

## 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-COMP-2021-00353 Onsite Support for Screening Check. Please refer to the following information or attached TOR (Service Scope) for detailed requirements.

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	Sep 16, 2021
Deadline for Questions	Oct 7, 2021
RFP Submission Deadline	Oct 11, 2021
Demo for Qualified Bidders	TBC
Signing Contract	TBC

#### 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: 33<sup>rd</sup> 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](mailto:nepeivoda.ivan@ndb.int)

### 3.2 Submission of Proposals

Proposals shall be prepared in English or bilingual (English and Chinese). Electronic version shall be sent with protection (at least with password) by email keeping following recipients together:

[nepeivoda.ivan@ndb.int](mailto:nepeivoda.ivan@ndb.int) ; [zhang.huawei@ndb.int](mailto:zhang.huawei@ndb.int); [wang.huaxue@ndb.int](mailto:wang.huaxue@ndb.int);

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.

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

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.

### 3.7 Validity Period

The proposal including pricing quotation shall be valid at least for 90 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.

Payment terms should be not less than 30 days.

**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.

## **NDB Project on Sanctions Screening Desk**

As a multilateral development bank mandated to mobilize resources for infrastructure and sustainable development in BRICS member countries, NDB ensures highest integrity and ethics standard in its day-to-day business and operations.

The over-arching approach of the Bank is to comply with international sanctions regimes (including those imposed by UN) applicable for its operations. Further, as a responsible player in international financial markets, the Bank is also guided by regulations that all its counter-parties are required to comply with, as incorporated in its contractual terms and condition.

To fulfill the commitment towards sanctions compliance, the operational mechanisms such as screening procedures have been established. The Bank uses the subscribed database (comprising sanctions lists published by international organizations such as UN) to monitor compliance risks arising from sanctioned territories/entities/individuals, and undertakes only such transactions that comply with applicable regulatory requirements.

To further enhance the screening process, the Bank intends to create a sanctions desk which shall be run by a qualified outsourced team and supervised by the Compliance Department. The desk shall be established as a centralized solution to discharge the screening responsibility for all activities engaged by the bank, including project financing, treasury and procurement etc.

### **Roles and Responsibility:**

- 1) Screening via the database subscribed by the Bank
  - Conduct screening for project entities & individuals throughout the entire process of the project financing;
  - Conducting screening for contractors & suppliers at the time of project disbursement;
  - Conduct screening for treasury counter-parties at the time of on-boarding;
  - Conduct screening for procurement vendors at the time of on-boarding
- 2) On-going monitoring via the database subscribed by the Bank
  - Conduct on-going monitoring for entities & individuals identified in high-risk projects, e.g. inputting the entity & individual information into the database, monitoring the daily email alerts and reporting any sanctions issues to Compliance Department in a timely manner etc.;
  - Conduct on-going monitoring on adverse news of high-risk projects;
- 3) Records and Documentations
  - Update and maintain all the screening records for activities engaged by the Bank;
  - Provide regular update / report / summary of screening results to Compliance Department;
  - Maintain the screening documentation for demonstrating due diligence relating to adverse media
- 4) Review of Screening Check
  - Facilitate Compliance Department to conduct regular testing / review / audit to evaluate the screening process at periodic intervals;

- Implement technology enhancements to the screening process on an ongoing basis;

### **Basic Requirements**

- 1) Similar experiences of service offerings to multinational organizations (experiences of offering to other multilateral organizations will be a plus);
- 2) Familiar with the international sanctions regimes, such as those imposed by UN, US/OFAC and EU;
- 3) Familiar with the widely-adopted databases used screening check, such as World-check and Factiva;
- 4) Onsite manpower support with remote supervision is preferred;
- 5) Maker-checker control for the screening process is required;
- 6) Able to identify the operational deficiencies and offer advice to continuously enhance the process (including but not limited to efficiency and accuracy of screening check, records maintenance and automations etc.) on an on-going basis.