



**ASIAN INFRASTRUCTURE
INVESTMENT BANK**

Asian Infrastructure Investment Bank

B-9 Financial Street, Xicheng District
Beijing 100033, China

Invitation for Bid (IFB)

Computer Displays

IFB No. 440

The Asian Infrastructure Investment Bank (AIIB) would like to invite Bids from eligible and qualified Bidders for the supply of Computer Displays, as outlined in this document. Bids must be submitted to the below email address in PDF format before **23:59, May 8, 2019** (Beijing time).

Contact information:

Lily LV (Ms)

Corporate Procurement Unit

Email Address: it.procurement@aiib.org

Facilities and Administration Services Department

Asian Infrastructure Investment Bank

B-9 Financial Street, Xicheng District

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Annex A – Instructions to Bidders (ITB)

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Annex 1. Instructions to Bidders (ITB)

1. Definition

The following terms are defined for the purpose of this Invitation for Bid (IFB):

- **“Bidding Document”** means the IFB and its Annexes and any Addenda issued in accordance with ITB9.
- **“Goods”** is defined in AIIB’s Directive on Corporate Procurement (accessible at www.aiib.org).
- **“Supplier”** is defined in AIIB’s Directive on Corporate Procurement (accessible at www.aiib.org).
- **Purchaser** means the Asian Infrastructure Investment Bank or AIIB.
- **“Day”** means calendar day unless otherwise specified.
- **“Evaluated Price”** means the Bid price confirmed or adjusted during the Bid evaluation in accordance with ITB20. The Evaluated Price is only for the purpose of comparing financial Bids.
- **“Lowest Evaluated Bidder”** means the Bidder that has submitted a technically substantially responsive Bid with the lowest Evaluated Price.

2. Compliance

These instructions in this Annex shall be read in conjunction with the rest of the Bidding Document. Bidder is expected to comply with all instructions and requirements in this Bidding Document. Noncompliance may result in the rejection of the Bid.

3. Contract

The Lowest Evaluated Bidder shall be awarded the contract. The General Terms of Contract (GTC) are in Annex F. The Supplier is not expected to alter any content in the GTC.

4. Eligible Bidders

A Bidder must meet the eligibility requirements in Annex C, and make declaration in the Annex E.

5. Eligible Goods

AIIB may procure goods from any country unless the Bank’s Board of Directors decides otherwise. AIIB publishes a list of Country/countries excluded by the Board of Directors, if any, in a schedule annexed to AIIB’s Policy on Corporate Procurement (accessible at www.aiib.org) and the same list will be copied in Annex B. When such list appears in the Annex B, the Bidders will be required to submit proof of country of origin of the Goods.

6. Prohibited Practices

AIIB requires all parties, including Suppliers and AIIB staff to observe the standards of integrity and ethics during the procurement, administration and implementation of corporate procurement contracts. AIIB acts in accordance with AIIB’s Policy on Prohibited Practices in connection with a prohibited practice (as defined in said Policy) and AIIB’s Code of Conduct for Bank Personnel, and AIIB’s Code of Conduct for Board Officials.

7. Conflict of Interest

AIIB may declare a party ineligible for entering a contract with AIIB if AIIB decides there would be a “conflict of interest” in that party Bidding for or executing the contract. For the purposes

of corporate procurement, the Bank considers a conflict of interest to be a situation in which a party has interests that could improperly influence, or be perceived to improperly influence, that party's performance of its official duties, responsibilities, or contractual obligations or compliance with applicable laws and regulations or that such conflict of interest may contribute to or constitute a prohibited practice under AIIB's Policy on Prohibited Practices. Bidders have an obligation to disclose any situation of actual or potential conflict of interest. Failure to disclose such situations may lead to the disqualification of the Bidder or the termination of its contract.

8. Clarification of Bidding document

A prospective Bidder requiring any clarification of the Bidding document shall contact AIIB's Representative at the address provided in the cover letter. AIIB will respond in writing to any request for clarification, provided that such request is received not less than seven (7) days before the deadline for submission of Bids. AIIB shall forward copies of its response to all Bidders who have been invited to Bid, including a description of the inquiry but without identifying its source. Should AIIB deem it necessary to amend the Bidding document as a result of a clarification, it shall do so following the procedure under ITB9. AIIB has no obligation to respond to all requests for clarifications.

9. Amendment of Bidding document

At any time prior to the deadline for submission of the Bids, AIIB may amend the Bidding document by issuing addenda. Any addendum issued shall be part of the Bidding document and shall be communicated in writing to all who have obtained the Bidding document directly from AIIB. To give prospective Bidders reasonable time in which to take an addendum into account in preparing their Bids, AIIB may, at its discretion, extend the deadline for the submission of the Bids.

10. Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its Bid (including preparation of the bid, attendance at any pre-bid conference, on-site visit or oral presentation meeting) regardless of the outcome of the Bidding process.

11. Language of Bid

The Bid, as well as all correspondence and documents relating to the Bid shall be in English. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in English in which case, for purposes of interpretation of the Bid, such translation shall govern.

12. Preparation of Bid

12.1. The solicitation documents of the Bid will be mainly composed by a Technical Response to the technical requirements stipulated in Annex D and a Financial Bid.

12.2. All Bid Forms dually completed by the Bidder using the templates in Annex E.

12.3. Supporting documents showing that the Bidder has met the minimum requirements to be a qualified Bidder based on the qualification criteria in Annex B - Evaluation and Qualification Criteria.

12.4. The Annex F, AIIB's General Terms and Conditions shall be incorporated to the final version of the Contract Form. Bidder is expected to accept the General Terms and Conditions and advise if any deviation or proposed amendment to the Bank along with the submission of proposals.

12.5. A proposed bidding schedule for the goods supply is in Annex B.

13. Bid Prices

The prices quoted by the Bidder in Bid Submission Letter and in the Price Schedule shall conform to the requirements specified below.

- a) All items in the Technical Requirement must be listed and priced separately in the Financial Bid. If any item listed in the Technical Response Matrix but not priced in the Financial Bid, the price of the item shall be assumed to be included in the total price of the Bid.
- b) The price to be quoted in the Financial Bid Submission Letter shall be the total price of the Bid.
- c) The price shall include all taxes, customs duties and other levies payable by the Bidder.
- d) Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account.

14. Currencies of Bid

The Bidder may express its Bid price in any fully convertible currency or in Chinese Yuan.

15. Bid Validity

Bids shall remain valid for the period as indicated in Annex B after the Bid submission deadline date. In exceptional circumstances, prior to the expiration of the Bid validity period, AIIB may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing. A Bidder granting the request shall not modify its Bid.

16. Submission of Bids

- 16.1. The Bidders shall submit their Bids following the instructions in Annexes.
- 16.2. Bids must be received by AIIB no later than the submission date and time indicated in Annex B.
- 16.3. AIIB may, at its discretion, extend the deadline for the submission of Bids by amending the Bidding document, in which case all rights and obligations of AIIB and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

17. Late Bid

Bids must be received by the date and time stipulated in Annex B. The deadline of Bid due date and time (Beijing time) indicates the very time when Bidder sends out his bids, which will be recorded by the mailbox. Bids received by AIIB after the due date and time may be rejected.

18. Clarification of Bids

To assist in the evaluation of the Bids, AIIB may, at its discretion, ask any Bidder for a clarification of its Bid. AIIB's request for clarification and the response shall be in writing. No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by AIIB in the evaluation of the Bids.

19. Determination of Responsiveness

AIIB's determination of the responsiveness of a Bid is to be based on the contents of the Bid itself. A substantially responsive Bid is one that meets the requirements of the Bidding document without material deviation. A material deviation is one that, if accepted, would: a) affect in any substantial way the scope, quality, or performance of the Goods specified in

Annex D Purchaser's Requirement; or b) limits in any substantial way, inconsistent with the Bidding document, AIIB's rights or the Bidder's obligations under the proposed Contract. A Bid that is found non-responsive will be rejected and will not be further evaluated.

20. Correction of Arithmetical Errors

20.1. Provided that the Bid is substantially responsive, AIIB shall correct arithmetical errors on the following basis:

- a) if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of AIIB there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

20.2. If the Lowest Evaluated Bidder does not accept the correction of errors, its Bid shall be rejected, and its Bid Securing Declaration shall be executed.

21. Conversion to Single Currency

For evaluation and comparison purposes, the currency(ies) of the Bid shall be converted into US Dollars using AIIB's daily currency exchange rates issued on the day of submission date indicated in Annex B.

22. Technical Response

The Bidders must submit Bids that comply with the minimum technical requirements and qualification criteria in Annex D. AIIB may reject any bid that fails to meet such minimum requirements.

23. Evaluation of Bids

The Procurement Task Team (PTT) of AIIB shall conduct the Technical documents Response review immediately after the deadline for submission of Bids. The Financial Bid evaluation shall not conduct until technical Qualification evaluation completion.

- 23.1. AIIB shall evaluate each Bid that has been determined, up to this stage of the evaluation, to be substantially responsive.
- 23.2. To evaluate a Bid, AIIB shall only use all the criteria and methodologies defined in this Clause and in Annex B, Evaluation and Qualification Criteria. No other criteria or methodology shall be permitted.
- 23.3. To evaluate a Bid and determine its Evaluated Price, AIIB shall consider the following:
 - a) the Bid price as quoted in accordance with ITB13;
 - b) price adjustment for correction of arithmetic errors in accordance with ITB200;
 - c) price adjustment due to application of the evaluation criteria in Annex B Evaluation and Qualification Criteria. These criteria may include factors related to the characteristics, performance, and terms and conditions of purchase of the Services

which shall be expressed to the extent practicable in monetary terms to facilitate comparison of Bids.

24. Comparison of Bids

AIIB shall compare the Evaluated Prices of all substantially responsive Bids to determine the Lowest Evaluated Bidder.

25. Confidentiality

Information relating to the evaluation of Bids, and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process until notification of the Contract award. Any attempt by a Bidder to influence AIIB in the evaluation of the Bids or Contract award decisions may result in the rejection of its Bid.

26. Post-qualification of the Bidder

AIIB shall determine, based on the qualification criteria in Annex D, to its satisfaction whether the Bidder that is selected is qualified to perform the Contract satisfactorily. The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder. An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in disqualification of the Bid, in which event AIIB shall proceed to the next Lowest Evaluated Bidder and determine if the Bidder is qualified to be invited to contract negotiation.

27. AIIB's Right to Accept Any Bid, and to Reject Any or All Bids

AIIB reserves the right to accept or reject any Bid, and to annul the Bidding process and reject all Bids at any time prior to Contract award, without thereby incurring any liability to the Bidders.

28. Contract Award

28.1. At the same time as AIIB notifies the successful Bidder that its bid has been accepted, AIIB will invite the bidder to sign the final version of the Contract Form, incorporating all agreements between the parties.

28.2. Within seven (7) days after receiving the contract signed by the Bank, the successful Bidder shall sign and send back to AIIB.

28.3. The selected Bidder is expected to commence providing goods/services as of the date and time stipulated in Annex B.

28. 4. The AIIB reserves the right to publicly disclose contract award information, including but not limited to, name of company receiving the award, brief description of services, and contract award amount, for any contract award valued over US\$200,000. Bidders' bid and contractual documents will remain confidential and therefore not subject to disclosure.

29. Registration in Supplier Management System (SMS)

Prior to signing of Contract, the successful Bidder shall register in AIIB's Supplier Management System (SMS).

30. Performance Bond

30.1. The successful Bidder shall check Annex B whether the Contract requires performance bond. If it is required, then after the Bidder has signed the Contract and within the time period as specified in the Data Sheet, the successful Bidder shall furnish the Performance Bond in accordance with the Contract, using the Performance Bond form

provided in Annex 8 Special Conditions of Contract (SCC) or another form acceptable to AIIB.

- 30.2. Failure of the successful Bidder to submit the Performance Bond after the Bidder has signed the Contract shall constitute sufficient grounds for the annulment of the Contract and execution of the Bid-Securing Declaration. In that event AIIB may the next ranked Bidder to Contract negotiation.

31. Conclusion of Bidding

After AIIB has received the signed Contract, AIIB shall notify all other Bidders of the conclusion of the bidding in a Letter of Regret informing them that their Bids are not accepted.

Annex B. Data Sheet (DS)

ITB No.	Subject	Details
8	Pre-bid Conference	There will be no pre-bid conference for this bidding
12	Proposed Bidding Schedule	<ul style="list-style-type: none"> ▪ Bid Due Date and Time.....23:59, May 8, 2019 ▪ Anticipated Award May 15, 2019 ▪ Expected date to commence providing.....May 30, 2019
15	Bid Validity	<i>At least 180 days</i>
16	Submission of Bids	<p>(1) Both Technical Response Matrix and Financial Bid must be submitted in PDF format.</p> <p>(2) The attached documents must be clearly titled with either “Tec. - IFB XXX- {<i>abb.name of the Bidder</i>}” or “Fin. - IFB XXX- {<i>abb.name of the Bidder</i>}”.</p> <p>(3) No hard copy will be accepted.</p>
21	Currency Exchange Rate	<p>By Bloomberg rate:</p> <p>https://www.bloomberg.com/markets/currencies/cross-rates</p>
23	Evaluation and Qualification Criteria	<p>The bidders whose technical response have passed the baseline of Technical Requirement in Annex E3. Technical Response Matrix, will get into Financial Bid evaluation.</p> <p>The bidder shall be the authorized reseller of the displays they provide. The authorization letter from manufacturer to bid for this project is mandatory.</p>

Annex C. Eligibility Requirements

All Bidders participating in AIIB's corporate procurement shall meet the eligibility requirements set forth in the AIIB's Policy on Corporate Procurement and Directive on Corporate Procurement.

Excerpt from Policy on Corporate Procurement:

“4. Eligibility

4.1. The Bank may procure goods, works, general services and consulting services from any country unless the Bank's Board of Directors decides otherwise. Any country excluded by the Board of Directors will be listed in a schedule that will be published alongside this Policy.

4.2. A party wishing to enter into a corporate procurement contract with the Bank must meet the qualification requirements required by the Bank for the contract.

4.3. The Bank may declare a party ineligible for a particular corporate procurement contract if the Bank decides there would be a “conflict of interest” in that party bidding for or executing the contract. For the purposes of corporate procurement, the Bank considers a conflict of interest to be a situation in which a party has interests that could improperly influence, or be perceived to improperly influence, that party's performance of its official duties, responsibilities, or contractual obligations or compliance with applicable laws and regulations or that such conflict of interest may contribute to or constitute a prohibited practice under the Bank's Policy on Prohibited Practices.

4.4. A party may be deemed ineligible for any corporate procurement contract if found to be in breach of the Bank's Policy on Prohibited Practices.”

Excerpt from Directive on Corporate Procurement:

“3.8. Eligibility and Preventing Conflict of Interest

3.8.1. Individuals and legal entities currently under sanction by the Bank in accordance with the Policy on Prohibited Practice are not eligible to participate in the Bank's corporate procurement.

3.8.2. A Bidder or Consultant engaged by the Bank to prepare technical specifications in the bidding documents, or to assist in the preparation of bidding documents or evaluation criteria relating to an instance of Simplified Competitive Procurement or Full Competitive Procurement, is ineligible to bid for that instance of procurement.

3.8.3. A former member of Bank Personnel shall not be eligible for any instance of corporate procurement unless the Human Resources Department provides prior written approval to the Corporate Procurement Unit. Such written approval shall be required only for the first instance of proposed procurement unless the Human Resources Department specifies otherwise.

3.8.4. Former Bank Personnel shall not, for two years following their termination of employment with the Bank, be eligible for any instance of corporate procurement related to a matter in which they participated personally and substantially during their employment with the Bank, unless otherwise agreed by the President.”

Annex D. Purchaser's Requirements

1. Background

As the Bank continues to grow and expand its operations, the Bank needs to purchase more computer displays for (a) providing to new bank personnel; and (b) replacing old displays serving for over 3 years.

2. Objective

The purpose of this project is to sign a 2 years' contract with a qualified bidder to supply computer displays.

3.Scope of Work

3.1 Technical requirements (similar to Thinkvision):

Display size: 23.8 inches

Color: Black

Base Bracket: lifting and rotating bracket, unlimited extended display

Panel Type: IPS LED Backlight

Screen ratio: 16:9

Best resolution: full HD resolution 1920*1080

Response time: no more than 7ms

Dot Pitch: 0.27mm

Number of colors: no less than 16.7M

Brightness: 250cd/m2

Contrast: 3000:01

Viewing angle: 178 degree

Interface: at least HDMI 1, DP 1, USD 4, VGA 1

Display Frame: 3.5mm

Energy Star: Required

Energy saving product: Required

Environmental signs (10 rings certification): Required

3 years' warranty from the manufacturer

3.2 Estimated quantity: 936 pcs

4. Timelines and Deliverables

- 420 displays by May 30, 2019
- 516 displays by April 30, 2020

Notes:

- The delivery plan may be changed subject to the business requirements, and will be notified to the supplier in a timely manner.
- If the requested model as mentioned above is upgraded by the manufacturer during the supply period, supply of such upgraded model is accepted.

5. Qualifications

The bidder shall be the authorized reseller of the displays they provide. The authorization letter from manufacturer to bid for this project is mandatory.

Annex E. Bid Forms

E1- Bid Submission Letter

Bid Submission Letter

Date: *[mm/dd/yyyy]*

IFB No.: *[Insert Number consistent with IFB]*

Dear Mr/Ms. *[Insert the person's name in the IFB cover letter]*

Corporate Procurement Unit

Asian Infrastructure Investment Bank (AIIB)

We, the undersigned, have examined and have no reservations to the Bidding document. We offer to supply in conformity with the Bidding document the following Goods:

[Name of the Goods/Services covered by the bid] ;

The total price of our Bid inclusive of all taxes and duties is: *[insert the currency and amount from the grand total in Form E5-a].*

Our firm, including any subcontractors, has not been declared ineligible by the AIIB, the WB, the ADB, and other MDBs.

We hereby declare that all the information and statements made in this Bid are true and factual. We understand that any misrepresentation may lead to our disqualification and action by AIIB in accordance with AIIB's Policy on Prohibited Practices.

We understand that you are not bound to accept the lowest evaluated bid or any bid that you may receive.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

E2- Bidder's Basic Information

Bidder's legal name	
Bidder's country of constitution/registration	
Bidder's year of constitution/registration	
Bidder's legal address in country of constitution/registration	
Bidder's website	
Bidder's Annual Turnover in last three years	1. <i>[year, currency, amount]</i> ; 2. <i>[year, currency, amount]</i> ; 3. <i>[year, currency, amount]</i>
Bidder's authorized representative (name, address, telephone numbers, fax numbers, e-mail address)	

The Bidders are required to attach the following documents:

- ☐ 1. Articles of incorporation or constitution/registration document of the legal entity named above.
- ☐ 2. Confirmation of Authorization to represent the Bidder.

Please make a declaration confirming the absence of any ineligible cases by answering the question below. Does your firm have any ineligible case which against AIIB's Policy on Corporate Procurement and Directive on corporate Procurement in Annex C?

☐ **Yes**

☐ **No**

E3-Technical Response Matrix

Technical Requirements

No	Model 1: Technical Specifications	Functionality Yes/No	Remarks
1	Display size: 23.8 inches		
2	Color: Black		
3	Base Bracket: lifting and rotating bracket, unlimited extended display		
4	Panel Type: IPS LED Backlight		
5	Screen ratio: 16:9		
6	Best resolution: full HD resolution 1920*1080		
7	Response time: no more than 7ms		
8	Dot Pitch: 0.27mm		
9	Number of colors: no less than 16.7M		
10	Brightness: 250cd/m2		
11	Contrast: 3000:01		
12	Viewing angle: 178 degree		
13	Interface: at least HDMI 1, DP 1, USD 4, VGA 1		
14	Display Frame: 3.5mm		
15	Energy Star: Required		
16	Energy saving product: Required		
17	Environmental signs (10 rings certification): Required		
18	3 years' warranty from the manufacturer		

E4-Technical Services of the Goods

(No standard form requested.)

According to the requirement in ANNEX D, the proposal should include, but not limited to, the description of services, the work plan, the input plan, additional services suggested etc. for performing the assignment.)

Item No.	Name of the Item	Description of Services/Specifications of Goods provided with the Service	Country of Origin	Service Schedule	Service Performance Indicators*/ Warranty of Goods *Indicate "N/A" if not applicable	Other* *Use this column to describe each item's compliance with other requirements in Annex D

E5-Financial Bid Form

E5-a) Price Breakdown

Item No.	Service Description	Unit	Unit Price	Quantity	Subtotal Price (USD or CNY)
1	<i>[Propose Brand of Goods and Model]</i>				
2	---				
3	---				
4	<i>[Service Fee related]</i>	<i>Lot</i>			
5	---				
6					

Total Contract Value (all taxes included): USD or CNY 000,000.00

****You may add Price Breakdown or Price Options to the Total Price above when needed.***

E5-b) Summary Price Schedule

Price Schedule	Payment Terms and Conditions	Total Price in <i>[insert currency]</i>
a)	Price Schedule for Goods	<i>[Bidder inserts % of total price from (E5-a)]</i>
b)	Price Schedule for Services Related to the Supply of the Goods	<i>[Bidder inserts % of total price from (E5-a)]</i>
Grand Total (all taxes inclusive) in <i>[insert currency]</i>		

Annex F. General Terms and Conditions (GTC)

(https://www.aiib.org/en/opportunities/business/.content/index/_download/aiib-general-terms-and-conditions.PDF)