



ASEAN SECRETARIAT

Request for Proposal

Provision of Managed WIFI AP

PROPOSAL MUST BE RECEIVED BY
Friday, 25 March 2022

DELIVER/MAIL PROPOSAL TO:

ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia

Prepared By	:	Information Technology Systems Division
Date	:	March 2022

1. EXECUTIVE SUMMARY

1.1. INTRODUCTION

The ASEAN Secretariat (ASEC) was established in February 1976 by the Foreign Ministers of ASEAN. Currently staffed with approximately 400 people, 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 fulfil 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.

1.2 OBJECTIVE

ASEC intends to enhance and provide additional dedicated-managed WIFI AP to cover all public places as well as Staffs' office work and meeting rooms. ASEC is seeking a vendor who is able to facilitate the required services by providing the equipment with the required specification. The selected vendor will work with Information Technology System Division (ITSD) staff(s) who will be assisting the vendor on the procedure and facilitation.

- a. The selected vendor shall be tasked to achieve the following objectives:
Provide the service with the required or better specification WIFI AP, as stated in the Scope of Service and Hardware Configuration and Criteria in the TOR
- b. Deliver the Service as specified in the indicative work schedule in the TOR

2. SCOPE OF WORK

The vendor shall work closely with ITSD staffs to achieve the above objectives as well as undertake the following indicative tasks:

- 1) Deliver the necessary equipment/ services in timely manner.
- 2) Install the necessary Software/ Apps/ Warranty
- 3) Provide support, maintenance and or resolve any problems of the equipment during the warranty period.

3. PROJECT REQUIREMENTS

Criteria of the Company:

The to-be-selected Vendor shall meet the following criterion:

- 1) An experienced and established company/company registration with proven records in provision of IT Services for a multi national-companies or governmental agencies or international organizations similar to ASEC (Appendix 2)
- 2) Provide customer references and including good testimonials for each customer, who have acquired the vendor for the provision of IT Services such as Networking, Servers, etc (please fill out the Appendix 1a as well as the testimonials);
- 3) Proven track records and experiences in handling the Wifi Managed Service / same services as ASEC's request (please provide at least 3 UAT as Appendix 2);
- 4) Authorized partner and including certified technical expert of proposed brand (Please provide supporting letter / SURDUK as Appendix 2).

Expected Deliverables:

The to-be-selected Vendor shall provide the expected deliverables:

- 1) The complete set of equipment /Service with the required/similar specifications as stated in the TOR.
- 2) Hardware warranty and support of the equipment for a period not less than 12 months from the date of acquisition to ASEC

4. RFP REQUIREMENTS PROCESS

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

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. 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 **Friday, 25 March 2022** by following options:

4.2.1 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 for local vendors and in USD for International vendors.**

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

4.2.2. 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 for local vendors and in USD for international vendors.**

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 proposal should be valid until **31 December 2022**

4.3.2. Implementation/Delivery Schedule

The Dedicated Managed WIFI AP must be ready by 1 November 2022. Duration of contract shall be from **1 November 2022 – 31 October 2023**.

4.3.3. Pre-bid Meeting

Vendor is strongly recommended to attend the pre-bid Meeting which is scheduled as follows:

Date : Wednesday, 16 March 2022

Time : 2pm onwards
Google Link : <https://meet.google.com/rop-iomm-fuc>

Participant's confirmation to the pre-bid meeting and questions can be share 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:			
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	

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	

Please continue the matrix if you have other customers to provide

APPENDIX 2
Technical Requirements
To be submitted in the Technical Proposal

No	Description	ASEC Requirements	remarks
1	Company registration	Proven Established and experienced IT company in provision on IT Services for Multinational company or Government Agencies or International Organisation	Vendor to submit the proof
2	Customer references	<u>Providing customer references</u> and including <u>good testimonials</u> for each customer, who have acquired the vendor for the provision of IT Services such as Networking, Servers, etc	Vendor to submit customer reference along with its testimonial
3	Experiences of project	Providing experiences in Wifi Managed Service	Vendor to submit UAT of previous project (Wifi Managed Service)
4	Partnership	Providing certification of partnership with the proposed brand as well as providing certified of technical experts	Vendor to submit Authorised support letter (SURDUK) of and certified technical experts

APPENDIX 3
Price
To be submitted in the Financial Proposal

No.	Description	Unit	Price
1	Total Wifi Managed Service Fee		
	Notes:		
	IDR for local vendors and in USD for international vendors.		

APPENDIX 4
Checklist for the Completeness of Documents Submitted
To be submitted in Technical Proposal

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	One original signed copy	
5	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

**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

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