ASEAN SECRETARIAT

Request for Proposal

Provision of Microphones for ASEAN Hall

PROPOSAL MUST BE RECEIVED BY
Friday, 5 October 2018 before 4.30 PM

DELIVER PROPOSAL TO:
ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia

Prepared by:	Administration and General Affairs Division
Date:	September 2018

1 EXECUTIVE SUMMARY

ASEAN Hall is a multi-purpose space utilized for major event and high level meeting at the ASEAN Secretariat (ASEC). It can accommodate approximately 300 attendees at a time. In average, ASEAN Hall organizes 194 events in a year ranging from a small meeting with square table arrangements to a major meeting with theatre style arrangement. ASEAN Hall is designed with high quality material and equipped with first class equipment such as projectors, screens and microphones in order to ensure it meets the required standard.

However, most of the current microphones in ASEAN Hall at numerous occasions are not fully functioned due to deterioration of its functional life cycle. Furthermore, the current microphones have exceeded economic life cycle and having loose its connector due to regularly unplugging the microphone connection in order to accommodate the meeting layout arrangement. To some extent, repair of the current microphone is not possible due to the absence of available parts in the market.

It has been having a recurring problem and ASEAN Hall needs to install a new microphone system since the current model is no longer in production. ASEC is planning to replace the current system with the same brand and new version model.

Due to urgency and no allocation of fund under AOB 2018, CPR 16/2018 Meeting on 29 August 2018 has approved to fund the cost of replacement of current microphone system shall be under Contingency Fund. Contractor who being selected by this bidding process shall provide and install new microphone system to replace the current microphone system.

2 SCOPE OF WORK

The contractor shall remove the existing microphone system and provide and install 40 unit of delegate microphones and one unit of chairman microphone from Bosch, model CCS 900S (ASEC will not allow replacement of other brand and/or model), including the required power system, cabling and other accessories. The project shall include the civil and interior works required for the installation.

2.1 OBJECTIVES

1. To replace the existing obsolete microphone system in ASEAN Hall with new Bosch CCS 900S complete with supporting system and accessories.
2. To have minimum two-year warranty of the installed equipment and the whole installation works.

2.2 IMPLEMENTATION ARRANGEMENTS

1. The installation works shall be executed carefully to not damage the existing finishing material. Any finishing material replacement shall match the existing material to create a seamless joint.
2. Work schedule shall be planned carefully to match ASEAN Hall utilization schedule. Contractor is expected to work mostly out of office hour. Contractor to coordinate with ASEC regarding to the work schedule.
3. All the microphones and supporting system shall be tested prior to hand over.
4. All materials shall be genuine materials from Bosch. Accessories material is permitted to be other material that is compatible with Bosch and recommended to use by Bosch distributor. Material replacement shall not void the warranty.
5. Every day, at the end of working time, contractor is responsible to remove all garbage, debris and working tools from ASEAN Hall to have it ready to host any meeting if any.
6. Contractor is responsible to return the existing microphone system to ASEC.
7. Contractor is responsible to remove any unused material considered as garbage out of ASEAN premise.
8. Contractor to coordinate with ASEC's security regarding to material deliveries in and out the ASEC premise.

2.3 EXPECTED DELIVERABLES

1. 1 (one) Bosch CCS 900S chairman microphone
2. 40 (forty) Bosch CCS 900S delegate microphones
3. 1 (one) set control and power supply unit
4. 1 (one) lump sum cabling and accessories
5. 1 (one) lump sum civil works for the installation
6. 1 (one) warranty certificate for the equipment and the installation works

2.4 INDICATIVE WORK SCHEDULE

The whole removal and installation works shall be finished in maximum 7 calendar days including commissioning testing.

3 RFP REQUIREMENTS PROCESS

3.1 PROPOSAL SUBMISSION INSTRUCTIONS

a. All proposals must be submitted in English.

b. Vendors should indicate the Title of the Tender at the upper right of the envelopes.

c. The Technical Proposal and Financial Proposal must be submitted separately in two different envelopes. Each proposal shall consist of an original set and a photocopy set.

d. **Vendors must not include any financial/cost data in the Technical Proposal. All financial information shall be included in the Financial Proposal. Failure to adhere to this will lead to disqualification**.

e. The proposal should be concisely presented and structured, explaining in details the Vendor's experience, resources, etc. to provide the requested services as stated in the TOR.

f. Proposals must be submitted by the Closing Date and Time, as indicated in the RFP.

g. Proposals that are incomplete will be disqualified.

h. All communications with regard to this RFP shall be in writing and submitted to:

Procurement Unit
Administration and General Affairs Division
ASEAN Secretariat
Email: **procurement@asean.org**

3.2 CLOSING DATE AND TIME OF SUBMISSION OF PROPOSALS

All proposals shall be submitted in two separate envelopes indicating Technical and Financial Proposals in each envelope and received by **Friday, 5 October 2018 by 4.30 PM** at the following address:

Chairman of Sub-Committee on Tender
Administration and General Affairs Division
The ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia

Any notices with respect to this RFP should also be mailed to the above Contact and Address.

3.3 RFP TERMS & CONDITIONS

3.3.1 Eligibility to participate

To be deemed eligible to participate in this bid, the contractor shall:

1. Have minimum 5 (five) year experience in the installation of AV system
2. Familiar with Bosch system or preferably an authorized Bosch installer/distributor

3.3.2 Validity of Bid Proposal

Received tender proposals shall be valid at least until **31 December 2018**.

3.3.3 Pre-bid Meeting

ASEC will conduct a pre-bid meeting to brief on the bidding process and requirements. All prospective vendors who are interested in participating the pre-bid meeting may register their companies/names by sending an email to procurement@asean.org.

The pre-bid meeting is tentatively scheduled on **Monday, 24 September 2018 at 3pm**, at the ASEAN Secretariat office.

4 COMPLIANCE

In conformance to the ASEAN Secretariat's Financial and Administrative Rules and Procedures (AFARP), prospective bidders shall submit their respective bids in English on or before the deadline to ASEAN Secretariat. Late submission shall not be accepted. Bids shall be submitted in two (2) separate sealed envelopes containing the following:

1) **First Envelope: Technical Proposal**, which shall consist, among other, of the technical specifications of the goods/works/services to be procured, production/delivery schedule, after-sales service/parts, manpower requirements, list of contractor's equipment, printed hardcopies of the duly filled Appendix 1 and 1A - Company General Information and List of Clients; and completed Compliance Checklist as per Appendix 2;

   Vendors must not include any financial/cost data in the Technical Proposal, but only in the separate envelope titled Financial Proposal. Failure to adhere to this will lead to disqualification.

2) **Second Envelope: Financial Proposal** which shall contain the bid amount and relevant financial information as required in the TOR, such as recurring and maintenance cost, detailed estimates, payment schedule, latest audit financial statements, etc.

All documents not submitted in English shall not be considered and quoted price in the hardcopy submission shall be in IDR - Indonesian Rupiah.

The ASEAN Secretariat may, after the closing date, request additional information or clarification of tenders in writing.

APPENDIX 1

Company/ Consultancy Firm/Individual Consultant General Information

*To be submitted together in the **Technical Proposal***

Name:			
Division or Subsidiary (if applicable):			
Address:			
City:			
Province / State:			
Country:			
Postal Code:			
Telephone:			
Business Name Registration: (if applicable)			
Tax Registration Number:			
Valid Business Permit: (if applicable)			
Contact:		**Telephone no.:**	
Title / Position:		**Fax no.:**	
E-Mail:			
Indicate number of years involved in similar business			
Are you a subsidiary of a financial institution? ***If Yes, Please indicate your Holding Company**			

APPENDIX 1A

List of Clients

*To be submitted together in the **Technical Proposal***

Customer Details	
Company Name	
Company Address	
Telephone Number	
Fax Number	
Contact Name	
Project Title	

Customer Details	
Company Name	
Company Address	
Telephone Number	
Fax Number	
Contact Name	
Project Title	

Customer Details	
Company Name	
Company Address	
Telephone Number	
Fax Number	
Contact Name	
Project Title	

APPENDIX 1B
Technical Requirements
To be submitted together in the Technical Proposal

The Technical Requirements should address the requirements and expectations set out in the table below. The vendor should use the section numbers and corresponding titles shown in this tables in their Technical Proposal Submission to allow the ASEAN Secretariat Sub Committee on Tender to evaluate Technical Submissions accordingly.

No	Description	ASEC Requirements	Remarks
1	Microphone system	Bosch CCS 900S	Vendor to comply
2	Equipment warranty	Minimum 2 year for the equipment	Vendor to comply
3	Installation work warranty	Minimum 1 year	Vendor to comply

APPENDIX 2
Financial Proposal Requirements
To be submitted together in the Financial Proposal

The Financial Proposal should contain the bid amount with detailed estimates i.e. description and allocation for each item. The total proposed budget should be inclusive of all supplies, services, taxes, and any other costs required to complete the project. The Financial Submission should detail the estimates for each item as set out in the table below:

No.	Description	Cost	Remarks
1	Down Payment	50%	Will be paid after PO issued
2	2nd payment	45%	Will be paid after all equipment installed
3	Retention	5%	Will be paid 1 month after hand over

APPENDIX 3
Checklist for the Completeness of Documents Submitted

The checklist must be used to ensure that you have provided all documentations for the tender. The checklist must be signed and included in both envelopes of your proposals.

I. General Requirements

No.	Description	Checklist

1	Proposals shall be prepared in English	
2	Proposals are submitted in two different envelopes	
3	The envelope must be sealed and labeled accordingly. i. Technical Proposal ii. Financial Proposal	
4	Title of the tender shall be put on each envelopes	

II. Technical Proposal

No.	Description	Checklist
1	Technical Specifications of the service refer to the proposal	
2	All required information have been addressed accordingly	
3	Schedule of delivery	
4	Manpower/consultant requirement	
5	List of vendor's equipment (if any)	
6	One original signed copy	
7	One copy of technical proposal duplicate	

III. Financial Proposal

No.	Description	Checklist
1	Offering is formulated in English	
2	Bid amount	
3	Payment schedule	
4	Company profile	
5	Copy Company Legal Documents, i.e. i. Business Name Registration ii. Valid Business Permit iii. Tax Identification Number iv. List of clients reference v. Customer testimonials on the similar project	
6	Latest audited financial statements	
7	Authority of signatory	
8	One original signed copy	
9	One copy of Financial Proposal Duplicate	

APPENDIX 4

Template for the Proposal Envelope
First Envelope – Technical Proposal

Company Name & Address

Technical Proposal - Title of the Tender

Chairman of Sub-Committee on Tender
Administration and General Affairs Division
The ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia

Second Envelope – Financial Proposal

Company Name & Address

Financial Proposal - Title of the Tender

Chairman of Sub-Committee on Tender
Administration and General Affairs Division
The ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia