

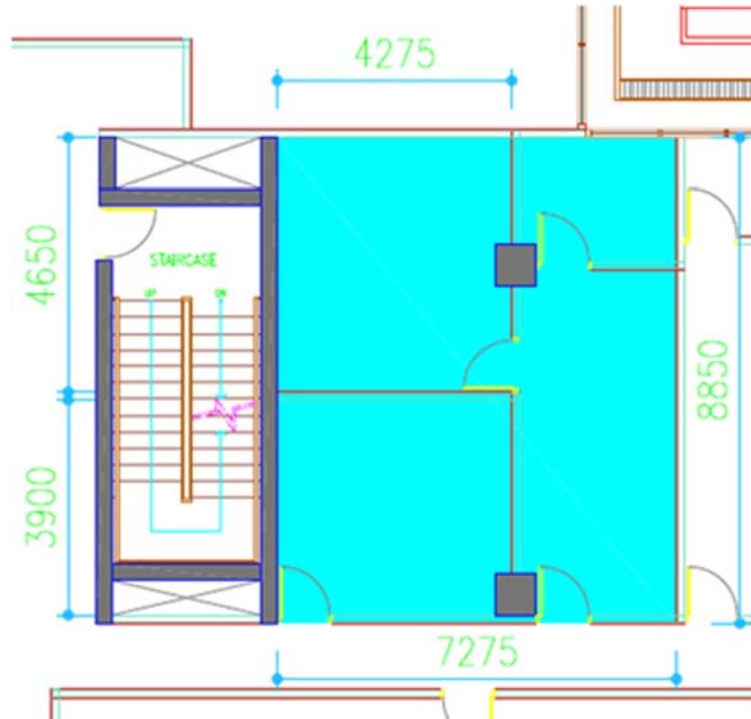
ASEAN-India Project Management Unit (AIPMU)

Terms of Reference for AIPMU Office Renovation

- 1. Background:** The ASEAN Secretariat is seeking to appoint a highly reputable vendor to undertake a comprehensive renovation of the 64.4 sqm office space for ASEAN-India Project Management Unit (AIPMU) at the Heritage Building of ASEAN Secretariat, Jakarta. The renovation will include redesigning the office space in line with the requirements mentioned Table-1, interior design of the space, demolishing unnecessary and useless items and their disposal, repairing, painting, finishing, electrical, air conditioner and plumbing related work. Current Layout and suggested design is being provided below for the reference of the vendor.

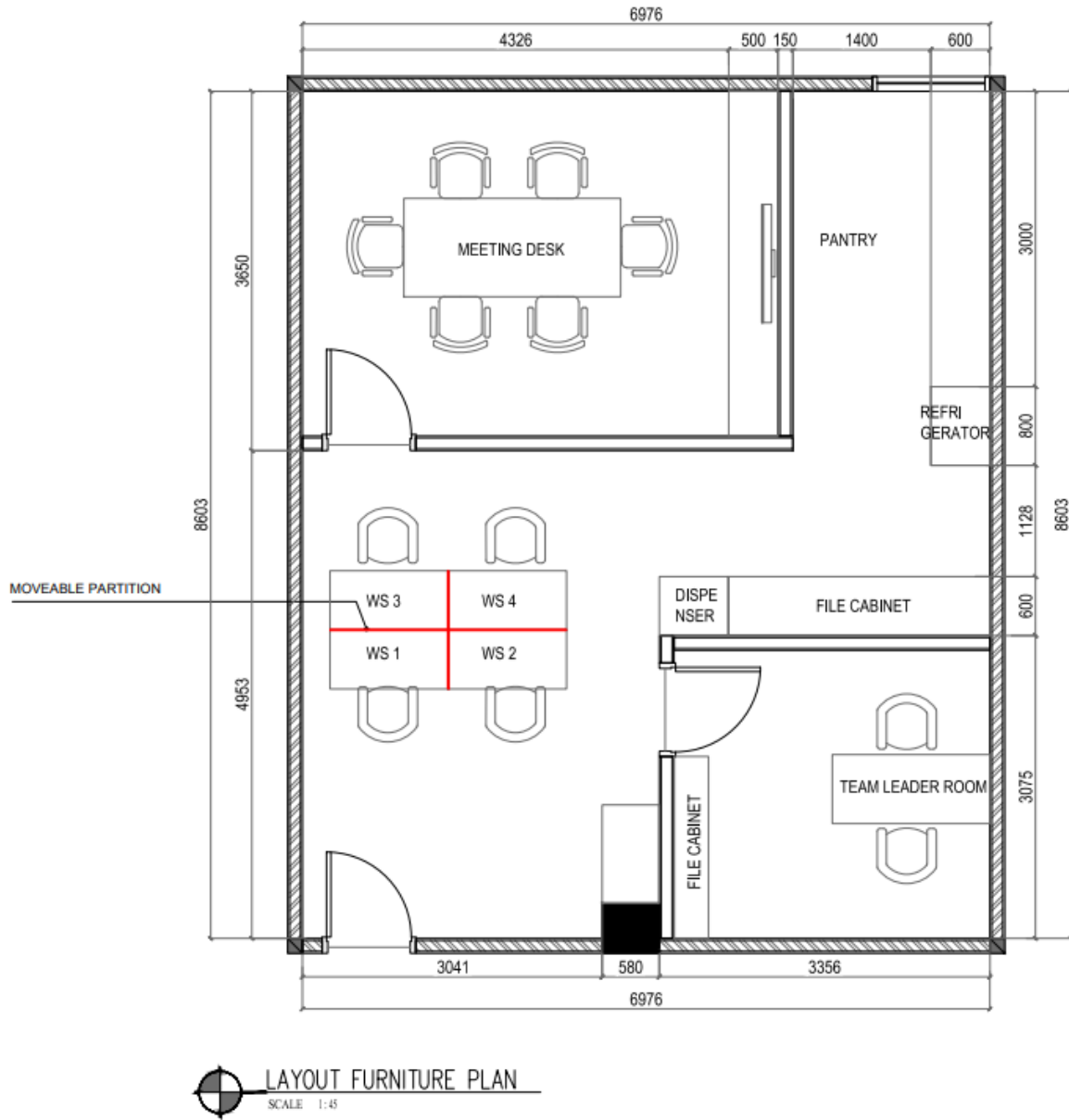
Table: 1		
Sl No	Particular	Remarks
I.	Reception Area cum work station for 2 persons	
II.	Conference room	Seating space for 6 persons
III.	Chamber for the team leader	
IV.	Storage area for documents/stationary etc	
V.	Dry Kitchen	

Current Layout:



Note: the dimension of the room is an approximate number based on the old blue print drawing. To ensure accuracy, bidders are encouraged to re-measure the actual condition.

Suggested Design



2. Description of Work:

- 2.1 Redesigning office space as per the requirement with appropriate partition. Existing partitions and false ceilings may be removed if the quality has deteriorated. Partitions can be of glass (sand blasted) at places where it suits the design. Unnecessary existing doors may be demolished and new door should be provided. Structural walls, columns, ceiling and existing floor should not be

demolished. In case if it is needed prior permission should be sought from ASEAN Secretariat maintenance team.

- 2.2 Electrical work: To check, repair or replace existing electrical cables and switch boards. As per the new office design, electrical cabling and output points should be put in such a way that it is convenient for users in the office to connect multiple devices. All relevant technical standards related to safety must be ensured.
- 2.3 Unnecessary existing furniture, electrical, HVAC and fire protection service as selected by ASEAN Secretariat maintenance personnel shall be demolished. Usable items may be sent to the storage room of ASEAN Secretariat as per suggestion of the ASEAN Secretariat maintenance personnel and the rest of the material shall be considered as construction garbage.
- 2.4 Data network and telephone connections: Telephone and data network connections should be installed in the office space.
- 2.5 Contractor will be responsible to remove all demolished building material and other material considered as construction garbage outside of ASEC premise by the end of each working day. Piling of construction garbage will not be acceptable.

3. Finishing Works for Office space should be done as per the following:

- 3.1 The bidder is requested to submit the proposal plan/office layout in line with the necessary area/rooms specified in the item 1. The bidder shall design the new office space in accordance with Indonesian Building Code.
- 3.2 Interior specification shall be equivalent to that in the office at new building of ASEAN Secretariat, and the quality for the works shall be in line with Indonesian standard (Standar Nasional Indonesia) and/or Indian Standard CODE OF PRACTICE FOR ARCHITECTURAL AND BUILDING DRAWINGS.
- 3.3 The successful bidder/Contractor shall not choose material other than that listed in the finishing schedule, to be submitted together with the proposal.
- 3.4 The detailed finishing specification for Office space shall be based on the following requirements.
 - 3.4.1. The ceiling shall be replaced by a new one from the existing. Gypsum board with emulsion paint or silicate sound absorption board shall be used for the finishing.
 - 3.4.2. Right gage steel frame with gypsum board used for the new dry wall. With regard to the finishing of emulsion paint, wall covering, wooden panel etc. shall be proposed by each bidder.
 - 3.4.3. The existing brick wall and concrete wall cannot be demolished, but repaired, painted or covered for the surface.

3.4.4. Cornice shall be arranged between the ceiling and wall if necessary. The existing valance box shall be repaired and re-used.

3.4.5. The existing floor tile may not be demolished and should be polished appropriately.

3.4.6. The existing tile skirting cannot be demolished, but PVC skirting or wooden skirting may be done to suit the design.

3.4.7. Team Leader's room and meeting rooms shall be made by half glass wall with functions to be able to switch the glass visibility/transparency and to keep sound proof.

3.4.8. Wooden door or glass door with manual lock device shall be proposed by each bidder to be installed in each room, except the entrance doors specified in the item

3.4.9. The entrance doors from Corridor and Team Leader's room shall be provided with electronic lock system.

3.4.10. In case that the existing exterior aluminum window gasket was found as broken, it shall be repaired in order to prevent rain water leakage.

3.5 The detailed finishing specification for Corridor be based on the following requirements.

3.5.1. The existing wall shall be repaired on the surface and re-painted.

3.5.2. The colour should match with the existing offices.

3.5.3. Consultation with ASEC maintenance unit should be sought for any work on wall. The whole process covers Design and Engineering Works, Demolish and Disposal Works, Finishing Works, Furniture Work, Electrical Works, Mechanical Works.

4. Furniture related work

4.1 The bidder is requested to propose furniture design in line with the necessary area/rooms specified in the item 1.

4.2 Furniture specification shall be equivalent to that in the office at new building of ASEAN Secretariat, basically and the quality for the works shall be in line with Indonesian standard (Standar Nasional Indonesia) and/or Indian Standard CODE OF PRACTICE FOR ARCHITECTURAL AND BUILDING DRAWINGS.

4.3 The detailed furniture specification for the office space shall be based on the following requirements.

4.3.1. Workstation desk shall be 1.4m wide and 0.7m depth per 1 person or wider/deeper and a low partition along with a transparent temporary partition (which

can be removed once risks of Covid-19 pandemic is over) shall be installed between each desk.

4.3.2. The workstation should be made for two persons and with the provision to expand it whenever needed.

4.3.3. The workstation shall have outlet trench and mobile drawer for each desk with height adjustment provided through this work. New ergonomic chairs also shall be provided for each desk.

4.3.4. Adequate number of file cabinets shall be provided in office space.

4.3.5. A meeting needs to be created with a table and chairs for 6 persons. A glass white board shall be installed in the room.

4.3.6. An adequate number of file cabinets shall be installed in Storage for Docs.

4.3.7. A dry kitchen facility should be provided with adequate furnitures.

4.3.8. A new vertical blind shall be installed for an exterior window.

4.4 Furniture to be used in new office space is to be brand new.

5. Electrical work (Lighting system, Receptacle system, Telephone system, Local Area Network (LAN) system, Fire alarm system, Power for HVAC system) should be done in the following

5.1 The bidder is requested to propose an electrical system in line with the necessary area/rooms specified in the item 1.

5.2 The detailed specification for the electrical system indicated in the item of 5.1. shall be based on the following requirements.

5.2.1. Two receptacle outlets, 1 extension board, 1 telephone outlet and 1 LAN outlet shall be installed at each desk of the workstation in the Office Area.

5.2.2. Adequate number of receptacle outlets and LAN outlets shall be installed in the meeting room, dry kitchen (for refrigerator, water dispenser, coffee maker and microwave, etc.) and other areas.

5.2.3. The power supply shall be connected to the existing emergency power line.

5.2.4. Install new electrical panel for the new air conditioning units, lights and other electrical equipment.

5.2.5. Proposal for further requirement would be welcomed and that shall be mentioned in Mechanical and Electrical (M&E) system outline.

5.3 Electrical system specification shall be equivalent to that in the office at new building of ASEAN Secretariat, basically and the quality for the works shall be in line with Indonesian standard (Standar Nasional Indonesia) and/or Indian Standard CODE OF PRACTICE FOR ARCHITECTURAL AND BUILDING DRAWINGS.

- 5.4 Scope of work for Telephone system shall be piping and wiring installation of telephone line between each telephone outlet and the existing terminal box in Corridor. The work will be verified through set-up of the telephone devices. Telephone handset to be provided by ASEC
- 5.5 Scope of work for LAN system shall be piping and wiring installation of LAN cable between each LAN outlet device and the installation of LAN connection from a recognized vendor.
- 5.6 Fire alarm detector shall be added or relocated in this work, if necessary with close coordination and approval from ASEC maintenance unit. Proposal for such requirement would be welcomed and that shall be mentioned in the proposal plan/office layout.
- 5.7 For new Air Conditioning (AC) system stated in the item 6, piping installation of the feeder cable shall be provided between the office space and the main electrical room in the Heritage Building of ASEAN Secretariat, in order to secure necessary power supply.
- 5.8 For the new Ventilation system, piping and wiring installation the feeder cable shall be provided, in order to secure necessary power supply.

6. Mechanical work (Heating Ventilation AC (HVAC) system, Fire Protection system) should be done as per following requirement.

- 6.1 The bidder is requested to propose a new HVAC system including Air purifier system in each Area/Room (maximum 3).
- 6.2 The detailed specification for HVAC system specification indicated in the item of 6.1 shall be based on the following requirements.
 - 6.2.1. Outdoor unit of the new AC system shall be installed invisibly on the nearest exterior concrete floor (contractor to propose and submit the location proposal for ASEC Maintenance unit's review and approval) and the indoor units shall be installed in each Area/Room, properly.
 - 6.2.2. Condensate drain piping installation of AC system shall be proposed by designer for review and approval by ASEC maintenance unit.
 - 6.2.3. Indoor unit of the AC system can be controlled from each area/ room.
 - 6.2.4. Mechanical ventilation fans of the Ventilation system shall be installed in each Area/Room, properly.
 - 6.2.5. Exhaust duct installation of Ventilation system shall be proposed by the designer for review and approval by ASEC maintenance unit.
 - 6.2.6. Proposal for further requirement of HVAC system in terms of Air Intake/exhaust balance would be welcomed and that shall be mentioned in the M&E system outline.
 - 6.2.7. 3 air purifier devices of adequate capacity shall be installed in the office space and that shall be mentioned in the M&E system outline.

- 6.2 The works on HVAC system installation shall be in line with Indonesian standard (Standar Nasional Indonesia) and/or Indian Standard CODE OF PRACTICE FOR ARCHITECTURAL AND BUILDING DRAWINGS.
- 6.3 Fire sprinkler heads shall be added or relocated in this work, if necessary. Proposals for such a requirement would be welcomed and that shall be mentioned in the proposal plan/office layout.
- 6.4 Fire extinguisher shall be provided if necessary. Proposal on further requirement for fire protection would be welcomed and that shall be mentioned in the proposal plan/office layout.

7. Documents to be submitted for the bidding, together with Technical Proposal described in Request for Proposal:

- I. Proposal plan/office layout (The standard (Indonesian standard (Standar Nasional Indonesia) and/or Indian Standard CODE OF PRACTICE FOR ARCHITECTURAL AND BUILDING DRAWINGS) applied to this project shall be specified by the bidder.)
- II. Finishing Schedule.
- III. Mechanical and Electrical (M&E) system outline
- IV. Project master schedule

8. Expected Deliverables:

- 8.1 Completed physical works specified in the section: Description of Work, in accordance to the approved design drawings and specifications. Contractor is required to do all the work items by supplying the experienced human resources and materials, within the prescribed time schedule in a professional manner in accordance with the standard (Indonesian standard (Standar Nasional Indonesia) and/or Indian Standard CODE OF PRACTICE FOR ARCHITECTURAL AND BUILDING DRAWINGS) specified by the contractor and standard engineering practice.
- 8.2 Shop drawing for the construction shall be done after the approval of the drawings.
- 8.3 Organize weekly meeting with the user and relevant ASEAN division, meeting minutes to be submitted by the contractor one day after the regular meeting.
- 8.4 The final drawing to be submitted at the end of the project as part of project handover. The final drawings shall follow the actual layout and include the M&E system location for future reference for future system maintenance.
- 8.5 Warranty certificate for the works and equipment installed in this project.

9. Terms and Conditions:

1. Rate/Price

- The quoted rate shall be unit rate and shall remain firm without a price variation clause. The bidders should not claim for any price variation/escalation.
- Any bid submitted with a price variation/escalation clause will be treated as non-conforming and rejected.
- Bids/rates quoted by the bidder shall remain valid for 90 days from the date of opening of tenders for the purpose of acceptance and award of work; validity beyond 90 days from the date of opening shall be mutual consent. No price variation/cost escalation is accepted.
- The rates quoted by the bidder should be inclusive of all applicable taxes and charges including income tax, levies, excise duties, transit, insurance and freight and any other statutory levies etc. as an intergovernmental organization, ASEAN shall not be responsible for any tax(es), levy, tax claim or any tax liability which may be imposed by any law in relation to any amount payable by the ASEAN Secretariat.
- The price quoted by the bidder shall remain firm during the entire period of contract and shall not be subjected to variation on any account.
- The bidder should quote the rate as specified in the scope of work. Any bids submitted other than in the specified scope of work at Description of Work shall be summarily rejected.

2. Execution of work

- Time period of completion: the successful bidder shall execute and complete the work as per specifications/Scope of work mentioned in Description of Work to the satisfaction of the AIPMU within a period of 100 days from the date of award to work.
- The workers will only be allowed to work from 17.00-22.00 on weekdays and 06.00-22.00 on weekends and not allowed to work on Indonesian holidays. No work beyond the given timings will be permitted and access to Heritage Building will only be granted 30 minutes prior to the above time.
- The successful bidder to whom the work is awarded shall have to execute the work as per the work order and the terms and conditions of this tender document.
- The ASEAN Secretariat and AIPMU is not responsible for any damage of any goods during the transit. In that case, it is the responsibility of the firm/contractor to whom the work has been awarded.
- No extra cost shall be given for transportation, cost of labors, insurance, etc. as the rates quoted should include costs for all components.
- The contractor shall have to bring all the supporting materials for carrying out the above work.
- During the construction period, the contractor shall coordinate with AIPMU and ASEC to submit full name and ID information of all the workers in order to get access to ASEC Compound.
- During construction, the contractor shall be responsible to maintain cleanliness of the work site. All trash shall be taken out of the ASEC compound every day

and the project area shall be protected with plastic to prevent dust from entering the common area and other occupied areas of the building.

- During construction, the contractor will be responsible to maintain the cleanliness of common areas outside the worksite. Contractor is responsible to fix damage to the existing property caused by the execution of the work or by mobilization of materials and workers.
- Coordinate closely with and get approval from ASEC building maintenance for any work that affects the existing MEP (mechanical, electrical and plumbing) system. Upon finding of hazardous material, the contractor shall report immediately to ASEC maintenance unit prior to any action related to it.
- Any works that involves open fire such as welding at the construction site shall be minimized and if unavoidable, it shall be equipped with proper protection and portable fire extinguisher

3. Variation in quantity/scope of work: the quantity mentioned in the scope of work is approximate. The ASEAN Secretariat or AIPMU reserves the right at the time of award/execution of the contract to vary the quantity specified in the scope of the work without any change in the unit rate. However, the payment will be made as per the actuals as agreed by the bidders and the user. Any such variation will be at the sole discretion of AIPMU.

4. Extension of work completion time: ordinarily no time extension shall be granted.

5. Payment terms will be agreed through the special service agreement (SSA).

6. Completion certificate: within one month of the completion of the work the contractor shall submit a certificate for such completion.

7. Warranty Period: Guarantee period should be 12 months from the date of completion of the works against poor workmanship, poor performance, and in case of deficiencies are found during the guarantee period, the same shall be rectified free of cost by the Contractor at their own cost and risk.

8. Quality Assurance: The successful contractor should ensure the quality of the material as per the requirement/discretion of the AIPMU.

9. Insurance contractor: the contractor shall carry expenses and maintain insurance with reputable Insurance Companies for any other insurance required under Law or Regulations or by Owner.

10. Safety Regulations: Contractor shall adhere to safe construction practice and guard against hazardous and unsafe working conditions and shall comply with safety rules. The ASEAN Secretariat and the AIPMU shall not be held responsible for any accidents that occur due to unsafe practice of the person employed by the contractor to carry out the work. Any hazards or potential hazards resulting from the work or identified in the course of the work shall be reported to the AIPMU at the earliest possible opportunity.

11. Other conditions: Before submitting their bid proposals, bidders shall carefully examine the site of the work to familiarize themselves with the site conditions which exist regarding present work to be executed, materials to be matched, precautions required, working space available and other conditions necessary to the making of the intelligent bids.

10. Bidders' qualifications

A bidder shall meet following criteria:

1. Minimum 5 years of experience as a contractor and submit the previous project of renovation especially on office or working space projects (please provide evidence)
2. Demonstrate the required work in the TOR within the time schedule proved by submitting a project schedule with detailed work items.
3. The submitted schedule will be later enclosed to the contract.
4. Supported by sufficient human resources proven by submitting the list of project organizational structure complete with names for key persons.
5. Experience in handling the projects with the International Organization shall be preferred (if yes, please provide evidence)
6. Proof of healthy financial condition proven by submitting the latest bank statement.