12.3	Bilingual Drivers (English speaking)	8			
12.4	Airport Receptive (VIPs and Guests)	5			
13	DECORATION AND VISUAL COMMUNICATION*** (designer, production, setting up): Proper decoration, equipping and branding of venues, including set up of stages, all meeting and operational rooms, reception & information desks and other spaces, placement of backdrops, roll-ups, flags, signs and	1pc			

	navigation, LED screens (inside and outside rooms), illumination, etc. Procurement and delivery of standing flags and poles of BRICS country flags as well as NDB flags for room decoration Adaptation and adjustment of some designs for specific dimensions could be required				
14	STACIONARY SUPPLIES	1pc			
15	COMMUNICATION EQUIPMENTS (internal communication radios)	1pc			
16	OTHER GOODS AND SERVICES				
17	GENERAL COSTS				
18	DUE TAXES (ECAD, ART, IOF)				
		TOTAL			

IMPORTANT NOTES:

***Quantity of the units can be adjusted. The vendor shall to provide their vision of the quantity per each items depends on the experience and concept.**

****The hotel has its own authorized supplier for audio and visual equipment's**

*****All graphic materials must follow the NDB Manual Branding**

******Please inform the exchange used**

For the reference, you can find photos from previous – 4th Annual meeting events by the link:
<https://www.ndb.int/newsroom/gallery/>

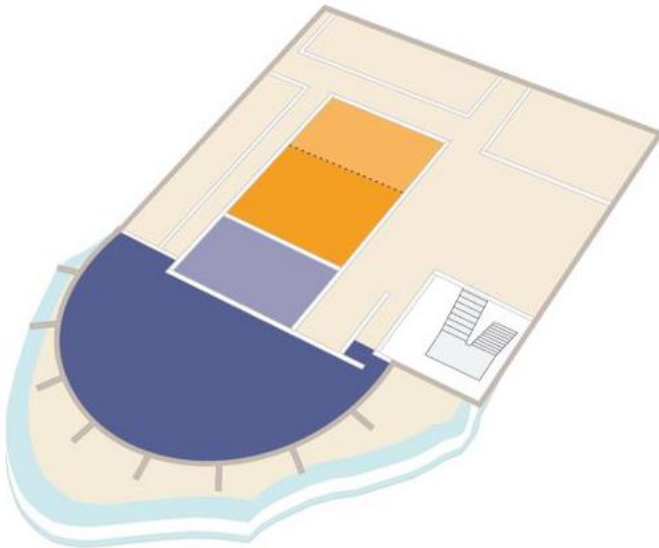
ANNEX B – FUNCTION ROOM PROPOSAL



Function	Capacity	Remarks
Plenary Meeting	400-500	Classroom style set-up preferred
BoG & BoD Meeting	50	Long table set-up with two rows on each side
Seminars	200	Classroom style or round table set-up
NDB President's Press Conference	60	Classroom style set-up
VIP Holding Room	20	Sofa and small table
Side Events	80	
BoG Family Photo		
Seated Lunch for Participants	300-400	Round table set-up
NDB President's Cocktail Reception	150-200	
BoG & BoD Lunch	50	Plated luncheon, round table set-up
NDB President Bilateral Meeting Room	20	Long table set-up
Bilateral Meeting Room	16	Long table set-up
Bilateral Meeting Room	16	Long table set-up
Bilateral Meeting Room	16	Long table set-up
Corporate Secretariat Office		
Operations Office	50	Long table set-up as well as work stations
Event Management Vendor Office		
Registration Booth		

ANNEX C – MEETING ROOMS MAP

CONVENTION AND MEETING CENTER

5th Floor



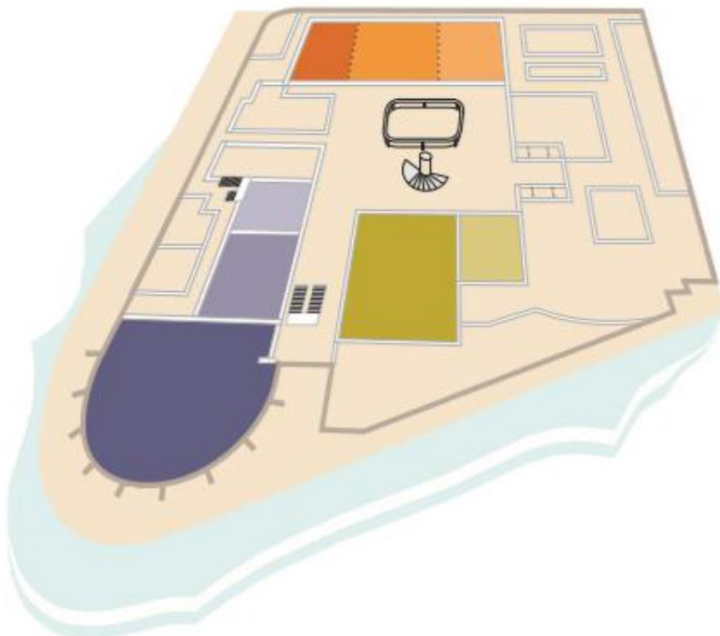
-  CORCOVADO II (MEETING ROOM 3)
-  CORCOVADO I (MEETING ROOM 2)
-  PARQUE LAGE (MEETING ROOM 1)
-  PÃO DE AÇÚCAR (BOARD MEETING)



RIO DE JANEIRO COPACABANA

CONVENTION AND MEETING CENTER

4th Floor



-  RIO DE JANEIRO I
-  RIO DE JANEIRO II
-  RIO DE JANEIRO III
-  GÁVEA (MEETING ROOM)
-  ARPOADOR (MEETING ROOM)
-  BOTAFOGO
-  FLAMENGO
-  COPACABANA