

# Request for Expression of Interest for Selection of Designing, Building and Operation Service Companies for AIIB's Official Website

The Asian Infrastructure Investment Bank (AIIB), will be a new multilateral financial institution designed to provide financial assistance for infrastructure development and regional connectivity in Asia. AIIB's Headquarters will be located in Beijing, China.

The Multilateral Interim Secretariat for Establishing the AIIB (AIIB Preparation Management Co. Ltd.) invites website designing, building and operation service companies, which have experiences of serving influential multilateral organizations/companies and are capable to provide bilingual service (Chinese and English), to express interest in providing consulting service on designing, building and operating the AIIB's official website. A shortlist will be prepared following the pre-defined selection criteria for participating in the selection process. The selection will follow AIIB's draft Corporate Procurement Policy, relevant rules and procedures.

The letter of expression of interest (EOI) should provide information of the company's technical qualifications and experience in undertaking website designing, building and operation service for domestic or international institutions over the past 3 years, and the bilingual language skills. This should include:

1. Scope of your company's service, i.e.:
  - a. Creative design
  - b. Content writing
  - c. Web page programming
  - d. Web site installation, configuration, & maintenance
  - e. Web site hosting
  - f. Or others, please describe.
2. Reference clients & projects over the past 3 years, with the following information:
  - a. name of the Client
  - b. name of the Project

c. a description of the Project, including:

- i. Countries of the majority target audience of the Web site
- ii. Language of the Web site
- iii. Service scope your company provided

This Request for Expression of Interest is available in <http://procurement-notices.undp.org/>, [www.chinabidding.com.cn](http://www.chinabidding.com.cn) & [www.aiib.org](http://www.aiib.org).

The EOI must be delivered no later than December 21, 2015 to the following Client's Email address in PDF format:

**Client: The Multilateral Interim Secretariat for Establishing of the AIIB (AIIB Preparation Management Co. Ltd.)**

Address: 20th Floor, North Tower, Financial Center, 9 Financial Street, Xicheng District, Beijing, China.

Post Code: 100033

Tel: 0086-10-66082871

Email Address: [it.procurement@aiib.org](mailto:it.procurement@aiib.org)

Attention: Mr. Shan Wenjun

**Procurement Agent: China International Tendering Company**

Address: Room 1501, Genertec Plaza, No.90, Xisanhuan Zhonglu, Beijing, China.

Post Code: 100055

Tel: 0086- 63348621,10-63348615

Fax: 0086-10-63373591

Attention: Ms. Chang Zhifeng, Ms.Zhu Hong