

INVITATION FOR PREQUALIFICATION

Funding source:	Asian Infrastructure Investment Bank (AIIB)
Sector:	Facilities and Administration Service
Project Name:	Facilities Management Services
Project No.	AIIB-CP-280
Deadline:	October 08, 2018

Date: September 20, 2018

1. The Asian Infrastructure Investment Bank (AIIB) now invites Pre-Qualification Submissions from interested firms to provide Facilities Management Services for its new 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, Page 4 below) 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 Facilities Management Services. 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 08, 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

The Asian Infrastructure Investment Bank (The Bank), a multilateral development bank, was founded to bring countries together to address the daunting infrastructure needs across Asia.

The Bank has approved 25 projects and more projects are expected to come. The Bank is moving to a new, permanent headquarters where it will be able to grow to meet the increasing project administration needs. The Bank is now inviting interested companies make Pre-Qualification Submissions to carry out the Facilities Management Services for the new headquarters building.

B. OBJECTIVE

The main objective of the service is to ensure an optimal working environment in The Bank's new, permanent headquarters building at Block B27-2, Olympic Park, Chaoyang District, Beijing China with maximum energy efficiency and minimal operating costs without compromising the reliability of the facilities providing this environment.

In achieving the above objective, the service provider must ensure that the utilities supply and their supporting infrastructure in The Bank's permanent headquarters building are correctly inspected, checked and maintained:

- in accordance with their manufacturers' recommendations,
- in accordance with accepted industry best practices,
- in compliance with prevailing national/Chinese laws, regulations and statutory requirements.

At the same time, and in accordance with ensuring an optimal working environment throughout all of the office space occupied by The Bank, the necessary work undertaken by the service provider must not interrupt or effect in any way The Bank's normal operation. This means that much of the work will have to be done outside of normal working hours

The Facilities Management Services management contractor must be able to ensure first-class facilities management and have an established reputation for doing so in Beijing. The supplier must also have experience of state-of-the-art energy saving devices with the ability to draw upon an international pool of specialist talent as necessary.

C. SCOPE OF WORK

The Scope of Work is to provide a complete hard services Facilities Management Service for The Bank's new headquarters building. It is hard services only that are required.

The contract commencement date is 6 months before The Bank occupies the building, which will be 01 March 2019.

Therefore, as part of the Facilities Management Service, the contractor is to witness the testing and commissioning of all plant, equipment and installations on behalf of The Bank and ensure that all systems are fully and satisfactorily operational by the time The Bank occupies the new building on 01 October 2019.

In addition, The Bank's CMMS for the new building is to be populated during the initial 6-month witnessing period from March to September 2019 and on completion of this 6-month period a Facilities Management asset register, with all relevant warranty details, is also to have been completed. The Preventive Maintenance (PM) Program for the plant, equipment and installations is also to be complete by the completion of this 6-month period.

All data collected and stored on the CMMS will be the property of The Bank and may not be used by the contractor without The Bank's prior, written approval.

The full Facilities Management component of the contract commences on 01 October 2019 and includes operating the building's Building Management System, (BMS), the Computerised Maintenance Management System, (CMMS), advising The Bank on improving energy management, assisting The Bank in minimising operating costs, and reporting on a regular basis to The Bank including KPI reporting as defined by The Bank.

By 01 March 2020, a 50-year whole life operating cost model is to be completed.

D. DELIVERABLES

The deliverables are:

1. All plant, equipment and installations under the Facilities Management Service contract fully test and commissioned prior to The Bank's takeover/acceptance of the building
2. Punch lists and progress reports during the witnessing phase of the Facilities Management Service Contract
3. Fully populated and operating CMMS by the end of the witnessing phase of the Facilities Management Service Contract
4. Complete Preventive Maintenance (PM) Program for all for all plant, equipment and installations covered by the contract
5. Facilities Management Asset Register complete with all relevant warranty details.
6. Fully calibrated, commissioned and operating BMS by the witnessing phase of the Facilities Management Service Contract
7. Implementation of the Facilities Management Service Preventive Maintenance Program (PM Program) for all plant, equipment and installations covered by the Facilities Management service contract
8. Regular reporting as agreed with The Bank, including monthly KPI reporting, with continuing assistance to The Bank in achieving minimum energy consumption with optimum operating costs
9. Preparation of a 50-year whole life operating cost model.

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. The criteria used for this evaluation are:

1. the vendor must have been established for working in Beijing for at least 10 years and having undertaken similar work for all of that time,
2. the vendor must be able to demonstrate experience of managing office buildings to maintain LEED Gold operating standards, managing a Building Management System, (BMS), a Computerised Maintenance Management System, (CMMS), and managing a Building Information System, (BIM),
3. the vendor must submit the CVs of at least 2 English speaking project management staff with at least 5 years' experience of working with foreigners, at least 2 years' experience with the vendor and guarantee that at least one of these people will be available for the contract, (CVs to be limited to 3 pages each),
4. the vendor must be able to provide 3 references (customer names and contact details) for work of a similar scope and size, (above 50,000m² office space), including complex cladding fabrics and passive solar gain management technology, currently being executed or have been completed within the past 2 years.
5. the supplier must have all required licenses including insurance policies to undertake such services
6. the supplier must submit certified financial statement for the recent 3 years
7. The supplier is required to submit copies of their ISO 9000 and ISO 140001 certifications.

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]

1. Proof of eligibility to work in China with proof of continuously providing the required services of the past 10 years – copies of official relevant documents, licences, certificates, tax numbers, etc.
2. Demonstrated experience of maintaining LEED Gold standard in maintenance as well as operating CMMS and BMS software – copies of relevant Project Data Sheets (one-page summaries of relevant projects) maximum 6 sheets.
3. CVs of potential on site Facility Manager – CVs to be limited to 3 pages per person.
4. 3 references - details of persons who may be contracted to discuss the contractor's performance.
5. Copies of ISO 9000 and ISO 14001 certification.

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	Country	Role of the Firm (As lead firm or partner?)	Contract Value

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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: