



ASEAN SECRETARIAT

Request for Proposal

Maintenance Air Conditioner and Exhaust Fan System – (Extension)

PROPOSAL MUST BE RECEIVED BY
Tuesday, 9 November 2021

DELIVER/MAIL PROPOSAL TO:

ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia

Prepared by: Administration and General Affairs Division
Date: October 2021

1 EXECUTIVE SUMMARY

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 social progress. It comprises the ten countries of Southeast Asia.

The entry into force of the ASEAN Charter on 15 December 2008 has provided new impetus to ASEAN's integration efforts by establishing a legal and institutional framework needed to achieve the ASEAN Community by 2015. This includes the newly approved organizational structure of the ASEAN Secretariat (ASEC) that is aligned with the requirements of the ASEAN Charter and the three Blueprints of the ASEAN Political-Security Community (APSC), the ASEAN Economic Community (AEC), and the ASEAN Socio-Cultural Community (ASCC). ASEC provides the necessary functions required to effectively support the community building process under the ASEAN Charter and the Blueprints.

ASEC employs about 400 international and national staff. 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) is around US\$ 15 million 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.

To support ASEAN programs implementation, one of the areas that needs to be maintained is ASEC building one of which is to maintain will have to ensure the operations of mechanical and ASEAN Secretariat building. Currently, the ASEAN Secretariat (ASEC) is housed at two buildings:

1. The Heritage Building since 1981. The Building has 9 stories with approximately 11,000 sqm in total areas.
2. The New Building since 2019. The Building has 16 stories with approximately 44,000 Sqm in total areas. It is located adjacent to the Heritage Building.

2 BACKGROUND AND CURRENT STATUS

To ensure proper maintenance and optimum useful life of the buildings, ASEC conducts regular maintenance of Air Conditioner and Exhaust fan system.

The objective of this project is to maintain air con system and exhaust fan at new building, heritage building and SG Residence

Expected deliverables for this project is to operate daily AC system and exhaust fan system at new building, heritage building and SG Residence

3 SCOPE OF WORK

3.1 PROJECT OVERVIEW

The Company shall provide service, repair and assured maintenance of central air-conditioning units, split and cassette air-conditioning units, and exhaust fans for ASEC Building and SG Residence as per the following:

1. Central Air-Conditioning at the ASEAN Secretariat New Building, 2 units Chiller Trane 250 TR, 1-unit Chiller 150 TR, mini chiller 25 TR and 36 units AHU
2. Warm-up minimum 1 time/month the Central Air-conditioning at the ASEAN Secretariat Heritage Building, 3 units' chiller Mcquay 250 TR and 7 units AHU
3. Routine cleaning of split Air-Conditionings at the ASEAN Secretariat, SG Residence and server room
4. Water treatment of cooling tower water at new building
5. Cleaning cooling tower at heritage building minimum 2 times/year
6. Monitor and cleaning exhaust fan system at new and heritage building
7. Upon issuance of the maintenance contract, the successful vendor agrees to provide optimum services to ASEC which include but not limited to the following:

a) Daily

- Switch on and off chiller unit (start on 06.30 am)
- Switch on and off pump cooling tower (start on 06.30 am)
- Switch on and off Air Handling Unit (start on 06.30 am)
- Check and monitoring Building Automation System
- Check and monitoring Inverter
- Check and monitoring water condition at cooling tower
- Check and monitoring room temperature

b) Weekly

- Service and cleaning filter AHU
- Check condition all AHU unit

c) Monthly

- Check the chiller unit
- Check cooling tower
- Check all pump CWP and CHWP
- Check grease

d) Quarterly

- Maintenance of Split AC the Secretary-General's (SG) Residence
- Maintenance of Split AC the old ASEC premise
- Maintain and replace the filter of AHU at New ASEC premise

e) Yearly

- Scaling the chiller (evaporator and condenser) for new ASEC premises
- Circulation of cooling tower with chemical for 6 (six) month (if needed)

8. The Contractor shall provide a monthly written update to the Administration and General Affairs Division ("AGAD") on the progress of the services performed at the ASEC Premise and the SG's Residence.
9. The Contractor shall provide Services of central air-conditioning system which shall be executed monthly at the ASEC Premise in accordance to the terms and conditions of this Agreement with the following details:
 - a. Contractor shall maintain and provide the Services for the ASEC's Central Air-Conditioning Unit;
 - b. Any service or repair carried out by the Contractor shall be accompanied with a Work Order duly signed by both Parties;
 - c. The labor cost for any repair or troubleshooting by the Contractor shall be free of charge except for the labor cost of repairing water pipe, duct water machine movement / repositioning;
 - d. For any repairs required during the Services, excluding the Trane Central Chillers, the Contractor shall submit a quotation to ASEC covering the repair cost as well as the cost of spare parts required for the Service. Furthermore, the Contractor may only proceed with the additional works after receiving the official written approval from ASEC;
 - e. Monthly servicing including putting in Freon gas, cleaning filters, cleaning Exhaust-fan, change the filters once a year at the beginning of the Agreement; and
10. The Contractor shall perform the Service of routine maintenance per – three months' basis ("quarterly") for split and cassette air-conditioners at the SG's Residence and old ASEC premise inclusive of putting Freon gas, cleaning of filters and cleaning Exhaust-fan, and changing filters at the beginning of the Agreement
11. Vendor shall use original oil TRANE 315 and element Oil/Refrigerant Filter 3.65 OD x 12.90 Include O-Ring for servicing the chillers
12. In addition, should a malfunction of any of the equipment occur, vendor and the ASEAN Secretariat shall make a special visit to diagnose and correct the fault;
13. Vendor must repair, service, maintain and supply ORIGINAL spare parts (or equivalent) for any damage or malfunction on centrifugal chiller unit
14. Other duties as advised by the Head of Administration and General Affairs Division

The technical data of equipment as below:

1. Chiller

CHILLER 1	
Brand	Trane
Tipe	RTHDD1G1G1V
Daya	250 TR
Lokasi	Ruang chiller
CHILLER 2	
Brand	Trane
Tipe	RTHDD1G1G1V
Daya	250 TR
Lokasi	Ruang chiller
CHILLER 3	
Brand	Trane
Tipe	RTHDB1C1D1V
Daya	150 TR
Lokasi	Ruang chiller
CHILLER 4	
Brand	Trane
Tipe	RTHDB1C1D1V
Daya	25 TR
Lokasi	Lantai 1 South

2. Chiller Pump

NO	NAMA	BRAND	TYPE / MODEL	NO. SERI	DAYA	LOKASI
6	POMPA CHWP CHILLER					
	- POMPA CHWP CHILLER 1	ELEKTRIM ELECTRIC MOTOR	EM_160 M4	145001	380 V 22.3 /12.8 A	R. CHILLER
	- POMPA CHWP CHILLER 2	ELEKTRIM ELECTRIC MOTOR	EM_160 M4	1450042	380 V 22.3 /12.8 A	R. CHILLER
	- POMPA CHWP CHILLER 3	ELEKTRIM ELECTRIC MOTOR	EMA 132 M4	40291	380/660V 15.59/8.98A	R. CHILLER
7	POMPA CWP CHILLER					
	- POMPA CWP CHILLER 1	ELEKTRIM ELECTRIC MOTOR	EM_160 M2	145004	380/660 22.3/12.8A	R. CHILLER
	- POMPA CWP CHILLER 2	ELEKTRIM ELECTRIC MOTOR	EM_160 M2	1450005	380/660 22.3/12.8A	R. CHILLER
	- POMPA CWP CHILLER 3	ELEKTRIM ELECTRIC MOTOR	EMA 132 M4	40293	380/660 15.59/8.98A	R. CHILLER

3. AHU

NO	NAMA	BRAND	TYPE / MODEL	NO. SERI	DAYA	LOKASI
	AHU TOWER NORTH					
1	AHU GROUND FLOOR	TRANE	CLCPeuro 012	1M08118-03517	380V / 3 ph / 50 Hz	GF TOWER NORTH
2	AHU no 1	TRANE	CLCPeuro 10	1M08118-03518	380V / 3 ph / 50 Hz	LANTAI 1 NORTH
3	AHU no 2	TRANE	CLCPeuro 30	1M08118-03519	380V / 3 ph / 50 Hz	LANTAI 2 NORTH
4	AHU no 3	TRANE	CLCPeuro 012	1M08118-03520	380V / 3 ph / 50 Hz	LANTAI 3 NORTH
5	AHU no 4	TRANE	CLCPeuro 010	1M08118-03521	380V / 3 ph / 50 Hz	LANTAI 4 NORTH
6	AHU no 5	TRANE	CLCPeuro 010	1M08118-03522	380V / 3 ph / 50 Hz	LANTAI 5 NORTH
7	AHU no 6	TRANE	CLCPeuro 010	1M08118-03529	380V / 3 ph / 50 Hz	LANTAI 6 NORTH
8	AHU no 7	TRANE	CLCPeuro 010	1M08118-03530	380V / 3 ph / 50 Hz	LANTAI 7 NORTH
9	AHU no 8	TRANE	CLCPeuro 010	1M08118-03531	380V / 3 ph / 50 Hz	LANTAI 8 NORTH
10	AHU no 9	TRANE	CLCPeuro 010	1M08118-03523	380V / 3 ph / 50 Hz	LANTAI 9 NORTH
11	AHU no 10	TRANE	CLCPeuro 010	1M08118-03524	380V / 3 ph / 50 Hz	LANTAI 10 NORTH
12	AHU no 11	TRANE	CLCPeuro 010	1M08118-03525	380V / 3 ph / 50 Hz	LANTAI 11 NORTH
13	AHU no 12	TRANE	CLCPeuro 010	1M08118-03526	380V / 3 ph / 50 Hz	LANTAI 12 NORTH
14	AHU no 13	TRANE	CLCPeuro 010	1M08118-03527	380V / 3 ph / 50 Hz	LANTAI 13 NORTH
15	AHU no 14	TRANE	CLCPeuro 010	1M08118-03528	380V / 3 ph / 50 Hz	LANTAI 14 NORTH
16	AHU no 15	TRANE	CLCPeuro 08	1M08118-03532	380V / 3 ph / 50 Hz	LANTAI 15 NORTH
	AHU MINI CHILLER					
1	AHU MINI CHILLER	TRANE	CLCPeuro 04	1M08118-03549	380V / 3 ph / 50 Hz	L1 NORTH
2	AHU MINI CHILLER	TRANE	CLCPeuro 04	1M08118-03550	380V / 3 ph / 50 Hz	L1 NORTH
3	AHU MINI CHILLER	TRANE	CLCPeuro 04	1M08118-03551	380V / 3 ph / 50 Hz	L1 NORTH
4	AHU MINI CHILLER	TRANE	CLCPeuro 04	1M08118-03552	380V / 3 ph / 50 Hz	L1 NORTH
	AHU TOWER SOUTH					
1	AHU GF 1	TRANE	CLCPeuro 11	1M08118-03533	380V / 3 ph / 50 Hz	LG TOWER SOUTH
2	AHU no 1	TRANE	CLCPeuro 06	1M08118-03534	380V / 3 ph / 50 Hz	LANTAI 1 SOUTH
3	AHU no 2	TRANE	CLCPeuro 032	1M08118-03535	380V / 3 ph / 50 Hz	LANTAI 2 SOUTH
4	AHU no 3	TRANE	CLCPeuro 012	1M08118-03536	380V / 3 ph / 50 Hz	LANTAI 3 SOUTH
5	AHU no 4	TRANE	CLCPeuro 011	1M08118-03537	380V / 3 ph / 50 Hz	LANTAI 4 SOUTH
6	AHU no 5	TRANE	CLCPeuro 011	1M08118-03538	380V / 3 ph / 50 Hz	LANTAI 5 SOUTH
7	AHU no 6	TRANE	CLCPeuro 011	1M08118-03545	380V / 3 ph / 50 Hz	LANTAI 6 SOUTH
8	AHU no 7	TRANE	CLCPeuro 011	1M08118-03546	380V / 3 ph / 50 Hz	LANTAI 7 SOUTH
9	AHU no 8	TRANE	CLCPeuro 011	1M08118-03547	380V / 3 ph / 50 Hz	LANTAI 8 SOUTH
10	AHU no 9	TRANE	CLCPeuro 011	1M08118-03539	380V / 3 ph / 50 Hz	LANTAI 9 SOUTH
11	AHU no 10	TRANE	CLCPeuro 011	1M08118-03540	380V / 3 ph / 50 Hz	LANTAI 10 SOUTH
12	AHU no 11	TRANE	CLCPeuro 011	1M08118-03541	380V / 3 ph / 50 Hz	LANTAI 11 SOUTH
13	AHU no 12	TRANE	CLCPeuro 011	1M08118-03542	380V / 3 ph / 50 Hz	LANTAI 12 SOUTH
14	AHU no 13	TRANE	CLCPeuro 011	1M08118-03543	380V / 3 ph / 50 Hz	LANTAI 13 SOUTH
15	AHU no 14	TRANE	CLCPeuro 011	1M08118-03544	380V / 3 ph / 50 Hz	LANTAI 14 SOUTH
16	AHU no 15	TRANE	CLCPeuro 010	1M08118-03548	380V / 3 ph / 50 Hz	LANTAI 15 SOUTH

NO		UNIT	MODEL	MERK	CAP (PK)	LOKASI
1	HERITAGE BUILDING	AC SPLIT	CU-PC12NKP	PANASONIC	1,5	ground pabx / BAS
2		AC SPLIT	CU-YN12TKJ	PANASONIC	1,5	ground pabx / BAS
3		AC SPLIT	CU-YN18TKP	PANASONIC	2	ground ups
4		AC SPLIT	CU-PN18SKP	PANASONIC	2	ground ups
5		AC SPLIT	CU-PC96KJ	PANASONIC	1	ground library
6		AC SPLIT	CU-PC96KJ	PANASONIC	1	ground library
7		AC SPLIT	RM25JV145	DAIKIN	1	R. Pos Security depan
8		AC SPLIT	QSUC096QNA0	LG	1	R. Driver
9		AC SPLIT	FTV25BXV14	DAIKIN	1	Ground R. GIZ
10		AC SPLIT	FTV25BXV14	DAIKIN	1	Ground R. GIZ
11		AC SPLIT	FTV25BXV14	DAIKIN	1	Ground R. GIZ
12		AC SPLIT	FTV25BXV14	DAIKIN	1	Ground R. GIZ
13		AC SPLIT	FTV50BXV14	DAIKIN	2	Ground R. AWC
14		AC SPLIT	FTV25BXV14	DAIKIN	1	Ground Admin Protocol
15		AC SPLIT	FTV25BXV14	DAIKIN	1	Ground Admin Protocol
16		AC SPLIT	FTV25BXV14	DAIKIN	1	Ground Admin Protocol
17		AC SPLIT	FTV50BXV14	DAIKIN	2	LG R. Statistik LG
18		AC SPLIT	FTV50BXV14	DAIKIN	2	LG R. Statistik LG
19		AC SPLIT	FTV25BXV14	DAIKIN	1	LG R. Statistik LG
20		AC SPLIT	FTV50BXV14	DAIKIN	2	Mezzanine bougenville
21		AC SPLIT	FTV50BXV14	DAIKIN	2	Mezzanine bougenville
22		AC SPLIT	FTV50BXV14	DAIKIN	2	Mezzanine Angsana
23		AC SPLIT	FTV50BXV14	DAIKIN	2	Mezzanine Angsana
24		AC SPLIT	FTV50BXV14	DAIKIN	2	Mezzanine JAIF
25		AC SPLIT	FTV25BXV14	DAIKIN	1	Mezzanine JAIF
26		AC SPLIT	FTV25BXV14	DAIKIN	1	Mezzanine JAIF
27		AC SPLIT	FTV25BXV14	DAIKIN	1	Mezzanine JAIF
28		AC SPLIT	FTV25BXV14	DAIKIN	1	Mezzanine ASEC BISNIS
29		AC SPLIT	FTV25BXV14	DAIKIN	1	Mezzanine CB PROJECT
30		AC SPLIT	CSPN18RKP	PANASONIC	2	Mezzanine VCR
31		AC SPLIT	CSPN18RKP	PANASONIC	2	Mezzanine LOTUS
32		AC SPLIT	CSPN18RKP	PANASONIC	2	Mezzanine LOTUS
33		AC SPLIT	FTV25BXV14	DAIKIN	1	Mezzanine Galeri Heritage
34		AC SPLIT	FTV50BXV14	DAIKIN	2	Mezzanine Galeri Heritage
35		AC SPLIT	FTV50BXV14	DAIKIN	2	Lantai 1 EU Raise
36		AC SPLIT	FTV50BXV14	DAIKIN	2	Lantai 1 EU Raise
37		AC SPLIT	FTV50BXV14	DAIKIN	2	Lantai 1 Batik Room
38		AC SPLIT	FTV50BXV14	DAIKIN	2	Lantai 1 AANZFTA / EU
39		AC SPLIT	FTV25BXV14	DAIKIN	1	Lantai 1 AANZFTA / EU
40		AC SPLIT	FTV25BXV14	DAIKIN	1	Lantai 1 AANZFTA / EU
41		AC SPLIT	FTV50BXV14	DAIKIN	2	Lantai 1 LILY ROOM
42		AC SPLIT	CU-PC12DKH	PANASONIC	1,5	Lantai 2 USAID
43		AC SPLIT	FTV50BXV14	DAIKIN	1	Lantai 2 USAID
44		AC SPLIT	FTV50BXV14	DAIKIN	1	Lantai 2 ASEAN AUSTRALIAN
45		AC SPLIT	FTV25BXV14	DAIKIN	1	Lantai 2 ASEAN AUSTRALIAN
46		AC SPLIT	FTV25BXV14	DAIKIN	1	Lantai 3 R. AHU
47		AC SPLIT	FTV25BXV14	DAIKIN	1	Lantai 3 R. AHU
48		AC SPLIT	FTV25BXV14	DAIKIN	1	Lantai 3 R. AHU
49		AC SPLIT	AS18TULXXEA	SAMSUNG	2	lantai 7 server
50		AC SPLIT	CU-PC518HKP	PANASONIC	2	lantai 7 server
51		AC SPLIT	CU-P518KKF	PANASONIC	2	lantai 7 server
52		AC SPLIT	CU-518HKF	PANASONIC	2	lantai 7 server
53		AC SPLIT	CU-PN18KKF	PANASONIC	2	lantai 7 server
54		AC SPLIT	CU-PN9SKF	PANASONIC	1	lantai 8 lift
55		AC SPLIT	CU-PN18RKP	PANASONIC	2	lantai 8 lift
56		AC SPLIT	CU-PN18SKP	PANASONIC	2	lantai 8 lift

4. AC Split

NO		UNIT	MODEL	MERK	CAP (PK)	LOKASI
1	NEW BUILDING	AC SPLIT DUCT	RNQ18MV14	DAIKIN	2	Basement 1 R. CAP BANK
2		AC SPLIT DUCT	RNQ18MV14	DAIKIN	2	Basement 1 R. CAP BANK
3		AC SPLIT	FTV25BXV14	DAIKIN	1	Basement R. Collection
4		AC SPLIT DUCT	RNQ42MY14	DAIKIN	5	Basement 1 R. Maintenance
5		FCU		TRANE		Basement 1 R. Maintenance
6		AC SPLIT	FTV50BXV14	DAIKIN	2	Lantai LG R.CCTV
7		AC SPLIT	FTV50BXV15	DAIKIN	2	Lantai LG R.CCTV
8		AC SPLIT	RV50BXV14	DAIKIN	2	Lantai 1 Gift Shop
9		AC PRECISION	TDAR0611A	SCHANEIDER	7,5	Lantai 6 Ruang Server
10		AC PRECISION	TDAR0611A	SCHANEIDER	7,5	Lantai 6 Ruang Server
11		AC SPLIT	CU-PN18RKP	PANASONIC	2	Lantai 6 Ruang Server
12		AC SPLIT	FTV50BXV14	DAIKIN	2	Lantai 6 Ruang Server
13		AC SPLIT DUCT	RNQ13MV14	DAIKIN	1,5	Lantai 6 Ruang UPS
14		AC SPLIT	CU-PC96KJ	PANASONIC	1	Ruang Statistik L.15 South
15		AC SPLIT	RV60BXV14	DAIKIN	2,5	Roof Top North
16		AC SPLIT	RV60BXV14	DAIKIN	2,5	Roof Top North
17		AC SPLIT	RV60BXV14	DAIKIN	2,5	Roof Top North
18		AC SPLIT	RV60BXV14	DAIKIN	2,5	Roof Top North
19		AC SPLIT	RV60BXV14	DAIKIN	2,5	Roof Top South
20		AC SPLIT	RV60BXV14	DAIKIN	2,5	Roof Top South
21		AC SPLIT	RV60BXV14	DAIKIN	2,5	Roof Top South
22		AC SPLIT	RV60BXV14	DAIKIN	2,5	Roof Top South

NO		UNIT	MODEL	MERK	CAP (PK)	LOKASI
1	SG RESIDENCE	AC CASSETTE	RN60CXV1A4	DAIKIN	2,5	Living Room L1
2		AC CASSETTE	RN60CXV1A4	DAIKIN	2,5	Living Room L1
3		AC CASSETTE	RN60CXV1A4	DAIKIN	2,5	Formal Dinning room L1
4		AC CASSETTE	RN60CXV1A4	DAIKIN	2,5	Formal Dinning room L1
5		AC CASSETTE	RN60CXV1A4	DAIKIN	2,5	Family Dinning Room L1
6		AC CASSETTE	RN60CXV1A4	DAIKIN	2,5	Family Dinning Room L1
7		AC SPLIT	RV50BXV14	DAIKIN	2	R. Fitnes L1
8		AC SPLIT		PANASONIC	1,5	Small Meeting L1
9		AC SPLIT	RV50BXV14	DAIKIN	2	Guest room L1
10		AC SPLIT		MITSHIBISHI	1	R.TV Guest room L1
11		AC SPLIT		PANASONIC	0,5	ruang Security L1
12		AC SPLIT	FTKC70TVM4	DAIKIN	3	Family Room L.2
13		AC SPLIT	FTKC70TVM4	DAIKIN	3	SG Room L2
14		AC SPLIT	RV15BXV14	DAIKIN	0,5	SG Working Room L2
15		AC SPLIT		PANASONIC	1,5	Room 3
16		AC SPLIT	RV25BXV14	DAIKIN	1	kamar baju L2
17		AC SPLIT	FTKC35TVM4	DAIKIN	1,5	Room 1
18		AC SPLIT	RV50BXV14	DAIKIN	2	Room 2

5. Water Treatment Cooling Tower

COOLING TOWER 1	
Brand	Ocean Cooling Tower
Tipe	CNTB250H
No seri	6038
Kapasitas	250
Motor Power	22KWx2
Flow Rate	1860LPM
Voltage	380/350Hz
Lokasi	Roof Top Chiller Room
COOLING TOWER 2	
Brand	Ocean Cooling Tower
Tipe	CNTB500H
No seri	6037
Kapasitas	500
Motor Power	15KWx5
Flow Rate	3720LPM
Voltage	380/350Hz
Lokasi	Roof Top Chiller Room
COOLING TOWER 3	
Brand	Ocean Cooling Tower
Tipe	CNTB500H
No seri	6036
Kapasitas	500
Motor Power	15KWx5
Flow Rate	3720LPM
Voltage	380/350Hz
Lokasi	Roof Top Chiller Room

Chemical needed per month as below:

1	Chemical Treatment Cooling Tower		
	Scale & Corrosion Inhibitor	80	kg
	Oxidizing Microbiocides, 120kg	120	kg
	Non Oxidizing Microbiocides, 30kg	30	kg
	Akalinity Builder, 60kg	60	kg
2	Chemical Treatment Chilled Water		
	Corrosion inhibitor, 100kg	100	kg
	Cooler Biocides, 60kg	60	kg

Material Data Sheet of chemical:

PRODUCT IDENTIFICATION	
Trade Name	: NGAWAGE ALB 01
Product Type	: pH Adjustment
Chemical Name	: Alkalinity Builder
Manufacturer	: PT. Global Water Kimiatama
Date	: 30 Januari 2021
PHYSICAL DATA	
Appearance	: Light Brown
pH	: > 12
SG 25 °C	: 1.4 - 1.6
Solubility	: Completely miscible
HAZARDOUS INGREDIENT	
Proprietary Information	: N/A
Principal Component	: N/A
FIRE AND EXPLOSION HAZARD DATA	
Flash Point	: N/A
Flamability Classification	: N/A
Autoignition Temperature	: N/A
Decomposition Temperature	: N/A
Fire Fighting	: Dry Chemical, Carbon Dioxide, Water Spray, Fog or Foam
SPILL OR LEAK PROCEDURES	
Step to be taken in case	
Material is released or spilled	: Wash down with water
Waste Disposal	: Neutralized with Alkali Chemical and follow all local regulations for waste disposal
SPECIAL PRECAUTION	
Ventilation	: Have adequate ventilation
Eye and skin Protection	: Avoid eye or skin contact
HEALTH HAZARD INFORMATION	
Effects of Over Exposure	: Can cause eye and skin irritation
FIRST AID :	
SKIN	: Wash with plenty of water
EYES	: Irrigate with water for 15 minutes & Get Medical attention Immd
Ingestion	: Do not induce vommiting & get mediacial attention Immediately
Exposure	: N/A

PRODUCT IDENTIFICATION	
Trade Name	: NGAWAGE CHWT 01
Product Type	: Corrosion Inhibitor
Chemical Name	: Anti Karat
Manufacturer	: PT. Global Water Kimiatama
Date	: 30 Januari 2021
PHYSICAL DATA	
Appearance	: Light Brown
pH	: 10 - 12
SG 25 °C	: 1.10 - 1.15
Solubility	: Completely miscible
HAZARDOUS INGREDIENT	
Proprietary Information	: N/A
Principal Component	: N/A
FIRE AND EXPLOSION HAZARD DATA	
Flash Point	: N/A
Flamability Classification	: N/A
Autoignition Temperature	: N/A
Decomposition Temperature	: N/A
Fire Fighting	: Dry Chemical, Carbon Dioxide, Water Spray, Fog or Foam
SPILL OR LEAK PROCEDURES	
Step to be taken in case	
Material is released or spilled	: Wash down with water
Waste Disposal	: Neutralized with Alkali Chemical and follow all local regulations for waste disposal
SPECIAL PRECAUTION	
Ventilation	: Have adequate ventilation
Eye and skin Protection	: Avoid eye or skin contact
HEALTH HAZARD INFORMATION	
Effects of Over Exposure	: Can cause eye and skin irritation
FIRST AID :	
SKIN	: Wash with plenty of water
EYES	: Irrigate with water for 15 minutes & Get Medical attention Immd
Ingestion	: Do not induce vommiting & get mediacial attention Immediately
Exposure	: N/A

PRODUCT IDENTIFICATION	
Trade Name	: NGAWAGE CWT 01
Product Type	: Scale & Corrosion Inhibitor
Chemical Name	: Anti Scalant
Manufacturer	: PT. Global Water Kimiatama
Date	: 30 Januari 2021
PHYSICAL DATA	
Appearance	: Clear, light amber liquid
pH	: 10 - 14
SG 25 °C	: 1.10 - 1.15
Solubility	: Completely miscible
HAZARDOUS INGREDIENT	
Proprietary Information	: N/A
Principal Component	: N/A
FIRE AND EXPLOSION HAZARD DATA	
Flash Point	: N/A
Flamability Classification	: N/A
Autoignition Temperature	: N/A
Decomposition Temperature	: N/A
Fire Fighting	: Dry Chemical, Carbon Dioxide, Water Spray, Fog or Foam
SPILL OR LEAK PROCEDURES	
Step to be taken in case	
Material is released or spilled	: Wash down with water
Waste Disposal	: Neutralized with Alkali Chemical and follow all local regulations for waste disposal
SPECIAL PRECAUTION	
Ventilation	: Have adequate ventilation
Eye and skin Protection	: Avoid eye or skin contact
HEALTH HAZARD INFORMATION	
Effects of Over Exposure	: Can cause eye and skin irritation
FIRST AID :	
SKIN	: Wash with plenty of water
EYES	: Irrigate with water for 15 minutes & Get Medical attention Immd
Ingestion	: Do not induce vommiting & get mediactal attention Immediately
Exposure	: N/A

PRODUCT IDENTIFICATION	
Trade Name	: NGAWAGE MB 01
Product Type	: Oxydizing Biocides Control
Chemical Name	: Anti Lumut Open Circuit
Manufacturer	: PT. Global Water Kimiatama
Date	: 30 Januari 2021
PHYSICAL DATA	
Appearance	: Light Brown
pH	: > 7
SG 25 °C	: 1.2 - 1.3
Solubility	: Completely miscible
HAZARDOUS INGREDIENT	
Proprietary Information	: N/A
Principal Component	: N/A
FIRE AND EXPLOSION HAZARD DATA	
Flash Point	: N/A
Flamability Classification	: N/A
Autoignition Temperature	: N/A
Decomposition Temperature	: N/A
Fire Fighting	: Dry Chemical, Carbon Dioxide, Water Spray, Fog or Foam
SPILL OR LEAK PROCEDURES	
Step to be taken in case	
Material is released or spilled	: Wash down with water
Waste Disposal	: Neutralized with Alkali Chemical and follow all local regulations for waste disposal
SPECIAL PRECAUTION	
Ventilation	: Have adequate ventilation
Eye and skin Protection	: Avoid eye or skin contact
HEALTH HAZARD INFORMATION	
Effects of Over Exposure	: Can cause eye and skin irritation
FIRST AID :	
SKIN	: Wash with plenty of water
EYES	: Irrigate with water for 15 minutes & Get Medical attention Immd
Ingestion	: Do not induce vommiting & get mediactal attention Immediately
Exposure	: N/A

PRODUCT IDENTIFICATION	
Trade Name	: NGAWAGE MB 02
Product Type	: NON - Oxydizing Biocides Control
Chemical Name	: Anti Lumut Open Circuit
Manufacturer	: PT. Global Water Kimiatama
Date	: 30 Januari 2021
PHYSICAL DATA	
Appearance	: Light Brown
pH	: > 7
SG 25 °C	: 1.2 – 1.3
Solubility	: Completely miscible
HAZARDOUS INGREDIENT	
Proprietary Information	: N/A
Principal Component	: N/A
FIRE AND EXPLOSION HAZARD DATA	
Flash Point	: N/A
Flamability Classification	: N/A
Autoignition Temperature	: N/A
Decomposition Temperature	: N/A
Fire Fighting	: Dry Chemical, Carbon Dioxide, Water Spray, Fog or Foam
SPILL OR LEAK PROCEDURES	
Step to be taken in case	
Material is released or spilled	: Wash down with water
Waste Disposal	: Neutralized with Alkali Chemical and follow all local regulations for waste disposal
SPECIAL PRECAUTION	
Ventilation	: Have adequate ventilation
Eye and skin Protection	: Avoid eye or skin contact
HEALTH HAZARD INFORMATION	
Effects of Over Exposure	: Can cause eye and skin irritation
FIRST AID :	
SKIN	: Wash with plenty of water
EYES	: Irrigate with water for 15 minutes & Get Medical attention Immd
Ingestion	: Do not induce vommiting & get mediactal attention Immediately
Exposure	: N/A

PRODUCT IDENTIFICATION	
Trade Name	: NGAWAGE MB 03
Product Type	: Biocides Control
Chemical Name	: Anti Lumut Close Circuit
Manufacturer	: PT. Global Water Kimiatama
Date	: 30 Januari 2021
PHYSICAL DATA	
Appearance	: Light Brown
pH	: > 7
SG 25 °C	: 1.2 – 1.3
Solubility	: Completely miscible
HAZARDOUS INGREDIENT	
Proprietary Information	: N/A
Principal Component	: N/A
FIRE AND EXPLOSION HAZARD DATA	
Flash Point	: N/A
Flamability Classification	: N/A
Autoignition Temperature	: N/A
Decomposition Temperature	: N/A
Fire Fighting	: Dry Chemical, Carbon Dioxide, Water Spray, Fog or Foam
SPILL OR LEAK PROCEDURES	
Step to be taken in case	
Material is released or spilled	: Wash down with water
Waste Disposal	: Neutralized with Alkali Chemical and follow all local regulations for waste disposal
SPECIAL PRECAUTION	
Ventilation	: Have adequate ventilation
Eye and skin Protection	: Avoid eye or skin contact
HEALTH HAZARD INFORMATION	
Effects of Over Exposure	: Can cause eye and skin irritation
FIRST AID :	
SKIN	: Wash with plenty of water
EYES	: Irrigate with water for 15 minutes & Get Medical attention Immd
Ingestion	: Do not induce vommiting & get mediactal attention Immediately
Exposure	: N/A

Output of Chemical water have standard from Trane product as below:

<u>Item</u>	<u>Trane Basic Guideline</u>
pH	7.5 – 8.5
Total Dissolved Solids (TDS)	1500 ppm max
Chlorides	100 ppm max
Sulfates	35 ppm max
Total Suspended Solids (TSS)	10 ppm max
Total Hardness	400 ppm max
Iron	1 ppm max

6. Exhaust Fan

NO	NAMA	BRAND	TYPE / MODEL	NO. SERI	DAYA	LOKASI
EXHAUST FAN BASEMENT						
1	EXHAUST FAN	NIKOTRA	ADF800/400T/8C/5 ALU-5.5 D4H			BASEMENT 2
2	EXHAUST FAN	NIKOTRA	ADF800/400T/8C/5 ALU-5.5 D4H			BASEMENT 2
3	EXHAUST FAN	NIKOTRA	ADF800/400T/8C/5 ALU-5.5 D4H			BASEMENT 2
4	EXHAUST FAN	NIKOTRA	ADF800/400T/8C/5 ALU-5.5 D4H			BASEMENT 2
5	EXHAUST FAN	CONEXA	ME -100LA-4			BASEMENT 2
6	EXHAUST FAN	PANASONIC	FV-35GS4(300mm)			BASEMENT 2 R.STP
7	EXHAUST FAN	PANASONIC	FV-35GS4(300mm)			BASEMENT 2 R.STP
8	EXHAUST FAN	NIKOTRA	ADF710/230/12B/17.5 ALU-3 D4H			BASEMENT 1
9	EXHAUST FAN	NIKOTRA	ADF710/230/12B/17.5 ALU-3 D4H			BASEMENT 1
10	EXHAUST FAN	NIKOTRA	ADF710/230/12B/17.5 ALU-3 D4H			BASEMENT 1
11	EXHAUST FAN	NIKOTRA	ADF710/230/12B/17.5 ALU-3 D4H			BASEMENT 1
12	EXHAUST FAN	NIKOTRA	ADC 400-E4			BASEMENT 1
13	EXHAUST FAN	NIKOTRA	ADC 400-E4			BASEMENT 1
14	EXHAUST FAN	CONEXA	ADFC800/400T/4C/12.5 ALU-4D4			BASEMENT 1 R.GENSET
15	EXHAUST FAN	CONEXA	ADFC800/400T/4C/12.5 ALU-4D4			BASEMENT 1 R.GENSET
16	EXHAUST FAN	CONEXA	AF-800 D6			BASEMENT 1 R.ELEKTRIKAL
17	EXHAUST FAN	CONEXA	AF-800 D6			BASEMENT 1 R.ELEKTRIKAL
18	EXHAUST FAN	CONEXA	AF-800 D6			BASEMENT 1 R.ELEKTRIKAL
EXHAUST FAN LANTAI GROUND						
1	EXHAUST FAN	CONEXA	AF-800 D6			LANTAI GROUND 1 R.GWT
2	EXHAUST FAN	CONEXA	AF-800 D6			LANTAI GROUND 1 R.GWT
3	EXHAUST FAN	CONEXA	AF-800 D6			LANTAI GROUND 1 R.CHILLER
4	EXHAUST FAN	CONEXA	AF-800 D6			LANTAI GROUND 1 R.CHILLER
5	EXHAUST FAN	CONEXA	AF-800 D6			LANTAI GROUND 1 R.CHILLER
6	EXHAUST FAN	CONEXA	AF-800 D6			LANTAI GROUND R.KHICENT
7	EXHAUST FAN	CONEXA	AF-250 E4			LG.R.PANEL SOUTH
8	EXHAUST FAN	CONEXA	AF-250 E4			LG.R.PANEL SOUTH
9	EXHAUST FAN	CONEXA	FCS800 R CWS270-11 D6			LANTAI 1
EXHAUST FAN TOWER NORTH						
1	EXHAUST FAN	CONEXA	AF-250 E4			LANTAI 1 R. PANEL NORTH
2	EXHAUST FAN	CONEXA	AF-250 E4			LANTAI 2 R. PANEL NORTH
3	EXHAUST FAN	CONEXA	AF-250 E4			LANTAI 3 R. PANEL NORTH
4	EXHAUST FAN	CONEXA	AF-250 E4			LANTAI 4 R. PANEL NORTH
5	EXHAUST FAN	CONEXA	AF-250 E4			LANTAI 5 R. PANEL NORTH
6	EXHAUST FAN	CONEXA	AF-250 E4			LANTAI 6 R. PANEL NORTH
7	EXHAUST FAN	CONEXA	AF-250 E4			LANTAI 7 R. PANEL NORTH
8	EXHAUST FAN	CONEXA	AF-250 E4			LANTAI 8 R. PANEL NORTH
9	EXHAUST FAN	CONEXA	AF-250 E4			LANTAI 9 R. PANEL NORTH
10	EXHAUST FAN	CONEXA	AF-250 E4			LANTAI 10 R. PANEL NORTH
11	EXHAUST FAN	CONEXA	AF-250 E4			LANTAI 11 R. PANEL NORTH
12	EXHAUST FAN	CONEXA	AF-250 E4			LANTAI 12 R. PANEL NORTH
13	EXHAUST FAN	CONEXA	AF-250 E4			LANTAI 13 R. PANEL NORTH
14	EXHAUST FAN	CONEXA	AF-250 E4			LANTAI 14 R. PANEL NORTH
15	EXHAUST FAN	CONEXA	AF-250 E4			LANTAI 15 R. PANEL NORTH
EXHAUST FAN TOWER SOUTH						
1	EXHAUST FAN	CONEXA	AF-250 E4			LANTAI 1 R.PANEL SOUTH
2	EXHAUST FAN	CONEXA	AF-250 E4			LANTAI 2 R.PANEL SOUTH
3	EXHAUST FAN	CONEXA	AF-250 E4			LANTAI 3 R.PANEL SOUTH
4	EXHAUST FAN	CONEXA	AF-250 E4			LANTAI 4 R.PANEL SOUTH
5	EXHAUST FAN	CONEXA	AF-250 E4			LANTAI 5 R.PANEL SOUTH
6	EXHAUST FAN	CONEXA	AF-250 E4			LANTAI 6 R.PANEL SOUTH
7	EXHAUST FAN	CONEXA	AF-250 E4			LANTAI 7 R.PANEL SOUTH
8	EXHAUST FAN	CONEXA	AF-250 E4			LANTAI 8 R.PANEL SOUTH
9	EXHAUST FAN	CONEXA	AF-250 E4			LANTAI 9 R.PANEL SOUTH
10	EXHAUST FAN	CONEXA	AF-250 E4			LANTAI 10 R.PANEL SOUTH
11	EXHAUST FAN	CONEXA	AF-250 E4			LANTAI 11 R.PANEL SOUTH
12	EXHAUST FAN	CONEXA	AF-250 E4			LANTAI 12 R.PANEL SOUTH
13	EXHAUST FAN	CONEXA	AF-250 E4			LANTAI 13 R.PANEL SOUTH
14	EXHAUST FAN	CONEXA	AF-250 E4			LANTAI 14 R.PANEL SOUTH
15	EXHAUST FAN	CONEXA	AF-250 E4			LANTAI 15 R.PANEL SOUTH
EXHAUST FAN ROOF TOP						
1	EXHAUST SMOKE FAN TOWER NORT	NIKOTRA	ADF900/400T/4C/20 ALU 11 D4H			ROOF TOP NORTH
2	EXHAUST TOILET TOWER NORTH	NIKOTRA	ADC800/250M/12AL/12.5 ALU-3 D4			ROOF TOP NOUT
3	EXHAUST TOILET TOWER NORTH	NIKOTRA	ADC800/250M/12AL/12.5 ALU-3 D4			ROOF TOP NORTH
4	EXHAUST SMOKE FAN TOWER SOUTH	NIKOTRA	ADF900/400T/4C/20 ALU 11 D4H			ROOF TOP SOUTH
5	EXHAUST TOILET TOWER SOUTH	NIKOTRA	ADC800/250M/12AL/17.5 ALU-4 D4			ROOF TOP SOUTH
6	EXHAUST TOILET TOWER SOUTH	NIKOTRA	ADC800/250M/12AL/17.5 ALU-4 D4			ROOF TOP SOUTH

3.2 PROJECT REQUIREMENTS

Vendors are required to:

- a) Be an authorized dealer or experience with Mcquay and TRANE Products or having at least 5 (five) years' experience in handling Mcquay and TRANE chiller, air-conditioners and exhaust fan services; **(please provide evidence)**;
- b) Delivery work schedule
- c) Provide work method, equipment and facility
- d) Provide at least 3 (three) references from existing clients;
- e) Vendor must provide and station five (5) personnel at ASEC with the following qualification/experience **(CV must be provided)**:
 - **A team leader**
At least 7 years' experience in Mcquay/Trane chiller with at least 3 years' exposure in HVAC (Heating, Ventilation and Air Conditioning) and ducting + 1-year experience on operating air conditioner system using BAS (Building Automation System)
 - **Two assistant leader**
At least 5 years' experience in Mcquay/Trane chiller with at least 2 years' exposure in HVAC (Heating, Ventilation and Air Conditioning) and ducting
 - **Two technician**
At least 2 years' experience in Mcquay/Trane chiller with at least 1 year's exposure in HVAC (Heating, Ventilation and Air Conditioning) and ducting

4 RFP REQUIREMENTS PROCESS

4.1 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

4.2. CLOSING DATE AND TIME OF SUBMISSION OF PROPOSALS

All proposals must be submitted not later than **Tuesday, 9 November 2021 (Extension)** by following options:

2.2.1 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.

2.2.2 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.

4.3. **RFP TERMS & CONDITIONS**

4.3.1. **Bid Expiration Date**

*Received tender proposals shall be valid until **31 December 2021***

4.3.2. **Implementation/Delivery Schedule**

For e.g. 'as stated in Annex A – Term of Reference'

4.3.3 **Site Visit/Pre-Bid Meeting is strongly recommended to attend as per below arrangement:**

Date : Thursday, 21 October 2021
Time : 10:00am
Venue : ASEAN Secretariat, Jl. Sisingamangaraja 70A, Kebayoran Baru, South Jakarta, 12870

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

For social distance purpose, vendors can only send **maximum 2 persons** to attend the Site Visit Meeting. **Please inform us the names, ID Cards and vehicle plate numbers in order to access the ASEAN Secretariat building.**

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:			
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 name	
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	Authorized dealer or experience with TRANE and McQuay products or having experience in handling TRANE and McQuay chiller, air-conditioners and exhaust fan services	minimum 5 years	Vendor to comply
2	Provide standby personnel with detail CV	Team Leader minimum 7 years in Trane or McQuay Assistant Team Leader minimum 5 years in Trane or McQuay Technician minimum 2 year in Trane or McQuay	Vendor to comply
3	Provide work schedule	Daily/Weekly/Monthly/Quarterly/Yearly	Vendor to comply
4	Provide references from clients	3 references with satisfy letter from client	Vendor to comply

APPENDIX 3
Price
To be submitted in the Financial Proposal

No.	Description	Unit	Price
1	Maintenance Service of AC and Exhaust Fan 2022		
2	Maintenance Service of AC and Exhaust Fan 2023		

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
Indonesia**