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

Invitation for Prequalification (IPQ)

Loan Management Information System (LMIS) Implementation Service

IPQ No. SR 258233984

The Asian Infrastructure Investment Bank (AIIB) now invites Prequalification (IPQ) from qualified firms, to provide **Loan Management Information System (LMIS) Implementation 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 response should provide information of the Firm's financial information and experiences in undertaking LMIS Implementation Service in the past three years. Firm should submit all related documents as required under Annex E to the below email address in PDF format, **before 23:59, Aug 9, 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
100033 Beijing, China

Annex A – Instructions to Bidders (ITB)
Annex B – Data Sheet (DS)
Annex C – Eligibility Requirements
Annex D – Purchaser's Requirements
Annex E – Prequalification Forms
Annex F – General Terms and Conditions (GTC)

Annex A. Instructions to Bidders (ITB)

1. Definition

The following terms are defined for the purpose of this Invitation for Prequalification (IPQ):

- **“Prequalification Document”** means the IPQ and its Annexes.
- **“Works”** is defined in AIIB’s Directive on Corporate Procurement (accessible at www.aiib.org).
- **“General Services”** is defined in AIIB’s Directive on Corporate Procurement (accessible at www.aiib.org). General Services may be referred to in short as “Services” in this Prequalification Document.
- **“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).
- **“Applicant”** means a supplier who applies for prequalification.

2. Compliance

The instructions in this Annex shall be read in conjunction with the rest of the Prequalification Document. Applicants for prequalification is expected to comply with all instructions and requirements in this Prequalification Document.

2. Eligible Applicants

- 2.1. An Applicant must meet the eligibility requirements in Annex C.
- 2.2. An Applicant may be a natural person, private entity, non-government organization, or government-owned entity or any combination of them with a formal intent to enter into an agreement or under an existing agreement in the form of a Joint Venture (JV). In the case of a JV:
 - a) all parties to the JV shall be jointly and severally liable; and
 - b) a JV shall nominate a Representative who shall have the authority to conduct all businesses for and on behalf of any and all the parties of the JV during the prequalification process, and during the bidding process if the Applicant is prequalified for participating in the bidding, and, during contract execution in the event the JV is awarded the Contract.

3. 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.

4. 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. Applicants

for prequalification have an obligation to disclose any situation of actual or potential conflict of interest.

5. Clarification of Prequalification Document

A prospective Applicant requiring any clarification of the Prequalification Document shall contact the AIIB's Corporate Procurement Unit by email as indicated in the IPQ. AIIB will respond by email to any request for clarification, provided that such request is received with sufficient time for AIIB to respond prior to the deadline for submission of Application for Prequalification.

6. Language

The application for prequalification, as well as all correspondence and documents relating to the application for prequalification shall be in English. Supporting documents and printed literature that are part of the application for prequalification 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 application, such translation shall govern.

7. Documents Comprising the Application for Prequalification

The Application shall comprise all the forms duly completed and support documents as required in Annex E: Application Forms.

8. Submission of Application for Prequalification

- 8.1. The Applicant shall submit their Application for Prequalification to the AIIB's Corporate Procurement Unit by email as indicated in the IPQ.
- 8.2. AIIB expects Applicants to submit their Application for Prequalification before the submission date and time indicated in the IPQ.

9. Late Application

AIIB may at its discretion decide whether to accept a late application based on its assessment on the circumstances surrounding the late application.

10. Clarification of Application for Prequalification

To assist in the evaluation of the applications, AIIB may, at its discretion, ask any Applicant for a clarification of its application. AIIB's request for clarification and the response shall be in writing by email.

11. Evaluation of Application for Prequalification

- 11.1. AIIB shall use the criteria defined in Annex B: Qualification Criteria to evaluate the qualifications of the Applicants.
- 11.2. The Applicants whose applications have been determined to be substantially responsive to the requirements of the Prequalification Document and who have met the qualification criteria in Annex B shall be prequalified by AIIB.
- 11.3. 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 application.

12. Invitation to Bid

AIIB shall send Invitation for Bids to all Applicants who have been prequalified.

13. Notification to unsuccessful Applicants

AIIB will notify those Applicants whose applications have been determined to be nonresponsive to the requirements of the Prequalification Document or who do not meet the qualification criteria in Annex B.

Annex B. Data Sheet (DS)

Subject	Details
Proposed Schedule	<ul style="list-style-type: none"> ▪ IPQ Due Date and Time.....23:59, Aug 9, 2019 ▪ Oral Presentation/Demonstrationin week of Aug 12, 2019 ▪ Anticipated Shortlisting Announcement.....Aug 30, 2019
Qualification Criteria to evaluate the qualifications of the Applicants	<ol style="list-style-type: none"> 1. Healthy financial performance of the service provider or the service provider parent company (25 points) 2. A minimum of three years of LMIS implementation experience, particularly for financial institutions including commercial and investment banks. Multi-lateral bank experience is a plus. We would seek Suppliers that can provide strong evidence of expertise in implementing back office loan administration systems, particularly in the space of project finance, sovereign lending, structured finance, syndicated finance, leverage finance and finding temporary solutions for out-of-scope administration such as equity and fund administration using the LMIS (30 points) 3. Understanding of AIIB's business requirements (20 points) 4. Key members holding in-depth skill, capabilities and experience with LMIS implementation (25 points) <p>Minimum score to pass IPQ: 70 points</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

AIIB is seeking to implement an integrated Loan Management Information System (LMIS) to support its financial and operational needs for its growing investment portfolio. The LMIS will primarily support loan administration, but it is also required to support the Bank's other financial products such as equity investment, guarantees and syndication and to have the flexibility for future financial products such as mezzanine financing.

Currently, AIIB is outsourcing its sovereign and non-sovereign loan administration to a third-party MDB ("Current Service Provider"). The Current Service Provider contract is a temporary solution that expires in 2021 and has certain limitations for more complicated non-sovereign financings. As such, AIIB would like to implement its own LMIS around the expiration of the Current Service Provider contract in multiple phases. Details will be discussed later in this document.

2. Objective

AIIB aims to streamline and automate loan administration and accounting processes while at the same time to provide robust interfaces with the Bank's HR, Investment Management Information System, General Ledger Accounting, Project Procurement Portal and Cash Management System.

In order to attain these objectives, AIIB's Office of the Controller ("CTL") in partnership with the Information Technology Division ("IT") need to implement an LMIS that automates and enhances the Bank's investment administration throughout the loan and investment administration lifecycle, including but not limited to: project origination and management, loan administration (e.g., processing of disbursements, interest rate setting), loan servicing (e.g., billing and collection for interest, fees, and amortization), loan accounting and reporting.

AIIB is seeking a Supplier to implement the LMIS to support the following objectives:

A. Loan administration lifecycle:

- Set up accounts
- Process disbursement
- Service loans
- Generate accounting and reports
- Others (portfolio management, syndicated loans, etc.)

B. Fund and direct investment lifecycle:

- Set up accounts
- Process capital call notices
- Process distribution notices and corporate actions
- Process quarterly reports from funds
- Manage direct investments

- Generate accounting
- Generate reports
- C. Client portal (direct portal for clients)
- D. Accounting and valuation (IFRS 9)
 - IFRS 9 accounting classifications of financial instruments;
 - Support IFRS 9 Business model test and SPPI test;
 - Support accounting treatment for ECL (expected credit losses) if applicable;
 - Support valuations for the financial instruments.
- E. Integrate with upstream and downstream systems (in production or under construction)
 - Active Directory and Single Sign On
 - HR System
 - Risk System
 - Project Procurement System
 - Investment Management Information System (iMIS)
 - Treasury Management System (including payment and cash management)
 - General Ledger Accounting System
 - Document Management System
 - Others

To note: Item C is considered “in scope” for a later phase approach. The more mission critical components are the implementation and configuration of the LMIS for the administration of sovereign loans, non-sovereign loans and minor equity investments along with the upstream and downstream systems integration.

3. Scope of Work

- A) Align and confirm business requirement with CTL and develop the functional configurations for LMIS. The entire cycle of loan administration, which includes verification of conditions to disbursements, submission of documentary requirements, review and approval of disbursement requests, disbursement payments and related treasury and accounting entries for different disbursement methods, contract management, loan servicing including billing for front-end fees, commitment fees, interest and other charges, loan monitoring including billing for amortizations and repayments, monitoring and collection, accounting and reporting and client access and management.
- B) Analyze the integration pattern between relevant systems and develop an analysis specification for system integration and interfaces based on the scope and target of the loan system and design a robust infrastructure for loan system that would include interfaces with HR, Investment Management Information System, General Ledger Accounting, Risk System, Project Procurement Portal and Cash Management System.
- C) Develop LMIS implementation roadmap and roll out a comprehensive solution architecture for the Bank’s LMIS, covering technical and financial aspects, in line with the Bank’s business growth strategy, loan processes and procedures, and considering the experiences of other MDB and commercial banks best practices. The architecture

must be scalable and can adapt to technological developments as well as changes to business strategy.

- D) Design a qualified end-to-end security solution, enable single sign-on capability, multifactor authentication and design a reasonable deployment solution for LMIS.
- E) Setup and configure LMIS development, system integration test, user acceptance testing, production, and contingency of business deployment environment with similar approach and technology stack in Amazon Web Services (AWS) cloud.
- F) Provide regular updates on project progress and develop a platform for discussing issues and escalating risks and challenges to senior management via steering/working group structures.
- G) Organize and conduct testing including unit testing, integration testing and end-to-end testing.
- H) Deliver end-to-end test case before user acceptance test (UAT).
- I) Organize UAT testing and conduct user onboard training.
- J) Implement LMIS based on the analyses and designs in item 1, 2, 3 and 4.
- K) Facilitate data migration from the Current Service Provider, Microsoft Excel, Microsoft Access and/or other existing systems to LMIS.
- L) Conduct stress testing before going live.
- M) Conduct security vulnerability scan before going live.
- N) Deliver LMIS process workflow diagram align to business process.
- O) Deliver user manual.
- P) Deliver design documents and source code to AIIB.
- Q) Operational support and maintenance support for the first year after go-live

4. Functional Approach

4.1 AIIB product types to be implemented once LMIS goes live.

4.1.2 Loans

Below is a list of the lending products that need to be supported by the proposed LMIS system:

- Nonsovereign loans (such as project financing, syndicated financing and revolving loans)

- Sovereign backed loans
- Cofinanced loans
- Syndicated loans, including agency and participant engagement functions.
- Sovereign-backed guarantee
- Nonsovereign-backed guarantee
- Lines of credit
- Overdraft accounts or facility
- Preparation advances
- Grants
- Underwriting of securities
- Additional financing
- Trade Letters of Credit
- All of the above will need to have the flexibility to be provided in multiple currencies

4.1.3 Fund and Direct Equity Investment

The administration/monitoring of the following fund and direct investments products are to be supported in LMIS implementation scope:

- Fund investments in specific funds (e.g. infrastructure funds etc.)
- Direct equity investments (in the form of common shares, preferred stock, or convertibles) in private entities
- Leveraged buyout of entities
- Venture capital investments in minority stake of private entities
- Mezzanine financing of entities
- Direct investments made through Public-Private Partnership (PPP) route
- Monitoring and tracking of investments in bonds

To note, that the Bank's current equity portfolio is small, and implementation would be expected at an outer date. However, it is imperative that the flexibility in the LMIS or solutions that are contingent to the LMIS are found in order to administer more complicated products.

4.2 Implementation Objectives

4.2.1 LMIS business process processes and scope

The objective of the TOR is to select a Supplier that can implement an LMIS that will support the Bank's investment and loan administration lifecycle (Figures 1.0 to 1.6 below), and the fund and direct investment lifecycle (Figure 2):

Figure 1.0: AIIB Loan Administration Lifecycle

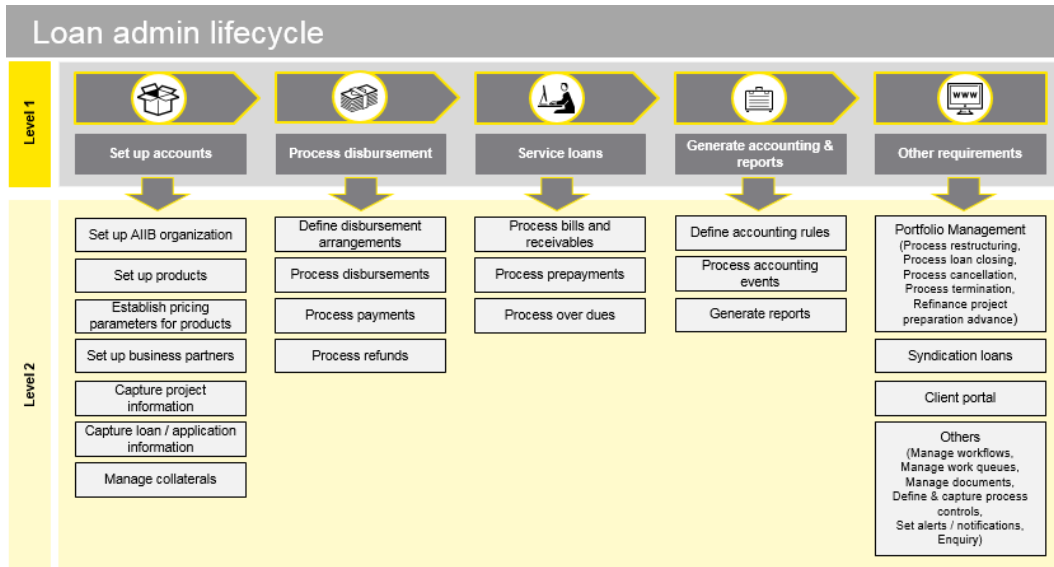


Figure 1.1: Set Up Accounts (including collateral management)

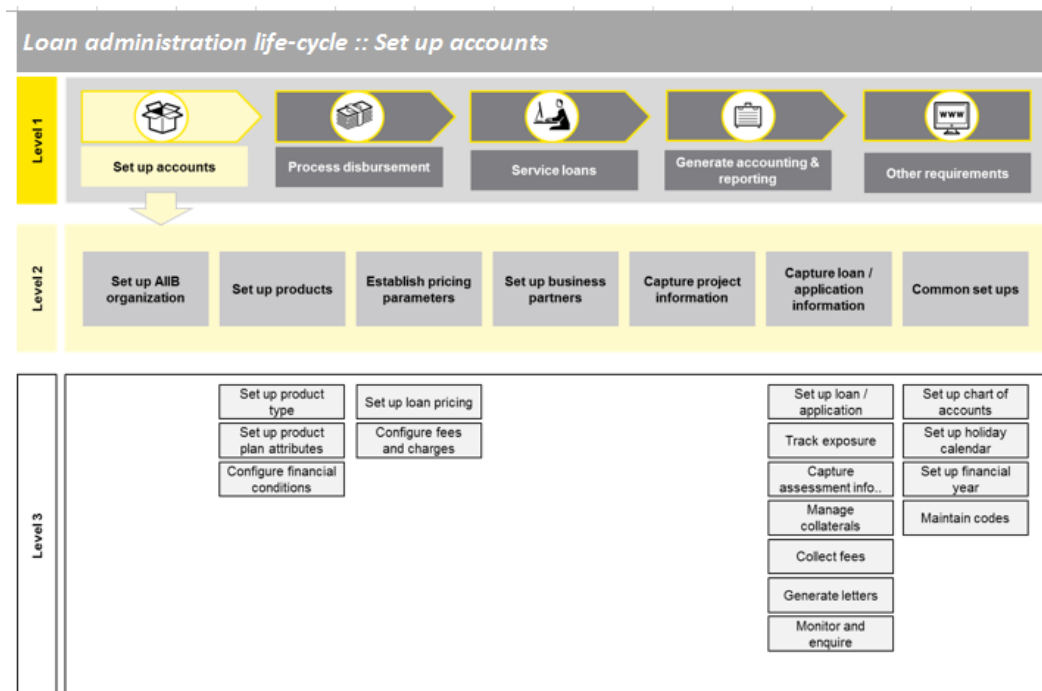


Figure 1.2: Process Disbursements

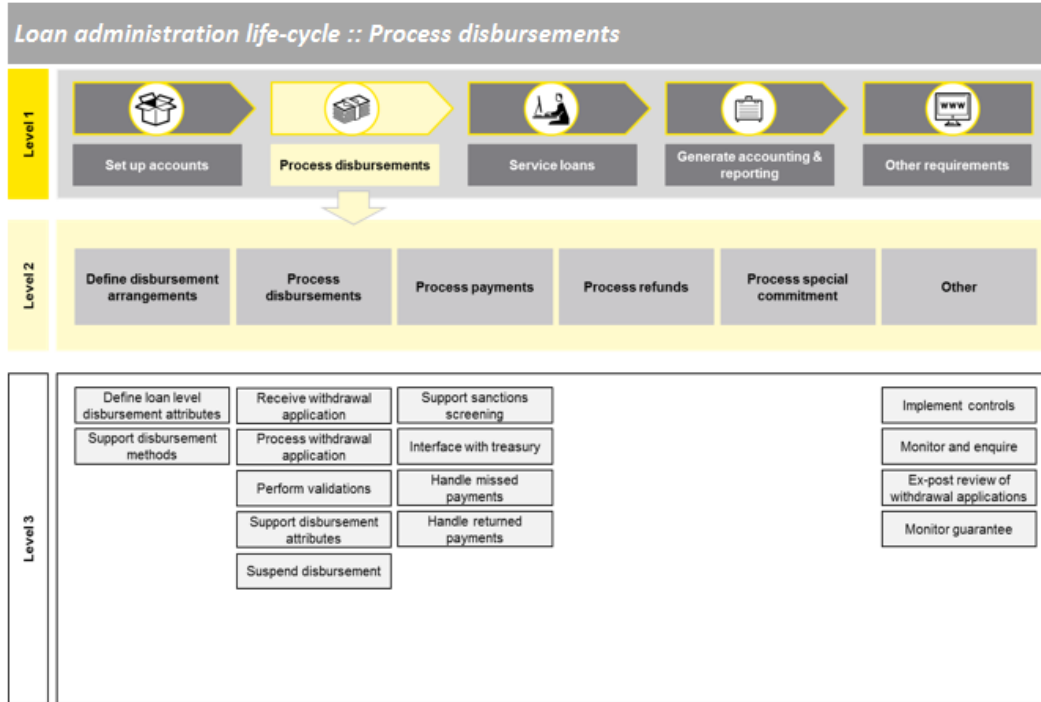


Figure 1.3: Service Loans

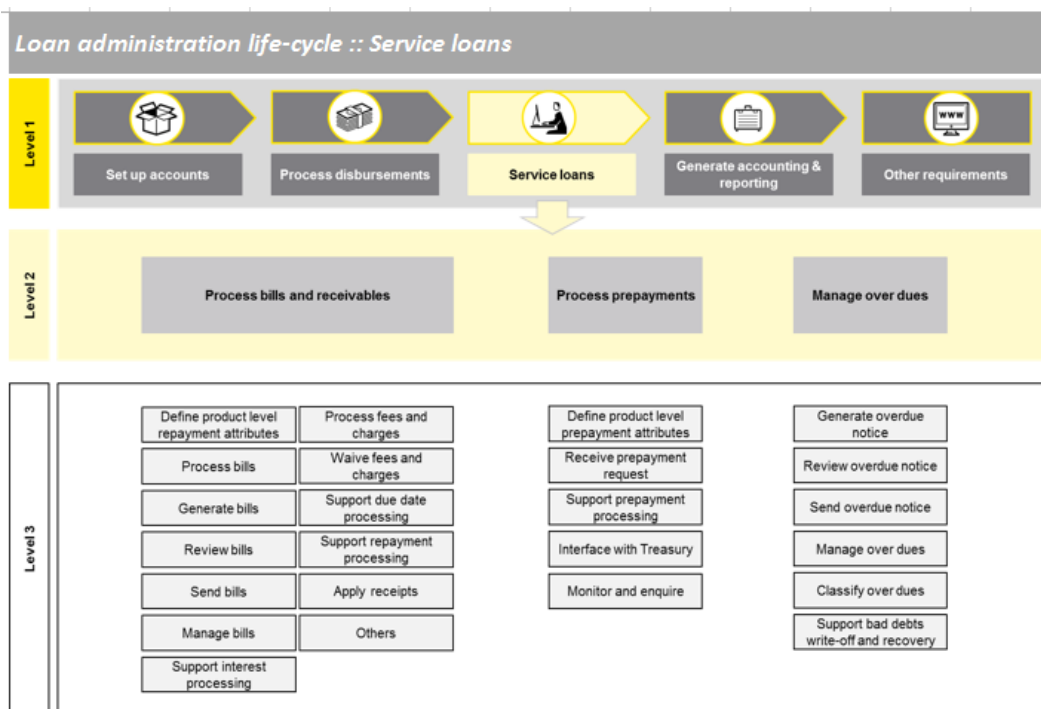


Figure 1.4: Generate Accounting

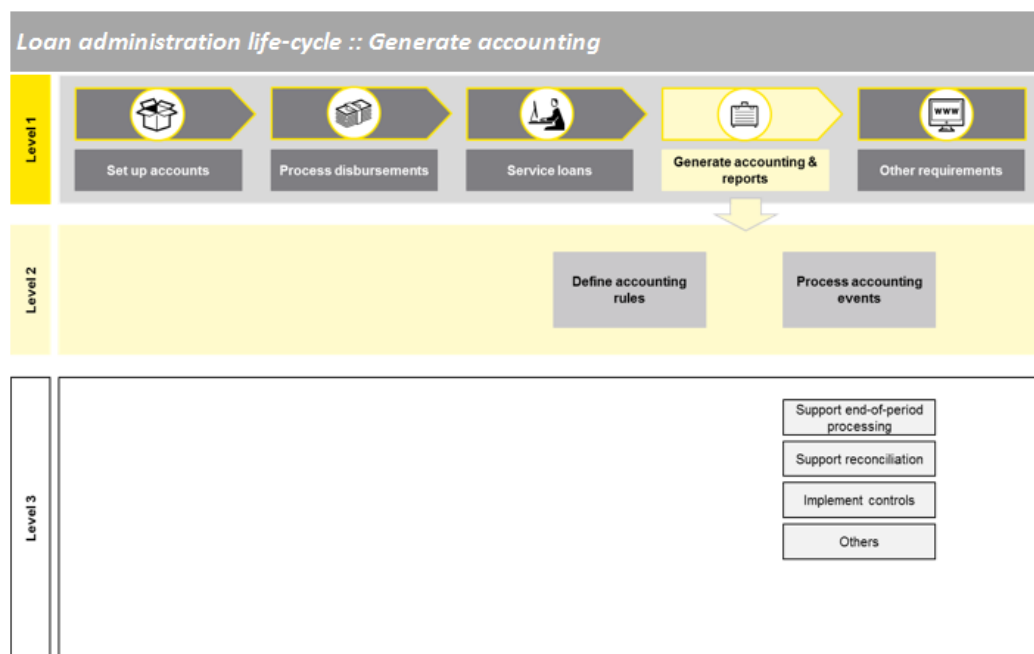


Figure 1.5: Generate Reports

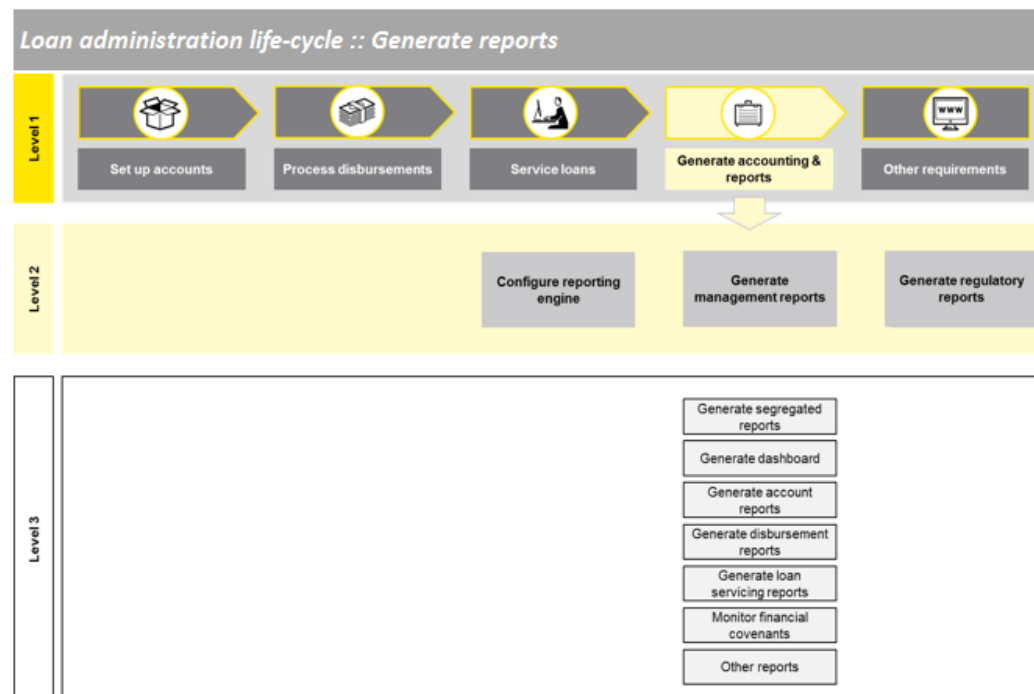


Figure 1.6: Other Requirements

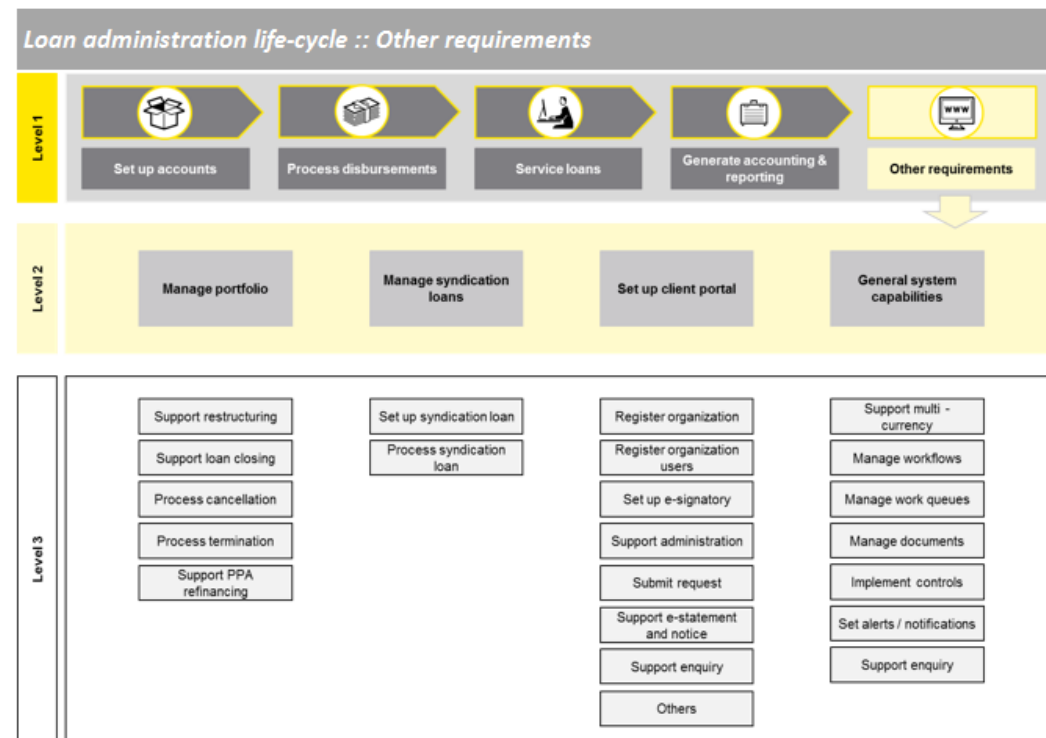
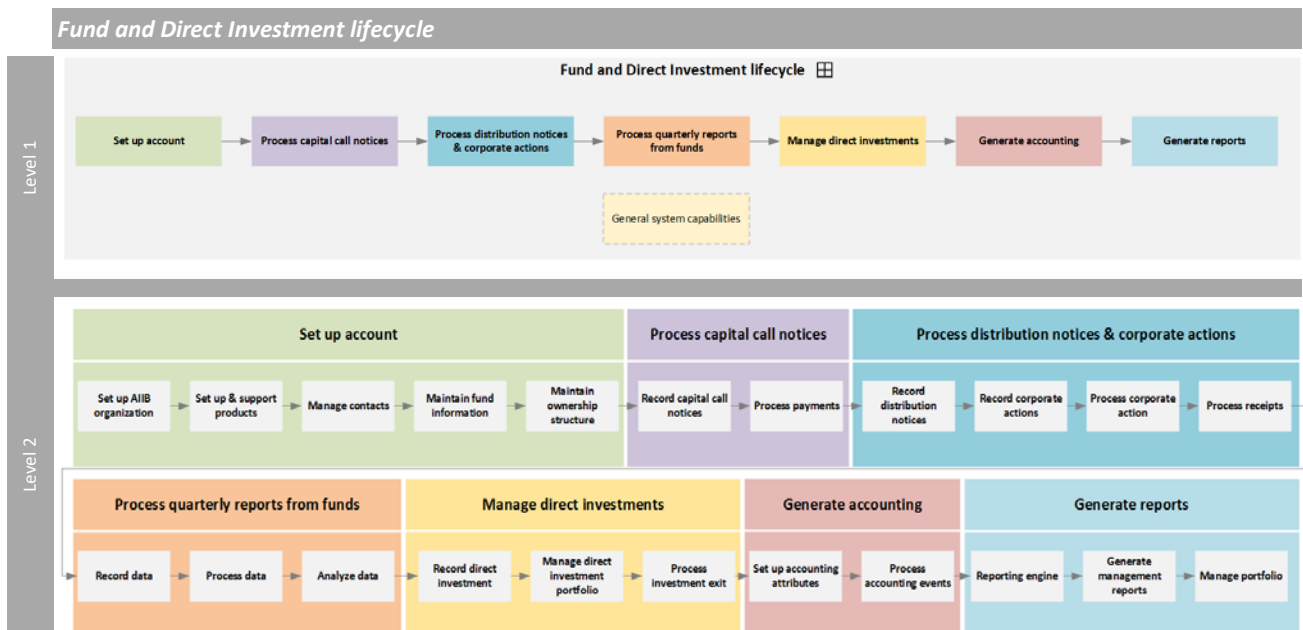


Figure 2: Fund and Direct Investment Lifecycle



4.2.2 Data Migration from Current Service Provider to LMIS

4.2.2.1 Currently, AIIB loan and investment administration data is maintained in an in-house Microsoft Access and Excel database and in the system of the Current Service Provider, which is SAP-based. CTL has a robust data governance system, but there will be a need to migrate the data from the Current Service Provider and in-house databases.

4.2.2.2 The data migration and conversion work stream will focus on:

- The smooth migration of off-site and legacy data to the strategic LMIS solution to enable effective operations at cut-over and post transition;
- Ensuring that data requirements for systems that will remain in place, such as the data warehouse and other downstream systems, can be supported post transition; and
- Ensuring that AIIB's data governance standards including reference data and data definitions are enforced in the LMIS

4.2.2.3 The key objectives of the data stream are to:

- Ensure data is captured within process definition and platform selection/configuration to meet the process needs;
- Execute a repeatable migration process for transitioning to the new operation; and
- Ensure data specific activities are supportable through and post-transition (i.e. business as usual reporting).

4.2.2.4 Summary of the data migration scope: The off-site and legacy systems from which data will be migrated are as follows:

Loan Setup

- Current Service Provider
- MS Access Database
- Others (e.g., Excel, other reference systems)

Loan Accounting

- Current Service Provider and its subledgers
- AIIB General Ledger
- MS Access Database

Disbursement Processing

- Current Service Provider
- MS Access Database
- Others (e.g., Excel, other reference systems)

Reporting

- Current Service Provider
- AIIB Data Warehouse/Reporting Tools

Servicing

- Current Service Provider
- MS Access Database
- Others (e.g., Excel, other reference systems)

Client Data

- Current Service Provider

Document and Image Management

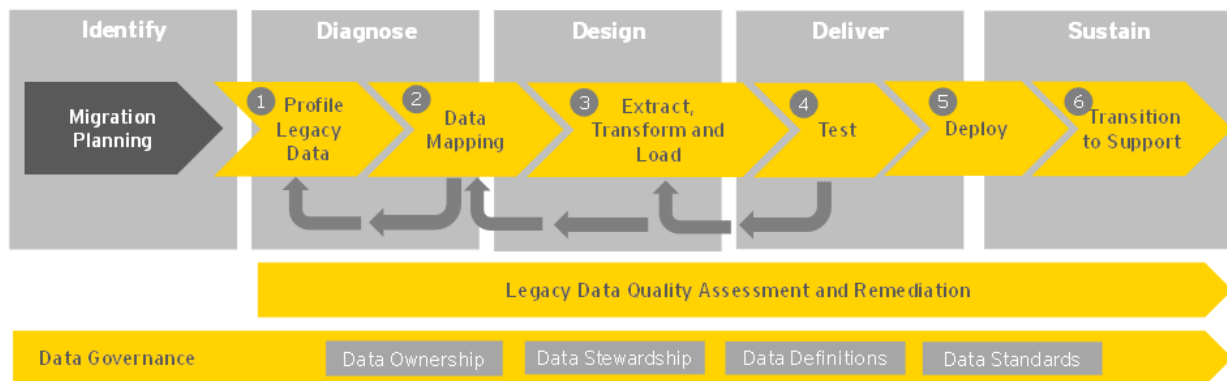
- CTL Shared-drive

The data to be migrated from the above legacy systems includes but not limited to project, loan, borrower, pricing, amortization, repayment, interest, fees, disbursements, restructuring and associated party information.

Finally, the services in scope for data migration are as per those outlined in the methodology below. The services will also include existing (both internal AIIB and Current Service Provider) data profiling, data mapping, extract transform and load, test, deploy and transition to support.

4.2.2.5 Data migration approach. The data migration approach aims to address upfront one of the key risks for any data migration, being legacy data quality, and to mitigate risks at cut-over. These will be achieved by:

- Establishing the foundations of data governance upfront, including defining data ownership, data definitions and data standards;
- Commencing legacy data quality assessment and remediation immediately;
- Commencing product rationalization as soon as possible;
- Conducting a phased migration that is aligned with the program transformation approach outlined above;
- Conducting structured rounds of testing to identify legacy data issues and provide quality assurance of the data migration routines. Testing will include a full, end to end, rehearsal of the data migration processes; and
- Employing a cut-over approach that will reduce risk to the program by completing the bulk of the data migration two to three weeks in advance of go-live, with incremental updates being used to keep the new LMIS in sync with changes in the Current Service Provider systems and AIIB data governance group.



5. Technical Considerations

5.1 Guiding Principles

The proposed solution(s) offering should be compatible to the following technical guiding principles:

- Meet AWS cloud's technology stack appetite and enough implementation experience in AWS cloud environment
- Adaptive cybersecurity that leverage data-driven insights and to monitor security risks to increase business resiliency, and to ensure confidentiality, integrity and availability of AIIB systems

- Meet LMIS's technology stack appetite and enough LMIS implementation experience in AWS cloud environment

5.2 Integration Considerations

The solutions should be able to integrate with other AIB systems as well as external data sources, and be adaptable with the following integration principles:

- Standardized integration patterns:
 - Adopt a set of standard integration patterns across batch (file-based), event-based and messaging integration to simplify and decouple applications within the landscape
 - Reduce point-to-point interfaces and minimize the associated high operational cost to maintain interfaces
 - An “integration broker” approach should be taken to decouple sending and receiving applications, thereby enabling applications to send and receive in a common, consistent manner regardless of other applications history, locations, formats and protocols
 - Apply robust middleware technologies and other enterprise application integration technologies focused on service-oriented architecture
- Data controls:
 - Integration should implement security features (e.g. data encryption), data masking, and control features (e.g. reconciliation) to address regulatory and financial control requirements
 - Interfaces carrying financial information will be subject to tight financial controls, including reconciliation, audit reviews, data masking and encryption. Financial data must be reconciled and access-controlled as required
- Centralized data source:
 - Establish a single, clearly defined, and authoritative source of quality data across the enterprise
 - Adopt robust, single source data and single integration method and framework to provide consistent, controlled information sources to meet functional system requirements, enable business management information and performance management
 - Share data through a single consolidated repository for both source and generated data
 - Metadata management and data lineage should form the key capabilities providing better data interfacing across the enterprise, which will help maintain a single view across various portfolios
 - Integrate with other systems including but not limited to iMIS, Treasury, Risk and General Ledger.

6. Deliverables

The major deliverables will include:

- Project charter
- High-level system design document
- System detail design and implementation document
- System process workflow align to business process with diagram format
- System implementation plan
- System test strategy and test plan
- Conduct unit test and produce unit test report
- Conduct user acceptance test and produce user acceptance test report
- Conduct performance test and produce performance test report
- System “go live” plan and report
- System operation and maintenance manual
- User training guide
- Service report (on-demand)
- LMIS go-live
- LMIS customization and integration source code

7. Timetable

Completion of the implementation should be within [24] months or earlier from the signing of the contract. We are expecting the Non-Sovereign module to go live within 12 months or earlier as phase 1, then get the Sovereign Loan module online in phase 2.

Annex E
Prequalification Forms

Form E-1): Response to IPQ by Firm

Date: [dd/mm/yyyy]

Dear Mr./Ms. [copy the AIIB's representative's name, designation and department as indicated in the IPQ],

We have read carefully your Invitation for Prequalification (IPQ) for the captioned assignment/project and find the Terms of References (TOR) match our firm's capacity for providing the services required in the TOR. We would like to submit our information required for being considered for the Shortlist. We understand that AIIB does not have an obligation that we must be shortlisted.

Our firm's profile and information relevant to this IPQ are provided below:

Form E-2): Firm's Information

In case of Joint Venture (JV), each partner of the JV shall fill up this Form.

Firm's legal name	
Firm's country of constitution/registration	
Firm's year of constitution/registration	
Firm's legal address in country of constitution/registration	
Firm's website	
Firm's authorized representative (name, address, telephone numbers, fax numbers, e-mail address)	<i>[In case of Joint Venture (JV), this is shall be the authorized representative of the JV]</i>
<p>The Firm is required to attach the following documents:</p> <ul style="list-style-type: none"><input type="checkbox"/> 1. Articles of incorporation or constitution/registration document of the legal entity named above.<input type="checkbox"/> 2. Confirmation of Authorization to represent the Firm.<input type="checkbox"/> 3. Agreement of JV in case of JV, otherwise indicate "N/A".	

Form E-3): Eligibility Declaration

We, the undersigned, certify to the best of our knowledge and belief:

☐

We have read the IPQ, including the Purchaser's Requirement (Annex D), for this assignment.

☐

We confirm that the project references submitted as part of this IPQ accurately reflect the experience of our firm.

☐

We confirm our firm and all the personnel indicated in the IPQ have met the requirements

of Corporate Procurement Policy of AIIB, which can be found on

<https://www.aiib.org/en/opportunities/business/corporate-procurement/index.html>

[Signature:

Name of the firm's authorized representative:

Position]

Form E-4): Financial Performance

Each Applicant must fill out this form using data from its audited financial statements.

In case of joint ventures, each Joint Venture Partner must fill out this form separately, and provide the Joint Venture Partner name below:

Joint Venture Partner: _____

	<i>Financial Data for Previous three Years in USD Equivalent</i>		
	Year 1	Year 2	Year 3
<i>Information from Balance Sheet</i>			
Total Assets (TA)			
Total Liabilities (TL)			
Net Worth =TA – TL			
Current Assets (CA)			
Current Liabilities (CL)			
Working Capital = CA - CL			
Most Recent Working Capital			
<i>Information from Income Statement</i>			
Total Revenues			
Profits Before Taxes			
Profits After Taxes			
<input type="checkbox"/> Attached are copies of audited financial statements (balance sheets including all related notes, and income statements) for the last 3 years.			

Form E5): Average Annual Turnover

Each Applicant must fill out this form.

The information supplied should be the Annual Turnover of the Applicant or each member of a Joint Venture in terms of the amounts billed to clients for each year for *[Works/Services]* in progress or completed, converted to US Dollars at the specified exchange rate.

In case of joint ventures, each Joint Venture Partner must fill out this form separately, and provide the Joint Venture Partner name below:

Joint Venture Partner: _____

Year	Amount Currency	Exchange Rate	USD Equivalent
Average Annual Turnover			

Form E-6): Pending Litigation and Arbitration

Each Applicant or member of a JV must fill in this form if so required under in Annex 3 Qualification Criteria.

<input type="checkbox"/> No pending litigation and arbitration			
<input type="checkbox"/> Below is a description of all pending litigation and arbitration involving the Applicant (or each JV member if Applicant is a Joint Venture).			
Year	Matter in Dispute	Value of Pending Claim in USD Equivalent	Value of Pending Claim as a Percentage of Net Worth

Form E-7): Service Plan

(*the response format is not restricted but below contents must be included)

1) Project methodology and approach
2) Solution description
3) Project team structure
4) Proposed Project Plan
5) Proposed Project Deliverables
6) Cost Estimation

Form E-8): Firm's Experience

List below the Firm's contracts with clients in the past 3 years similar, in size and nature, to the Contract under this IPQ.

Name of the Client	Client Country	Brief Description of the Scope of the Contract	Contract Size (Currency, Amount)	Contract Duration (From mm/yyyy to mm/yyyy)	Applicant's Role in the Contract (Sole Supplier/JV Partner)

Form E-9): Curriculum Vitae (CV) of Key Personnel

1. Position:	<i>[Same Position Title: _____, as in page 1]</i>		
2. Name:	<i>[Family name, Given Name]</i>		
3. a) Date of Birth	<i>[dd/mm/yyyy]</i>	b) Place of Birth	<i>[Name of Country]</i>
4. Citizenship	<i>[Name of Country]</i>		
5. Name and Address of Current Employer:			
6. Education:	<i>[List degrees, major/area of specialization, the date(s) mm/yyyy of diploma(s) and institute(s)]</i>		
7. Membership in Professional Associations			
8. Language Skills	<i>[List the language(s) and related skill level: Native, Fluent, Intermediate, Basic]</i> 1. English (Mandatory): 2. ... 3. ...		
9. Employment Record			
<i>[Starting with present position, list in reverse order every employment in the past 10 years]</i>			
From <i>[mm/yyyy]</i> To <i>[mm/yyyy]</i> Employer: Positions held: Location(s): Main Responsibilities:			
10. Past Work Experiences Relevant to the Purchaser's Requirement			

[List major assignments in the past 10 years that can best illustrate the person's capability to handle the tasks listed in the left column.]

[Insert the major tasks in the Purchaser's Requirement here]

[Task 1:_____

Task 2:_____

Task 3: _____]

*[Work experiences relevant to Task 1:
Time Period: From mm/yyyy to mm/yyyy
Name of Client:
Position held:
Main Responsibilities/Outputs:]*

*[Work experiences relevant to Task 2:
Time Period: From mm/yyyy to mm/yyyy
Name of Client:
Position held:
Main Responsibilities/Outputs:]*

*[Work experiences relevant to Task 3:
Time Period: From mm/yyyy to mm/yyyy
Name of Client:
Position held:
Main Responsibilities/Outputs:*

11. Certification:

I, the undersigned, certify to the best of my knowledge and belief that

- this CV accurately describes my qualifications and my experience ☐ Yes ☐ No
- I am currently under sanction by AIIB ☐ Yes ☐ No
- I am former AIIB staff ☐ Yes ☐ No

I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged, or sanction by AIIB in accordance with its Policy on Prohibited Practices.

[Signature] Date: [dd/mm/yyyy]

Annex F. General Terms and Conditions (GTC)

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