ASIAN INFRASTRUCTURE INVESTMENT BANK

**INVITATION FOR EXPRESSION OF INTEREST**
**FOR**
**EVENT MANAGEMENT SYSTEM AND SOLUTION**

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|---|---|
| Funding source: | Asian Infrastructure Investment Bank (AIIB) |
| Sector: | **Corporate Secretary** |
| Project Name: | **Event Management System and Solution** |
| Project No. | **AIIB CP – 00151** |
| Deadline: | **August 26, 2018** |

Date: August 20, 2018

1. The Asian Infrastructure Investment Bank (AIIB) invites qualified suppliers, to submit an Expression of Interest (EOI) to develop the AIIB's Event Management System and Solution. The selection will follow AIIB's draft Corporate Procurement Policy and relevant rules and procedures. Depending on the number of the EOIs received and the qualifications of the suppliers, AIIB may or may not shortlist all firms who have submitted EOIs.

2. The EOI should provide information about the supplier's technical qualifications and experience in developing Event Management System and Solution services in the past five (3-5) years. Please provide the information requested in Annex B.

3. Consulting firms should submit all related documents as required under Annex A and B to the following Client's Email address in PDF format, before **24:00 PM, August 26, 2018 (Beijing time).**

4. Contact information:

   Corporate Procurement Division
   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 – Simplified Terms of Reference

Annex B - EOI Form

**Annex A**

**Simplified Terms of Reference**

## 1. Background and Objectives

The Asian Infrastructure Investment Bank (AIIB) requires an Event Management System and Solution for events, including the Annual Meeting, virtual and on-site Board meetings and other events for 50-3,000 participants.

AIIB is a 21st century multilateral development bank with a mission to improve social and economic outcomes in Asia and beyond. Our core principles are openness, transparency, independence and accountability and our mode of operation is "Lean, Clean and Green".

The purpose of this Expression of Interest (EOI) is to procure a user-friendly and flexible event management system. The vendor secured through this procurement process will be contracted initially for a period of one year, starting in September 2018, extendable up to September 2021 (three years).

## 2. Scope of Work

- Build and maintain a user friendly and flexible registration system, webpages, and event management system customized to AIIB's needs and requirements.
- Build and maintain an event management system back-end admin website.
- Build and maintain integrated systems and webpages for participant hotel and flight bookings, meeting room reservation, transport and reimbursements.
- Design and build a mobile app.
- Ensure data security, privacy and service availability.
- Design, implement and staff a user friendly and flexible badging and access control and monitoring solution integrated with the event management system that meets the requirements of AIIB in terms of security and access to the Meeting venue and individual meeting rooms.
- Provide appropriate service throughout contract period with dedicated account manager coordinating all services contracted, ensuring optimum quality of design and development; training; management of data integration issues in a cost-effective manner; wholly familiarized with AIIB requirements and able to communicate these to technical teams.
- 24/7 technical support from dedicated consultants to resolve bugs and problems promptly.

## 3. Resources requirement

3.1 Qualifications or specialized knowledge/ experience required

- Experience and technical expertise.
- Dedicated consulting team with required expertise.

- Suppliers must have worked with comparable clients and are requested to provide examples of comparable systems and client reports or case studies.

3.2 Performance indicators for evaluation of results: (e.g. timeliness, value of services rendered in relation to their costs, etc.)

- Timeliness, adherence to budget and quality of work.
- Ability to meet pre-determined success criteria.
- Customer service and responsiveness to AIIB's requests.

## Annex B: EOI Form

[Expressions of interest are subject to a 10-page limit, including any attachments.]

### Expression of Interest (EOI) by Consulting Firm

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 Expression of Interest 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 Shortlist. We understand that AIIB does not have an obligation that we must be shortlisted.

Our firm's profile and information relevant to this EOI 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)<br><br>Fax No.:<br><br>Phone No.:<br><br>Email:<br><br>Website: | |

### II. Specific Qualifications and Experience

[Notes to consultant: Highlight the technical qualifications and experiences of your firm in undertaking tasks in any of the areas of focus, as indicated in the REOI].

### III. Methodology of Work

[Notes to consultant: Describe the methodology to provide relevant services. This is an opportunity for the firm to demonstrate its understanding about the scope of this work]

## IV. 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 shortlist].

## V. 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 |
|---|---|---|---|---|---|
| | | | | | |

## VI. 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-procuremen-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).

Signature:

Name and Title of the firm's authorized representative: