



ASEAN SECRETARIAT

**Request for
Proposal**

**Provision of Dedicated Cloud Hosting
Service – Virtual Data Center
(Extended)**

PROPOSAL MUST BE RECEIVED BY
Tuesday, 9 November 2021

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

Prepared By : **Information Technology Systems Division**
Date : **October 2021**

1 EXECUTIVE SUMMARY

A. Introduction

The ASEAN Secretariat (ASEC) was established in February 1976 by the Foreign Ministers of ASEAN. 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. In order to effectively fulfill its function in providing greater efficiency in the coordination of ASEAN organs and implementation of ASEAN Programs and Projects, ASEC needs to be equipped with sufficient tools and up-to-date technology

ASEC is the delegated repository of all ASEAN documents. Over the years, many documents including legal instruments, agreements, protocols, blueprints, plan of actions etc. have been published through ASEAN Main Web Portal as well as Sub-Domain web portal.

ASEC main portal www.asean.org and its subdomain websites are now becoming one of attracted sites among net-citizen. Its consequences ASEAN Main portal and its subdomain websites received quite large of access from various location across the world especially during ASEAN key events. Some access also contains of attacks such as distributed denial of service which can make the websites down. Therefore, the portal and its subdomains need a dedicated hosting place with full of security, auto-failover and redundancy features.

2 SCOPE OF WORK

To provide Dedicated Cloud Hosting for ASEC along with virtual data center and its associated service and warranty as stated in the Term of Reference in a timely basis and consistent with the required standards established by the ASEAN Secretariat. The vendor shall provide emergency supports when needed.

2.1 PROJECT REQUIREMENTS

Criteria of the Company:

Any vendors who will be conducting business with ASEC are required to:

- Be a registered company in Indonesia and have Headquarter office based in Greater Jakarta area (Jakarta, Depok, Tangerang, Bekasi) by providing evidence of legal documents such as valid business permit (Surat Izin Usaha Perdagangan – SIUP), Tax Payer Identification Number (Nomor Pokok Wajib Pajak – NPWP); and other supporting documents;
- be selected/ appointed company by one of principal (VMware/ Microsoft/ Citrix/ Odin) which shows the respective company possess high competency on Cloud Service – appointment letter or evidence is required.
- Have dedicated support engineers (**please provide CV**) who will be the main contact person on day to day issue related to VDC and its associated services;
- Provide at least 5 (Five) testimonial from existing clients.
- And other requirement which are stated in detail in the TOR

3 RFP REQUIREMENTS PROCESS

Interested company should submit a Technical Proposal and a Financial Proposal.

3.1 PROPOSAL SUBMISSION INSTRUCTION

- a. All proposals must be submitted in English.
- b. **Vendors should 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.**
- c. The proposal should be concisely presented and structured, and should explain in detail the Vendor's availability, experience and resources to provide the requested services.
- d. Proposals must be submitted by the Closing Date and Time, as indicated in the RFP.
- e. Proposals that are incomplete or do not address the required criteria may not be considered in the review process.
- f. All communications with regard to this RFP shall be in writing and send 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 must be submitted not later than **Tuesday, 9 November 2021** (Extension) by following options:

3.2.1 HARDCOPY

The Technical and Finance Proposals must be submitted separately in two different envelopes, in two sets i.e. original and a copy, to the following address:

Chairman of Sub-Committee on Tender
Administration and General Affairs Division
The ASEAN Secretariat
Jl Sisingamangaraja No.70A
Kebayoran Baru
Jakarta 12110
Indonesia

Compliance

In conformance to the ASEAN Secretariat's Financial Rules and Procedures (AFRP), the vendor shall submit Tender Bids in **two** sealed envelopes as follows:

1) First Envelope (Technical Proposal):

a. Technical Proposals (original and copy)

First Set, which shall consist, among others, of the technical specifications of the services to be procured; delivery schedule; manpower requirements; printed hardcopies of the duly filled Appendix 1 and 1a - Company General Information and Customer Reference; Appendix 2 – Technical Requirement and completed Compliance Checklist as per Appendix 4;

b. Second Set, which shall consist, among others, the company profile; business name registration issued by appropriate government agency; authority of signatory; valid business permit and other appropriate licenses; taxpayer identification number; latest audited financial statements;

2) Second Envelope (Financial Proposal):

Financial Proposal (original and copy) which shall consist of among others the bid amount; payments schedule; etc; duly filled Appendix 3 – **Price**

Any notices with respect to this RFP should also be mailed to the above contact and address.

All documents not submitted in English shall not be considered and quoted price in the hardcopy submission shall be in **IDR**

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

3.2.2 SOFTCOPY

The Technical and Financial proposals shall be sent separately to the following email address:

Chairman of Sub-Committee on Tender
Administration and General Affairs Division
Email: procurement@asean.org

Compliance

The softcopy of Technical and Financial proposals must be sent **separately** protected by a **different password** for each proposal in encrypted format at PDF/ZIP file.

1. Technical Proposals;

a. **First set**; which shall consist, among others, of the technical specifications of the services to be procured; delivery schedule; manpower requirements; printed hardcopies of the duly filled Appendix 1 and 1a – Company General Information and Customer Reference; Appendix 2 – Technical Requirement and completed Compliance Checklist as per Appendix 4;

b. **Second Set**; which shall consist, among others, the company profile; business name registration issued by appropriate government agency; authority of signatory; valid business permit and other appropriate licenses; taxpayer identification number; latest audited financial statements;

2. Financial Proposal:

Financial Proposal which shall consist of among others the bid amount; payments schedule; etc; duly filled Appendix 3 – **Price**

All documents not submitted in English shall not be considered and quoted price in the softcopy submission shall be in **IDR**

3. Do not mention the password in body email.

4. Inform the password only when the Procurement staff contact you to request it.

3.3 RFP TERMS & CONDITIONS

3.3.1 Bid Expiration Date

Received tender proposal should be valid until **31 December 2021**.

3.3.2 Implementation/Delivery Schedule

The Dedicated Cloud Hosting and VDC must be ready before 25 December 2021, all existing web accounts have to be transferred in to new Dedicated Hosting and have to be working (fully live) before end of December 2021.

Contract Period: 12 months from 1 January 2022 - 31 December 2022, with a possibility to extend for another period of 2 x12 months subject to performance and service satisfaction in each respective year.

3.3.3 Pre-Bid Meeting is arranged by virtual which will be scheduled as follows:

Date : Monday, 25 October 2021
Time : 10.30am
Google Link : <https://meet.google.com/wzg-dvbp-czj>

Participant's confirmation to the pre-bid meeting and questions can be shared via email to: procurement@asean.org beforehand.

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

Appendix 1
Company General Information
To be submitted together in the Technical Proposal

Company LEGAL Name:			
Division or Subsidiary (if applicable):			
Company Address:			
City:			
Province / State:			
Country:			
Postal Code:			
Telephone:			
Business Name Registration/Number			
Tax Registration Number:			
Valid Business Permit:			
Company 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.
Customer Reference
*To be submitted together in the **Technical Proposal***

Customer Details	
Company name	
Company address	
Telephone number	
Fax number	
Contact name	
Email address	
Project title	

Customer Details	
Company name	
Company address	
Telephone number	
Fax number	
Contact bame	
Email address	
Project title	

Customer Details	
Company name	
Company address	
Telephone number	
Fax number	
Contact name	
Email address	
Project Title	

APPENDIX 2
Technical Requirements
To be submitted in the Technical Proposal

No	Description	ASEC Requirements	remarks
1	e.g Duration of Implementation	e.g 2 years	Vendor to describe the duration
2	e.g PROJECT APPROACH, MANAGEMENT AND CONSTRUCTION	e.g.in consultation with ASEC	Vendor to comply
3			
4			

APPENDIX 3
Price
To be submitted in the Financial Proposal

No.	Description	Unit	Price
1	e.g. Development Cost, Implementation Cost, Travel Cost		

APPENDIX 4
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	Customer Reference Customer testimonials on the similar project	
7	Company profile	
8	Copy Company Legal Documents, i.e. i. Business Name Registration ii. Valid Business Permit iii. Tax Identification Number	
9	One original signed copy	
10	One copy of technical proposal duplicate	
11.	Latest audited financial statement	

III. Financial Proposal

No.	Description	Checklist
1	Offering is formulated in English	
2	Bid amount	
3	Payment schedule	
4	Authority of signatory	
5	One original signed copy	
6	One copy of Financial Proposal Duplicate	

APPENDIX 5
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
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