



TERMS OF REFERENCE

RAPID ANTIGEN/ANTIBODY TEST AND/OR PCR SWAB TEST FOR ASEAN SECRETARIAT STAFF

1. Background

The ASEAN Secretariat (ASEC) was established in February 1976 by the Foreign Ministers of ASEAN. Currently staffed with approximately 400 personnel, the mission of ASEC is to initiate, facilitate and coordinate ASEAN stakeholder collaboration in realizing the purposes and principles of ASEAN as reflected in the ASEAN Charter.

To ensure that ASEC continues to function during the COVID-19 Pandemic and to minimize risks of all Staff Members from contracting the virus or transmitting the virus, among other measures taken by the Secretariat including regularly conducting COVID-19 Rapid test or PCR test of all its frontliners and staff who are required to perform their duties at the office.

From April 2020 – July 2021, in average, there are about 3,800 Rapid Antibody/Antigen tests (238/month) and 700 PCR tests (44/month) conducted, either at ASEC Premises or at various clinics/laboratories in Jakarta.

2. Objectives.

To seek a medical professional to conduct COVID-19 Rapid Antigen and/or PCR test for ASEC frontliners and staff.

3. Scope of Work

The appointed vendor shall provide the following services:

- 3.1 To provide Rapid Antigen and/or PCR Test kits, necessary equipment, tools, etc;
- 3.2 To conduct Rapid Antigen Test and/or PCR test for ASEC's frontliners and staff at **ASEC premises** as required by ASEC. Currently, it is mandatory for all frontliners and staff who work at the office to take antigen test twice a week (every early **Monday and Thursday**). From time to time, there is also an ad-hoc need to conduct Rapid Antigen/PCR test for staff and participants who have a meeting at ASEC.
- 3.3 To provide the Rapid Antigen or PCR test at Vendor's clinics or laboratory (ASEC staff may also need to take Rapid Antigen or PCR test at the vendor's clinic/laboratory).

- 3.4 To prepare report in the matrix provided by ASEAN Secretariat within the required timeline.

4. Vendor Criteria

- 4.1. Having licensed clinic(s)/laboratory(ies) located in Jakarta area;
- 4.2. Using COVID-19 Rapid Antigen and PCR Testing kit brands that are authorized by a health authority such as the Ministry of Health of Indonesia and/or WHO;
- 4.3. Providing least one licensed medical doctor to perform or supervise the service provided;
- 4.4. Providing report/result as requested by ASEAN Secretariat after the tests taken.

5. Quotation

Vendors that meet all the above criteria are invited to submit quotations as follows:

5.1. Rapid Antigen/PCR test conducted at **ASEC's premises**:

- 5.1.1. The number of headcount: 0 – 09 pax
- 5.1.2. The number of headcount: 10 – 20 pax
- 5.1.3. The number of headcount: above 20

5.2. Rapid Antigen/PCR test conducted at **Vendor's clinic**:

- 5.2.1 Price per headcount.

5.3. Filling in the information in **Appendix 1**.

6. Terms of Payment

The appointed vendor shall submit an invoice after the test is conducted and ASEAN Secretariat shall make the payment within 14 days from the date of receipt of the invoice.

7. Reports

Vendor shall release the report of every test as per following requirements:

- 7.1. Rapid Antigen Test: at the maximum 30 minutes after the tests taken place (template will be provided by ASEC).
- 7.2. PCR Swab Test: as prevailed schedule.

9. Duration of Contract

The selected vendor will be appointed for one year. Upon ASEC's satisfaction on vendor's performance and the need of the service, the appointment may be reviewed.

Appendix 1: Quotation

- I. Please provide your price (inclusive kits and other necessary tools/equipment, etc) as follows:

Description	Rapid Antigen Test/Pax (IDR)	PCR Test/Pax (IDR)
<u>1. Location of test at ASEC Office</u>		
Result:		
Same day of the test		
0-9 pax		
10-20 pax		
Above 20 pax		
Next day of the test (PCR)		
0-9 pax	X	
10-20 pax	X	
Above 20 pax	X	
Next two days of the test (PCR)		
0-9 pax	X	
10-20 pax	X	
Above 20 pax	X	
<u>2. Location of test at Clinic</u>		
Result :		
Same day		
Next day of the test (PCR)	X	
Next two days of the test (PCR)	X	

- II. Please list all test kits to be used with their brands.

- III. Please provide the address of the clinic/s as well as the distance from ASEAN Secretariat (in km).