

New Development Bank
Request for Proposal
(This is not a Purchase Order)

1. Introduction

New Development Bank (NDB) is issuing a Request for Proposal (RFP) to invite qualified suppliers to provide proposals for NDB's Payroll Service for 2022~2025. Please refer to the following information and attachments for detailed requirements.

Each interested party must submit their proposal in response to this RFP to the contact person listed below by June 20, 2022, 5:15pm CST. NDB will appoint the service provider in accordance with internal policies and guidelines. NDB at its sole discretion reserves the right to reject proposals in accordance with its internal policies and guidelines.

2. RFP Schedule

Please note that the following activities would 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	June 6, 2022
Deadline for questions if any	June 13, 2022
Proposal Response Due	5:15pm CST June 20, 2022
Signing Contract	TBD (estimated in September 2022)
Project Kick Off	TBD (estimated in October 2022)

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.**

Contact Person:

Ms. Holly Yao

Address: NDB Headquarter, 1600 Guozhan Road, Pudong New District, Shanghai, China

上海市浦东新区国展路 1600 号，新开发银行总部大楼

Email: yao.holly@ndb.int

Tel: +86-21-80214489

3.2 Submission of Proposals

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

The mentioned deadline, due time, closing date, etc. herein means Beijing time (CST) and during NDB's business hours from 9:00AM to 5:15PM on weekdays.

3.3 Questions

Questions should be submitted in writing by e-mail. Prospective vendors should refer to the specific RFP paragraph number and page and should quote the questioned passage. NDB will be prompt in responding to communicated questions.

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 prospective vendors.

3.5 Proposal Costs

NDB is not liable for any costs incurred by the prospective vendors in the preparation and/or submission of the proposal.

3.6 Proposal Format (Suggested)

NDB recommends that the proposal should contain the following (at minimum):

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 for a period of at least 90 days.

3.8 RFP Amendments

New Development Bank reserves the right to amend this RFP any time prior to the closing date. In the case of such an event, prospective bidders will be notified, and amendments will be issued only to those prospective vendors with intent to complete a proposal for submission to NDB.

3.10 Award Notification

NDB may negotiate with all shortlisted prospective vendors before deciding on the winning vendor. NDB reserves the right to negotiate further with the winning vendor before and in the contracting process. The remaining vendors will be notified in writing of their application status.

4. Evaluation Criteria

The proposals will be reviewed and evaluated by NDB's team in accordance with the related policies and guidelines on the six principles of Economy, Efficiency, Competition, Transparency, Value for Money, fit for Purpose as contained in NDB's corporate procurement policy. NDB is interested in obtaining a complete solution for the requirements contained in this RFP. Sub-contracting is not permitted. 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. Prospective 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, prospective 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 would be 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

Presentations and Demo's provided by prospective vendors will be considered and evaluated.

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.

Terms of Reference:

Payroll Process Service

1. BACKGROUND AND OBJECTIVE

The New Development Bank (“NDB” or “Bank”) is a multilateral development bank established by five countries (Brazil, Russia, India, China, and South Africa - BRICS) to mobilize resources for infrastructure and sustainable development projects in our member countries and other emerging economies, as well as in developing countries. The Bank expanded its membership and welcomed three new member countries: UAE, Uruguay, and Bangladesh, in 2021.

During the sixth BRICS Summit in Fortaleza (2014), the leaders of the five countries signed the Agreement establishing the NDB. The Bank started its operations in July 2015 with the opening of its headquarters in Shanghai, China (“HQ”). The Bank also operates regional offices in members countries which include: Africa Regional Centre in Johannesburg, South Africa; Americas Regional Office in Sao Paulo, Brazil with a sub-office in Brasilia, Brazil; Eurasian Regional Centre to be opened in Moscow, Russia; and Indian Regional Office is opened in Gandhinagar, India). Further information on the Bank’s activities can be found at the NDB website www.ndb.int.

The Bank is exploring a global payroll service provider which shall be capable to operate and manage global payroll process of the Bank and make salary payments globally through local transfer and cross-border remittances. The payroll service provider is expected to have local offices preferred at Shanghai and/or Hong Kong. The NDB payroll process shall cover the President, Vice Presidents, staff members, Short-Term Consultants, Secondedes, and Interns (“Personnel’), who are based in our headquarters in Shanghai and our regional offices as mentioned above. The current number of personnel in total is 206, while 200 are staff members.

2. PAYROLL PROCESS

The principles for the payroll process include, but are not limited, to the following:

- The payroll process is managed by the Human Resources Department of the Bank in headquarters in Shanghai for Personnel.
- The payroll payment is made in USD currency.
- Payroll schedule is semi-monthly or monthly as determined by the Bank. The dates for making the payments to the individual salary accounts could be the 15th and the last day of the month unless the date falls on a weekend or a public holiday observed by the Bank, in which case the payroll payment shall be made on the

nearest business day preceding or succeeding that date, or otherwise as determined by the NDB from time to time.

- Staff members' regular gross salary usually includes base salary and supplementary allowance.
- The regular deductions from the gross salary of staff will include staff's contribution to medical insurance and to the staff retirement plan.
- The salary payments are credited to the individual staff members' Bank of China Hong Kong bank accounts, Bank of China accounts in Mainland China (Shanghai Branch or others), or personal bank accounts in any countries.
- Individual staff members can have up to two salary bank accounts to receive salary payments from the NDB. The salary payment in one payroll cycle can only be made in full to one salary bank account each month, and the salary payment in another payroll cycle goes to another bank account, or vice versa.

3. SCOPE OF SERVICE

The payroll service scope includes, but is not limited, to the following:

- Complete administration and management of the payroll process of the Bank, including payroll calculation, accrual calculation, payroll data checks, and salary payment
- Make payroll calendar based on the public holidays in related countries and submit to NDB HRD for review and approval.
- Administer and calculate benefits payments to the vendors for Insurance, Staff Retirement Plan, and Post-Retirement Plan. Prepare and submit detailed reports for each benefit for payments to the vendors.
- Provide payroll reports for each pay period and ensure the payments are made timely and accurately.
- Make overseas and domestic transactions to disburse salary payments to individual staff members' salary bank accounts from selected vendors' bank account with BoC HK or any other bank as requested by the NDB from time to time. Prepare and check bank files as per the requirements of paying bank.
- Track the salary payments to ensure the successful delivery to individuals' salary bank accounts.
- Provide online pay slips to all staff members.
- Integration capability of the payroll software/system of the payroll service provider with the HRMS software/system (SuccessFactors) of the Bank for seamless transfer of information related to the annual base salary, supplementary allowance, attendance, leave, etc. of a staff member.
- Ensure data backup, including System data backup, disaster recovery & backup disk management.
- Provide all relevant reports and documents in the payroll area on a timely basis, as and when required, i.e., payroll variance report, annual report, salary proof, tax

- letter, etc.
- Provide all support services such as system, payroll slip, message notification, call center, etc., in English.
 - Accountable for payroll and benefits related questions.
 - Have knowledge and experience in international payroll practices. Update government policies and regulations related to the NDB payroll process and provide recommendations to align with the best practices in the market.
 - Ensure compliance related to confidentiality, privacy, and other obligations.
 - Ensure compliance to NDB internal and external requirements
 - Provide information and reports required for audit purposes.