
SPECIFIC PROCUREMENT NOTICE – LEED CERTIFICATION SERVICE

Procurement type:	General Service - Building Management
Title:	Invitation for Express of Interest of LEED Certification Service
Project No.	AIIB CP - 00453
Deadline:	April 1, 2019

Date: March 20, 2019

The Asian Infrastructure Investment Bank (AIIB) now invites Expression of Interest (EOI) from qualified LEED certification firms, to provide LEED Certification Service. A shortlist will be prepared following the pre-defined selection criteria for participating in the selection process. The selection will follow AIIB's Corporate Procurement Policy, relevant rules and procedures.

The letter of expression of interest (EOI) should provide information of the company's basic qualifications and the team leader's project experience in LEED certification application in the past 15 years. The information should include the information requested in the Annex B.

Certification firms should submit all related documents as required under Annex A and B to the following Email address in PDF format, before 23:59, April 1, 2019 (Beijing time).

Contact information:

Corporate Procurement Unit
E-mail Address: it.procurement@aiib.org
Facilities and Administration Services Department
Asian Infrastructure Investment Bank
B-9 Financial Street, Xicheng District
100033 BEIJING, CHINA

Annex A – Simplified Technical Requirement

Annex B – Summary of Certification firm's Information

Annex A: Simplified Technical Requirement

1. Background

Asian Infrastructure Investment Bank (AIIB) is a newly established multilateral development bank designed to provide financial support for infrastructure development and regional connectivity in Asia. AIIB strives to be a world class multilateral financial institution built on a strong governance foundation and ethical culture. Its core principles are: transparency; openness; independence and accountability. As a new multilateral development bank in the 21st century, the AIIB's approach will be "lean, clean and green", with a focus on efficiency and sustainability.

The permanent AIIB headquarters building is under construction stage (façade installation, MEP installation and fit-out construction), later it will move to the stage of testing and commissioning. AIIB will move into its permanent headquarters in March, 2020. AIIB will occupy the central core and part of the north east tower of the building initially (Phase 1) and expand into the remainder of the building as its activities increase. The 16 floors above ground and parts of three floors underground that AIIB will initially occupy provide AIIB with approximately 80,000m² Gross Floor Area.

Up to now, the developer of the AIIB permanent headquarters project (BIG) has already applied LEED CS Platinum certification and obtained the pre-certification. Considering the close connection between the users and the interior design and construction, AIIB determined to apply for the LEED CI certification.

2. Objective

A LEED CI Platinum certification should be achieved for the Phase 1 area occupied by AIIB before March, 2020.

3. Scope of Work

The LEED certification firm should provide certification application service, including project registration, design review, simulation and analysis, cooperation during the construction phase, consulting reports in various stages, and the final submission. And obtain the LEED CI Platinum certification before AIIB move into the building in March, 2020.

1) Service in the starting phase

At the beginning, a start-up meeting shall be organized by the LEED certification firm. The client, developer, designer and contractor will all be invited. A communication process should be clarified.

The LEED certification firm should list the relevant documents of design and construction required for the following application work, and obtain the documents from the related party

Project online registration should be completed during this stage.

An assessment report for the application work should be submitted, illustrating the certification application strategy. The scorecard should be provided to the client.

2) Service during the design and preparation phase

The design review should be carried out at the start of this phase. After the review work, an updated scorecard should be provided to the client.

The simulation for the energy consumption, lighting, etc. should be conducted. The analysis for the indoor noise reduction should be carried out. Related report should be provided to the clients.

3) Service during the construction cooperation phase

The tendering documents should be reviewed by the LEED certification firm. And the material information should be extracted, analysed and tracked by the certification firm.

Close cooperation with the fit-out team on site is required. The construction waste management and indoor air quality control should be considered by the certification firm.

The certification firm should actively participate in the testing and commissioning. Considering the complexity of the systems of this project, necessary work for the commissioning and relevant reports should be prepared by the certification firm.

The information of construction on site should be collected, tracked and analysed by the certification firm.

Regular site inspection should be carried out by the certification firm.

The certification firm should provide necessary green building training for the contractor on site.

4) Service during the final application delivery

Collating the documents and preparing the final submission should be carried out by the LEED certification firm. The certification firm should be responsible for the communication with the reviewer, and ensure the issues raised by the reviewer can be managed timely.

5) Documents to be delivered to the client

A detailed work plan should be submitted based on the delivery schedule listed below.

The LEED certification firm should provide a list for the documents delivered to the client. The documents should include but not limited to the assessment report, the simulation analysis report, the construction management report, site inspection report and the final submission document. The list of documents should cover all the service required above. And a timetable for the documents' delivery should be provided.

4. Delivery Schedule

- May 2019, the LEED certification firm should hold the start-up meeting with relevant parties and submit the list of documents required for the following application work
- June 2019, the LEED certification firm submit the assessment report for the application work and provide the draft of LEED CI score card
- August 2019, the LEED certification firm provide the simulation analysis report for energy

-
- consumption, lighting and noise reduction. An updated score card should be provided as well
 - March 2020, the LEED certification firm completes the LEED CI application, and hands the certification over to AIIB

Annex B: Summary of Certification firm Information

Please complete the following tables including:

- Table 1: Certification firm Service Pre-qualification Questionnaire
- Table 2: List of LEED Platinum Project completed and delivered by the team leader
- Table 3: List of LEED Gold Project completed and delivered by the team leader

The table can be extended if needed.

The following scanned copies of documents should also be provided:

- Business license
- ISO certificate
- 3A certificate
- CV/Resume of the Team Leader
- AP Certificate of the Team Leader

Table 1: Certification firm Service Pre-qualification Questionnaire

Certification firm's Name: _____

LEED Certification firm Service Pre-qualification Questionnaire			
NO.	Item	Y/N	Note
1	Company General Information		
1.1	Head Office Address:		
1.2	Contact Person:		
1.3	Email:		
1.4	Telephone:		
1.5	Litigation in 3 years (Y/N):		
1.6	Registered capital:		
1.7	Obtain ISO9000 Certificate (Y/N):		
1.8	Obtain ISO14000 Certificate (Y/N):		
1.9	Credit Rating Certificate (3A) (Y/N):		
2	Qualification of Team Leader		
2.1	Name of team leader:		
2.2	Contact Number:		
2.3	Email:		
2.4	Education (Major/ Degree) :		
2.5	Time Obtained LEED AP:		
2.6	In Table 2 & 3 list and describe office buildings projects (over 10,000 square meters per unit, LEED Platinum/Gold certificate) completed by the team leader in recent 15 years. The management and delivery work of the project should be mainly completed by the team leader.		

Table 2: List of LEED Platinum Project Completed and Delivered by the Suggested Team Leader

Certification firm's Name: _____

No.	Project Name	Address	Project Size (m ²)	Rating System	Project Start & Completion Date	Design Institute	Client Name	Client Contact Person	Client Contact Telephone	Remarks
1										
2										
3										
4										
5										

Table 3: List of LEED Gold Project Completed and Delivered by the Suggested Team Leader

Certification firm's Name: _____

No.	Project Name	Address	Project Size (m ²)	Rating System	Project Start & Completion Date	Design Institute	Client Name	Client Contact Person	Client Contact Telephone	Remarks
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										