

INVITATION FOR PREQUALIFICATION

Funding source:	Asian Infrastructure Investment Bank (AIIB)
Sector:	Facilities and Administration Service
Project Name:	Property Management and Corporate Service
Project No.	AIIB-CP-290
Deadline:	October 15, 2018

Date: September 27, 2018

1. The Asian Infrastructure Investment Bank (AIIB) now invites Pre-Qualification Submissions from interested firms to provide Property Management and Corporate Service for its temporary headquarters located at Tower C, Financial Street Center, No. 9B Financial Street, Xicheng District, Beijing and permanent headquarters building located at Block B27-2, Olympic Park, Chaoyang District, Beijing China. A Prequalification list will be prepared following the pre-defined selection criteria (Section E) for participating in the selection process. The selection will follow AIIB's Corporate Procurement Policy, relevant rules and procedures. Depending on the number of the EOIs received and the qualifications of the suppliers, AIIB may or may not prequalify all firms who have submitted EOIs.
2. The letter of Pre-Qualification Submissions should provide information of the company's technical qualifications and experience in undertaking **Property Management and Corporate Service**. Please provide the information requested in the Annex B.
3. Firms should submit all related documents as required under Annex A and B to the following Email address in PDF format, before 23:00, **October 15, 2018** (Beijing time).
4. Contact information:

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

Annex A - Terms of Reference

Annex B - Application Form

ANNEX A

TERMS OF REFERENCE

A. BACKGROUND

Asian Infrastructure Investment Bank (AIIB or the Bank) 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, with professional management and staff selected on a meritorious and competitive basis. 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. Its areas of engagement are expected to include: energy and power; transportation and telecommunications; rural infrastructure and agriculture development; water supply and sanitation; environmental protection; urban development and logistics; and other productive sectors as deemed appropriate. AIIB's Articles of Agreement came into force on December 25th, 2015 and is now operational following its inauguration on 16 January 2016.

Currently the Bank is located at Tower C, Financial Street Center as its temporary headquarters. By October 1st, 2019 the Bank will move to a new, permanent headquarters to meet its growing operational needs. The Bank is now inviting interested companies make pre-qualification submissions to carry out the property management and corporate service for the temporary and permanent headquarters.

B. OBJECTIVE

The main objective of the service is to ensure an optimal working environment in the Bank's temporary and permanent headquarters with premium and high-quality property management and corporate service, including: office security, cleaning, greening, conference and meetings, and other customized corporate services.

The property management and corporate service contractor must be able to ensure first-class property management and corporate service and have an established reputation for doing so in Beijing. The supplier shall fully understand corporate service standard and requirements related to the special status of international organizations. .

C. SCOPE OF WORK

The Scope of Work has two phases:

Phase I: Bank temporary headquarters property management and corporate service.

- Timeline: The contract commencement date is December 23rd, 2018. The end of service for the temporary headquarters is March 31st, 2020.
- Management Area:

1. Grounds

1.1. Interior areas of the building dedicated to Tower C: floors 1-18 of the entire new building and floors 17 of the north building.

1.2. Floor slab and roof areas of the exclusive building masses of Tower C.

2. Underground Part

2.1 Equipment room within the scope of Tower C on the basis of system classification

2.2 The elevator hall and the staircase exclusive to Tower C.

2.3 The parking lot exclusive to B4.

Due to the particularity of the building of this project, classification between large and small property management areas exist. Building masses, structures, various facilities & systems and equipment exclusive to Tower C shall be managed by corresponding small property management services and management contents shall be respectively implemented in the management areas.

The existing small property management contract of temporary building is going to expire on December 22nd, 2018. To ensure the new property management contractor takes over the work successfully and carry out their services satisfactorily, a transition period is planned from December 15th, 2018 to January 15th, 2019. The initial property management company will fully cooperate with the transition.

Phase II: Bank's permanent headquarters property management (not including facility management) and corporate service.

- Timeline: The contract commencement date for the permanent headquarters is October 1st, 2019.
- Scope of Work:

The Bank office area is separately managed and independently controlled, including various facilities & systems and equipment:

16 floors above ground and 3 floors below ground providing 80,000sqm gross floor area consisting of standard offices, multi-function halls and conference areas, restaurants, cafeteria and canteen, gym, clinic and many other associated staff amenities. Above ground level the structure is an all steel framed building with steel floors covered by finished concrete and glass walls. There is a total of four hundred parking lots on the underground B1 and B2.

As part of the property management and corporate service, the contractor is to witness the testing and commissioning of all administrative facilities and ensure that all functions are fully and satisfactorily operational by the time that the AIIB takes over the new building on October 1st, 2019.

The Bank will officially occupy the new headquarters on April 1st, 2020, from October 1st, 2019 to March 31st 2020 will be the period of initial operation. During this time, the contractor needs to do the following subjects: a) initial clean-up of the headquarter building after the commission from the developer, b) the security and safety of the headquarter building, c) the checking of

the administrative facilities and function testing, d) internal training of the contractor employees, e) assist the Bank to settle into the new headquarters.

D. DELIVERABLES

Phase I:

Temporary headquarters

1. Ensure orderliness, smoothness, convenience and safety in headquarters, follow the Bank's core principles: lean, clean, green.
2. Take over all the property management services from the existing property company, including: office security, cleaning, greening, conference and meetings, and other customized corporate services.
3. Maintain LEED Gold Standard for the operation of the new headquarters building
4. Execution of the planned property management and corporate service program according to the schedule agreed with AIIB.
5. Establishment of a set of KPIs for performance monitoring, which is the client experience oriented, to manage implementation of contract.
6. Improve services quality and cost-saving through using new IT system and management renovation.
7. Provide professional and high-efficiency property management and corporate service in conference and event management, general staff services, engineering service, HQ building security management, assets management, staff settle down and off-boarding service, business vehicle management, reception-desk service.

Phase II:

Permanent headquarters

1. Ensuring orderliness, smoothness, convenience and safety in headquarters follow the Bank's core principles: lean, clean, green.
2. Maintain LEED Gold Standard for the operation of the new headquarters building.
3. Achieve and maintain WELL v2 Platinum standards within the new headquarters building by 1st October 2020.
4. Execution of the planned property management and corporate service program according to the schedule agreed with AIIB.
5. Establishment of a set of KPIs for performance monitoring, which is the client experience oriented, to manage implementation of contract.
6. Improve services quality and cost-saving through using new IT system and management renovation.
7. Provide professional and high-efficiency property management and corporate service in conference and event management, general staff services, HQ building security

management, assets management, staff settle in and off-boarding service, business vehicle management, reception-desk service, etc.

E. Qualification & Selection Criteria for Pre-Qualification

Pre-Qualification Submissions received will be evaluated to assess the bidders' ability to undertake the work needed and qualify them for an invitation to submit a proposal for the work.

- 1) The applicant shall meet the following qualification requirements:
 - i. More than 15 years of business operations;
 - ii. Having legal business license and professional qualification certificate.
 - iii. The registered capital shall be more than USD 700,000;
 - iv. The property areas to be managed shall be more than 1,000,000 square meters;
 - v. The total number of regular employees shall be no less than 500.
- 2) The applicant shall fully understand corporate service standard and requirements related to the special status of international organizations and should have relevant property management experiences in managing 5-A level office buildings or office buildings of diplomatic institutions and international organizations. Relevant information on the concerned projects is required as follows:
 - i. Name of the project
 - ii. Name of the service recipient
 - iii. Location of the project
 - iv. Duration of project contract.
 - v. Brief introduction of the project

Note : The management area of each single property project shall be more than 30,000 square meters and at least one property project is within valid contract period.

- 3) The applicant shall have comprehensive property management experience, in areas of cleaning, engineering, security, greening and conference/meeting services, the applicant shall be able to provide a variety of additional corporate services as required.
- 4) Association bidding is not accepted.
- 5) The applicant shall have no criminal record in its business operation in the past 3 years.
- 6) The applicant is required to submit copies of their ISO 9000 and ISO 140001 certificates.

Annex B

APPLICATION FORM

Date: [dd/mm/yyyy]

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

We have read carefully your Invitation for Prequalification 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 express our interest for being considered for the prequalification. We understand that AIIB does not have an obligation that we must be prequalified.

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

I. Consulting Firm Profile

Firm's Name:	
Country of Incorporation:	
Firm's Address: (Street name, City, State/Province, Country, ZIP code)	
Fax No.:	
Phone No.:	
Email:	
Website:	

II. Specific Qualifications and Experience

[Notes to consultant: Describe the Qualification and Experience including the following information]

III. Other Information

[Notes to consultant: Provide other information that you consider to be useful for the AIIB in its consideration of your candidacy for the prequalification].

IV. Project References

[Notes to consultant: Please select at least three of the most relevant projects to demonstrate the firm’s technical qualifications and experience.

Period	Client	Project	Location	Role of the Firm (As lead firm or partner?)	Contract Value

V. Eligibility Declaration

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

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

- We confirm our firm has ever been convicted of an integrity-related offense or crime related to theft, corruption and fraud.
- We confirm our firm and all the personnel indicated in the EOI have met the requirements of Corporate Procurement Policy of AIIB, which can be found on <https://www.aiib.org/en/policies-strategies/download/corporate-procurement-policy/corporate-procurement-policy.pdf>
- We understand that any misrepresentations that knowingly or recklessly mislead, or attempt to mislead may lead to the automatic rejection of the EOI or cancellation of the contract, if awarded, and may result in further remedial action, in accordance with AIIB's Policy on Prohibited Practices (PPP), which can be found on https://www.aiib.org/en/policies-strategies/download/policy-on-prohibited-practices/policy_on_prohibited_practices.pdf

Signature:

Name and Title of the firm's authorized representative: