

To Whom It May Concern,

We are pleased to invite your company to submit a quotation to the ASEAN Secretariat for the provision of **Interior Design Works for ASEAN Secretary-General's Residence**. Please follow the attached Terms of Reference for your kind perusal.

ASEAN Secretariat will conduct a site visit meeting to brief on the bidding process and requirements on the below schedule:

Day, date : Thursday, 30 August 2018
Time : 09:30 – 11:00 at Jakarta Time
Location : Jl. Imam Bonjol No. 49
Jakarta Pusat

All interested consultants may register their companies/names by sending an email to procurement@asean.org no later than 29 August 2018. Any expense incurred in relation to attending the preliminary meeting shall be borne by each respective vendor.

The selection of the consultant will be conducted with formal method of quotations in line with ASEAN Secretariat Financial and Administrative Rules and Procedures 2018.

The quotation must be submitted/quoted:

- i. Together with the above documents which have been duly completed;
- ii. In a sealed envelope bearing **"Quotation for the Provision of Interior Design Works for ASEAN Secretary-General's Residence"** on the top right corner;
- iii. Not later than **Wednesday, 5 September 2018 at 16:30 PM**
- iv. In English
- v. In IDR

The quotation must be addressed to:

Chairman of Quotation Panel
Administration and General Affairs Division
The ASEAN Secretariat
Jl. Sisingamangaraja No. 70 A
Kebayoran Baru, Jakarta Selatan, 12110

Kindly read the attached documents carefully. Late submission will not be entertained and quotations that do not meet the requirements will automatically be disqualified.

Please take note that ASEAN Secretariat is not subjected to tax. As such, please **do not include VAT** in your quotation.

Interested candidate may contact ASEAN Secretariat to obtain further clarification and understanding of the scope of work and responsibility prior to the submission of the application. Please send your query to ASEAN Secretariat at procurement@asean.org.

TERMS OF REFERENCE

INTERIOR DESIGN WORKS FOR
ASEAN SECRETARY-GENERAL'S RESIDENCE

I. Background

Following the Agreement between Government of Indonesia and ASEAN Secretariat (ASEC) dated 15 March 1996, the Government of Indonesia has granted for the use of a two-story residence located at Jalan Imam Bonjol 49, Central Jakarta, as the official residence of the Secretary General of ASEAN. Since that date, the said residence has been used by the previous four Secretaries-General of ASEAN, for over 20 years.

As time passed by, the condition of the residence deteriorated. Many components of the house weakened, with some parts of the roof and plumbing system leaking. Another main problem is termite infestation in most parts of the house. The interior design style of the residence is outdated, as well as its furnishings. Due to this condition, the residence has been made empty since the beginning of 2018 and incumbent Secretary-General Dato Lim Jock Hoi is temporarily residing in other location.

ASEC's maintenance for the residence over the years has been limited to repair works, mostly minor ones. This is no longer sufficient, and under the current condition the residence is not suitable to meet its intended purpose as the residence for a high level official. As such, a comprehensive renovation and refurbishing are required.

For this purpose, ASEC plans to undertake a comprehensive renovation of the residence that will include structural, architectural and interior works. To do this, we will require a professional assistance by a professional interior designer to draw up the proposed renovation designs in close consultation with ASEC in-house team.

II. Objectives

The objectives of this project are:

1. To upgrade the overall interior design of the residence commensurate as official residence of high level official;
2. To renovate areas such as living room, formal dining, etc. to be more presentable and more appropriate for hosting formal events;
3. To propose appropriate room finishing including window curtains by taking into consideration of the existing furniture.

III. Expected Deliverables

The consultant shall develop and submit the following:

1. First Presentation of all proposed designs and materials. A copy of all presentation drawings and images in hard copy in A3 size paper and soft copy together with the sample of proposed materials are provided to ASEC.
2. Second Presentation of all proposed designs and materials following the inputs and comments from the first presentation. Similarly, a copy of all presentation drawings and images in hard copy in A3 size paper and soft copy together with the sample of proposed materials are provided to ASEC.
3. Final Presentation of all proposed designs and materials following the inputs and comments from the Second Presentation. Similarly, a copy of all presentation drawings and images in hard copy in A3 size paper and soft copy together with the sample of proposed materials are provided to ASEC.
4. 2 (two) copies of technical drawing documents for construction on A3 size paper, based on the inputs and comments from the presentations to ASEC, which includes but not limited to the following drawings:
 - a. Plan drawings
 - b. Section drawings
 - c. Elevation drawings
 - d. Floor finish plan drawings with information about pattern, size, floor material type and color
 - e. Reflected ceiling plan drawings with information about height, material type, finish and color and lighting type and position
 - f. Room finish plan drawings with information about all room finishing material and curtain
 - g. Furniture plan drawings
 - h. Detail drawings
 - i. Other drawings as required
5. 1 (one) copy of specifications printed on A4 size paper.
6. 1 (one) copy of cost estimates printed on A4 size paper.
7. 1 (one) set of CD which contains all softcopy files.
8. 2 (Two) site inspections during construction phase and assisting ASEC in reviewing all material submittal by the contractor.

IV. Scope of Services

The consultant shall work closely with ASEC in-house team to undertake the following assignments:

1. Prepare presentation materials in the form of drawings, 3D images, material samples, brochures and other necessary materials required to communicate the proposed design to the users. Material selection shall provide wide array of option within user's preferred style, which is contemporary interior style and bright look.
2. Deliver presentation in front of users to communicate the proposed design, gather user's feedback and obtain approval. Consultant is required to do minimum 3 (three) presentations during the course of the project. Additional interim presentation in the form of consultation and material approval might be required during the design process.
3. Develop interior design upgrade of the following rooms in the house which covers area of 387.78 sqm as shown on the attached drawings:
 - a. 1st floor: living room, study room, guest restrooms, formal dining room, family dining room, kitchen, hall and adjoining toilet.
 - b. 2nd floor: family room including the wooden stair area, pantry, master bedroom, guest bedrooms and foyer, closed balcony, closet and bathroom.
4. Develop interior design upgrade with following condition:
 - a. Proposed material and new design shall be easy to maintain and clean.
 - b. The consultant shall keep the existing marble flooring and incorporate them into the new room design.
 - c. The residence is furnished with furniture provided by Government of Indonesia and few furniture that belong to ASEC. The consultant is expected to keep as many as possible the existing furniture that are property of Government of Indonesia on condition that minor alteration is acceptable as long as it will not cause major change to the appearance of the furniture. Relocation of furniture from one room to another is acceptable.
 - d. All proposed works for master bedroom and adjoining foyer, closed balcony, and closet shall not change existing soundproof constructions.
 - e. The consultant shall take into account of the existing MEP system in the residence and shall as much as possible to maintain the current condition.
 - f. The consultant shall advise the proposed design and materials by taking into account of value for money.
5. During construction phase, the consultant is required:
 - a. 2 (two) times site inspection for the purpose to advise ASEC whether the construction work in line with the intended design; and
 - b. Assisting ASEC in reviewing all material submittal by contractor.

V. Indicative Work Schedule

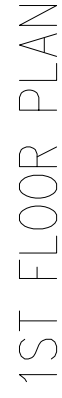
The Consultant shall carry out the assignment in accordance to their determined schedule and might follow below indicative schedule but the time provided to work on this project shall not exceed 85 calendar days.

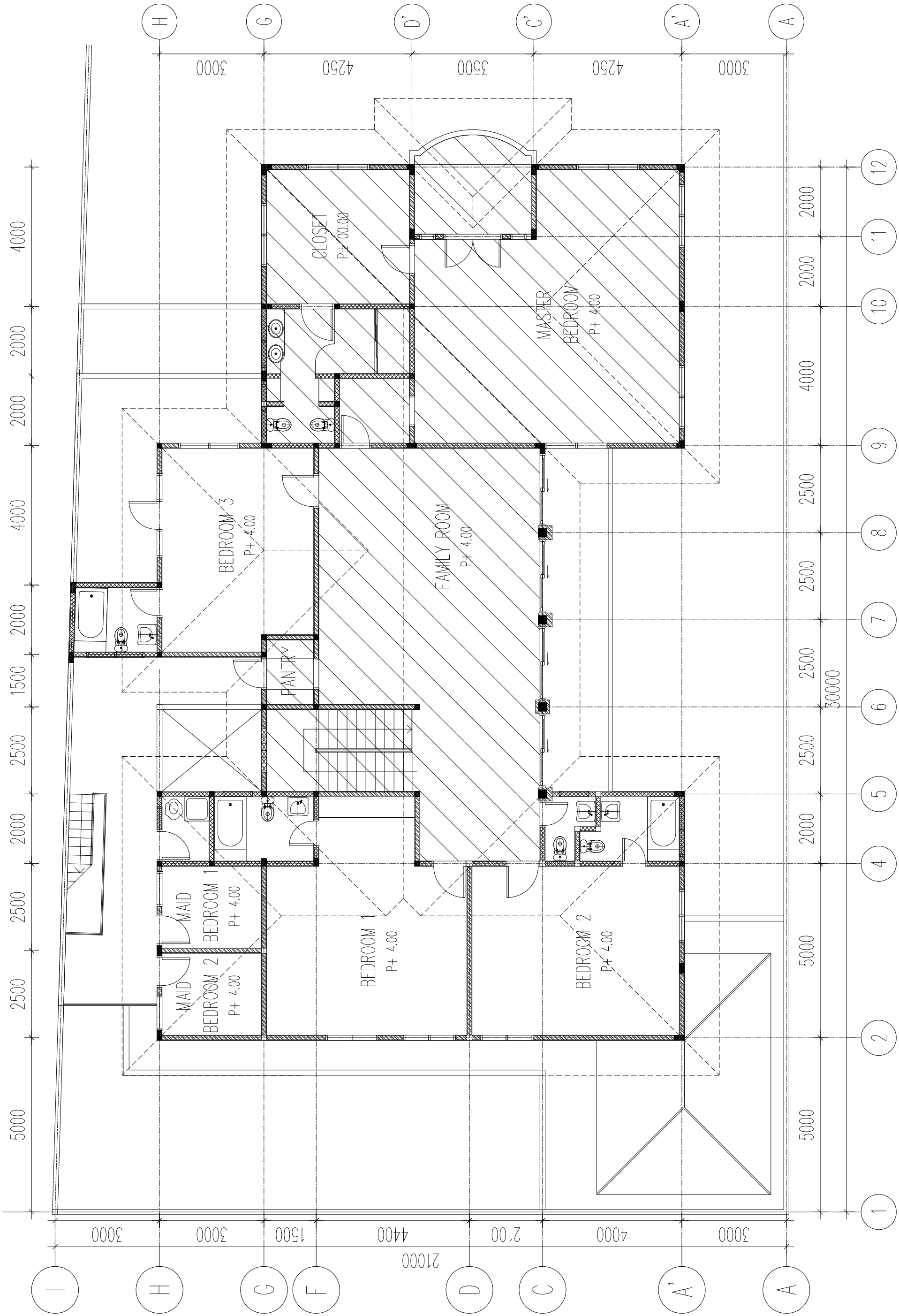
No.	Activities	Parties Involved	# Work Days	When
1.	1 st meeting	Interior Designer & Users	1	Sept 2018
2.	Preliminary design	Interior Designer	24	Sept 2018
3.	1 st presentation	Interior Designer & Users	1	Oct 2018
4.	Design revision	Interior Designer	14	Oct 2018
5.	2 nd presentation	Interior Designer & Users	1	Oct 2018
6.	Design development	Interior Designer	35	Oct-Nov 2018
7.	Final presentation	Interior Designer & Users	1	Nov 2018
8.	Minor revision	Interior Designer	7	Nov 2018
9.	Final submission	Interior Designer	1	Nov 2018
Total (calendar day)			85	Sep-Nov 2018

VI. Consultant's Qualifications

At minimum, the consultant shall meet the following criteria:

1. Minimum 5 year experiences as professional interior designer with past experiences in designing interior of upscale residences proven by submitting design portfolio and client references letter and/or contact information
2. Familiar with the desired interior design style proved by submitting design portfolio.
3. Able to deliver high quality 3D images for presentation proved by submitting design portfolio. To meet the standard, the 3D images shall be able to shows the proportional shape of the components proposed and correctly portray the intended color, pattern, texture and dimension of the material proposed.





2ND FLOOR PLAN

SCALE 1:100

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SG-002