



## ASEAN SECRETARIAT

<b>Request for Proposal</b>
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**Provision of Security Guards for the  
ASEAN Secretariat Building and the Secretary-  
General's Residence –  
Contract Period: Two (2) Year (1 January 2019 – 31  
December 2020)**

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

**DELIVER PROPOSAL TO:**

ASEAN Secretariat  
Jl. Sisingamangaraja 70A  
Jakarta 12110  
Indonesia

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

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## **1 EXECUTIVE SUMMARY**

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The Association of Southeast Asian Nations (ASEAN) Secretariat is the nerve center of ASEAN, a regional inter-governmental organization founded in 1967, to promote peace and stability, sustained economic growth, shared prosperity and socio-cultural progress. It comprises the ten countries of Southeast Asia.

The ASEAN Secretariat's basic function is to provide for greater efficiency in the coordination of ASEAN organs and for more effective implementation of ASEAN projects and activities. ASEC employs about 377 international and national staffs. It is hosted by the Government of Indonesia under a host country agreement signed by the Indonesian Minister for External Affairs in 1979. The Annual Operational Budget (AOB) contributed by the 10 ASEAN Member States (AMS) to cover the operational expenses of ASEC. ASEC is also supported by a larger number of partnership Trust and Project Funds to implement ASEAN programs towards ASEAN Community 2015 and beyond.

The existing ASEAN Secretariat (ASEC) at Jalan Sisingamangaraja 70A, Jakarta was established and officiated in 1981 by the then President of Indonesia, H.E. Soeharto. The current premise is growing with the construction of new ASEC building adjacent to the current site. The new building is owned by Government of Indonesia and the construction is projected to be finished by the April 2019 to be handed over to ASEC in May 2019. The new building will have two 16 floors towers and two basement parking. It is designed with green building concept and will have more public area and meeting rooms to accommodate ASEC related meetings.

As a diplomatic facility, ASEC needs to ensure security of the staffs and all property within ASEC premise. Present number of security guard employed by ASEC cannot meet the standard security requirement therefore since 2016 an engagement with a security service provider is required. The addition of new building will increase requirement for security manpower and security service provider company is also expected to fulfil this requirement started from July 2019.

## 2 SCOPE OF WORK

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The appointed vendor shall provide the following services:

1. Securing at the ASEC's premises and its properties, including building, parking area and its surrounding compounds and the SG's residence according to the requirements as specified in the Project Requirements.
2. In general, all the security guards shall perform following duties in their daily work:
  - a. Guarding pedestrians entrance and check the bag / luggage of visitors;
  - b. Guarding Blue Gate area, managing traffic nearby, screening vehicle which is granted to access the premises
  - c. Standing by in Trunojoyo Post (Post 1), screening visitors, doing administrative task;
  - d. Car checking using provided mirror;
  - e. Monitoring and controlling areas at ASEC Premises instructed by the Chief of Security, including occasional duty at SG's residence
  - f. Any other relevant duties as instructed by the head of Administration and General Affairs Division
  - g. Weekly checking safety tools and equipment.
  - h. Related to safety, security guards shall monitor, observe and remind vendor's workers on the compliance with the safety procedure.

### 2.1 OBJECTIVES

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1. To provide 14 personnel of trained security guards during the period of 1 January to 30 June 2019
2. To provide 30 personnel of trained security guards during the period of 1 July 2019 to 31 December 2020.

### 2.2 IMPLEMENTATION ARRANGEMENTS

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The appointed vendor shall agree to the following terms:

1. To provide security personnel at the salary of minimum salary of DKI Jakarta including *Tunjangan Hari Raya* in accordance to the applicable regulation.
2. The selected vendor must register the employer to the National Insurance Scheme (BPJS)
3. To provide allowance IDR 100,000 for personnel who are handling Visitor Management System.
4. Agrees that in the event the service provided by the vendor is unsatisfactory to ASEC due to insufficient number of personnel as indicated above, the vendor shall make available additional and/or replacement of personnel to perform the services. In case the vendor cannot provide the personnel required, ASEC have the

right to appoint a security guard at the vendor's cost.

5. Provide set of uniforms (shirt and trousers), shoes and name tags to the Security Guards.
6. The date of salary must be fixed and salary distribution will always be on time on the chosen date **using payroll system**. Late salary distribution will lead to contract termination
7. ASEC will pay the service fee of the vendor every three months.
8. ASEC will amend the contract shall there is a requirement for additional manpower or other requirement.
9. To provide training to all Security Guards – including organic team – minimum 4 (four) times in a year which covers following topic:
  - a. Basic Security Training
  - b. Basic Safety Training
  - c. Basic English Training
  - d. Excellent Service Training
10. Working Instructions for the Premises

Working Time	General Requirements
<b>4 working days and 2 days off on any days</b>  <b>Shift 1:</b> <b>06.00-18.00</b> <b>Shift 2:</b> <b>18.00-00.00</b>  <b>Public holidays will be based upon ASEC official holidays</b>	<ul style="list-style-type: none"> <li>• Must be smartly dressed in full uniform.</li> <li>• Must be punctual for duty</li> <li>• Clock-in and clock-out should be reported to the Security Leader</li> <li>• Security Check</li> <li>• Not to use the office equipment of the ASEC for personal usage</li> <li>• Age not more than 35 years old</li> <li>• Has passed security basic training (self-defense, marching, handcuffing etc.)</li> <li>• Healthy Physically and mentally</li> <li>• 5 out of all personnel must be able to operate computer and have acceptable English skill</li> </ul>
<b>Other days/Special event</b>	<ul style="list-style-type: none"> <li>• Security Guards will be notified in advance when required to serve for special events on days not specified above</li> </ul>
<b>Lunch Time</b> <b>11.00-15.00</b>	<ul style="list-style-type: none"> <li>• Unless on duty, Security Guards should always be in the dedicated Security Guards Resting Area.</li> <li>• Take the break in turn.</li> </ul>

### 2.3 EXPECTED DELIVERABLES

The appointed vendor shall provide the following Manpower, Uniform, Support Engine, Tools, and chemicals are general requirements. The list can be adjusted accordingly to the needs):

No.	Description	Quantity	Unit	Remarks
A.	Manpower Jan – June 2018			
1	Male Security	10	Persons	<35 years old, at least 5 person are able to understand basic of computer (work using Ms. Office) and communicate in basic acceptable English (Verbal & written) – provide their CVs
2	Female Security	4	Persons	
Total		14	Persons	
B.	Manpower July 2019 – Dec 2020			
1	Male Security	26	Persons	<35 years old, at least 5 person are able to understand basic of computer (work using Ms. Office) and communicate in basic acceptable English (Verbal & written) – provide their CVs
2	Female Security	4	Persons	
Total		30	Person	
C.	Uniform (to be provided to all security guards at the beginning of contract)			
1	Uniform (2 sets/each)		60	Set
2	Shoes		30	Pairs
3	Name Tags		30	Pieces
D.	Equipment (to be provided at the beginning of contract)			
1	Metal Detector (for daily use)		1	pcs
2	Handy Talky Model GP 338		5	pcs
3	Handcuffs		15	pcs
4	Whistle		30	pcs
5	Security Stick		15	pcs

### 2.4 INDICATIVE WORK SCHEDULE

Refer to the Working Time requirement under Implementation Arrangement above.

### **3 RFP REQUIREMENTS PROCESS**

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#### **3.1 PROPOSAL SUBMISSION INSTRUCTIONS**

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- 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](mailto:procurement@asean.org)

#### **3.2 CLOSING DATE AND TIME OF SUBMISSION OF PROPOSALS**

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All proposals shall be submitted in two separate envelopes indicating Technical and Financial Proposals in each envelope and received by **Friday, 5 October 2018 before 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**

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#### **3.3.1 Eligibility to participate**

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Any vendors who will be conducting business with ASEAN Secretariat for this service are required to:

1. Having at least five year experience in managing security office building is compulsory;
2. Be a registered company in Indonesia by providing evidence of legal documents such as valid business license, tax number identification and other supporting documents;
3. The Company must be a member of Association of Security Guards Indonesia *ABUJAPI* (assosiasi badan usaha jasa pengamanan Indonesia) which is registered in Indonesia Police Headquarter which will be proved by the Certificate of membership;
4. Having experience in managing visitor management system, do not have any criminal record, at least midsize company with minimum 500 active security personnel and having adequate facilities to support urgent requests from ASEAN Secretariat; and
5. Have a good/excellent track record from existing/past users. ASEC reserve a right to communicate/check with the clients for confirmation.
6. Have experience in deploying security personnel in Diplomatic compound

#### **3.3.2 Validity of Bid Proposal**

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

## **4 COMPLIANCE**

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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***

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

**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	Duration of Implementation	2 years	Vendor to describe the duration
2	All security personnel must be registered as the member of National Insurance Scheme (BPJS)	Vendor must shows all the evidence of security personnel membership to BPJS by the end of January of the first year service	Vendor to comply
3	Provide set of uniforms (shirt and trousers), shoes and name tags to the Security Guards.	2 sets for each person and type of the uniform is in consultation with ASEC	Vendor to comply
4	The date of salary must be fixed and salary distribution will always be on time on the chosen date using payroll system. Late salary distribution will lead to contract termination	Payroll system	Vendor to comply
5	ASEC will pay the service fee of the vendor every three months.	Payment will be done no later than the second week of January, April, July and October.  Invoice must be received by ASEC by the first week of the December, March, June and September	Vendor to comply
6	To provide training to all Security Guards – including organic team – minimum 4 (four) times in a year which covers following topic:	a. Basic Security Training b. Basic Safety Training c. Basic English Training d. Excellent Service Training	Vendor to comply
7	<b>4 working days and 2 days off on any days</b>  <b>Shift 1:</b>	<ul style="list-style-type: none"> <li>Must be smartly dressed in full uniform.</li> <li>Must be punctual for duty</li> </ul>	Vendor to comply

	<b>06.00-18.00</b> <b>Shift 2:</b> <b>18.00-00.00</b>  <b>Public holidays will be based upon ASEC official holidays</b>	<ul style="list-style-type: none"> <li>• Clock-in and clock-out should be reported to the Security Leader</li> <li>• Security Check</li> <li>• Not to use the office equipment of the ASEC for personal usage</li> <li>• Age not more than 35 years old</li> <li>• Has passed security basic training (self-defense, marching, handcuffing etc.)</li> <li>• Healthy Physically and mentally</li> <li>• 5 out of all personnel must be able to operate computer and have acceptable English skill</li> </ul>	
8	<b>Other days/Special event</b>	<ul style="list-style-type: none"> <li>• Security Guards will be notified in advance when required to serve for special events on days not specified above</li> </ul>	Vendor to comply
9	<b>Lunch Time</b> <b>11.00-15.00</b>	<ul style="list-style-type: none"> <li>• Unless on duty, Security Guards should always be in the dedicated Security Guards Resting Area.</li> <li>• Take the break in turn.</li> </ul>	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	To provide allowance for personnel who are handling Visitor Management System	@IDR 100.000	Vendor to comply
2	To provide security personnel at the salary of minimum salary of DKI Jakarta including <i>Tunjangan Hari Raya (Feast allowance)</i> in accordance to the applicable regulation.	As per the labor law of Indonesia	Vendor to Comply
3	5 pieces of New Handy Talky Motorola 338 complete with its accessories	@IDR 9.000.000	Vendor to comply
4	Training on ; a. Basic Security Training b. Basic Safety Training c. Basic English Training d Excellent Service Training		Vendor to propose
5.	All security personnel must be registered as the member of National Insurance Scheme (BPJS)	As per the labor law of Indonesia	Vendor to Comply
6	Management fee		Vendor to propose

**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**

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**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**

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**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**