



ASEAN SECRETARIAT

Request for Proposal

Provision of Dedicated Internet Connection Service

PROPOSAL MUST BE RECEIVED BY
Friday, 23 September 2022

Prepared by : Information Technology Systems Division
Date : September 2022

1 EXECUTIVE SUMMARY

Introduction

ASEAN Secretariat (ASEC) plans to have dedicated internet and associated services at its Office in Jakarta, in order to facilitate the need of seamless high speed internet connection. As there is rapid change of technology across the world, particularly on the internet technology, which is now becoming a day-to-day basic requirement for daily work activities. The provision of dedicated internet connection services shall include:

a. Committed Information Rate (CIR) 1:1

Speed for Downstream should be similar with the Upstream

b. Service Level Agreement (SLA) 99.9%

Allowed downtime is set to a very minimum

c. Failover Backup Link

An idle/ standby link to take over the main link when there is a connection outage.

d. Multi-homing upstreams on international backbone.

2 SCOPE OF WORK

To provide Dedicated Internet Connection Services for ASEC along with 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

Vendor Qualification:

Any vendors who will be conducting business with ASEC are required to follow the requirements that are stated in detail in the Term of Reference Part **No 4. Vendor Qualification**

2.2 ADDITIONAL REQUIREMENTS

Mandatory for Vendor to provide Add-On additional pricing list of internet bandwidth (*in separate quotation*) which is valid until 31 December 2023. This will be used in case during the contract period ASEC need to increase bandwidth for certain period. The pricing must be divided into few options, such as 50Mbps,100Mbps,150Mbps,200Mbps, 250Mbps and 300Mbps.

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. 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 **Friday, 23 September 2022** as per following direction:

3.2.1. 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

Subject of the Email:

- **Technical Proposal_Title of Tender_Name of Vendor**
- **Financial Proposal_Title of Tender_Name of Vendor**

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 **US Dollar for international bidders and IDR for local bidders**.

3. **Do not mention the password in body email.**

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

3.2. **RFP TERMS & CONDITIONS**

3.2.1. **Bid Expiration Date**

Received tender proposals shall be valid until 30 September 2022.

3.2.2. **Implementation/Delivery Schedule**

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

3.3.3. **Pre-Bid Meeting**

The Pre-bid meeting is to be held on :

Date : Tuesday, 13 September 2022

Time : **2 PM – 3 PM Jakarta Time**

Link : <https://meet.google.com/yhg-dchh-vcu>

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 name	
Email address	
Project title	

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Contact name	
Email address	
Project Title	

(Please use the extra form (Appendix 1a) if more than 3 references)

APPENDIX 2
Technical Requirements
To be submitted in the Technical Proposal

No	Description	ASEC Requirements	remarks
1	Registered and experienced ISP in Indonesia.	HQ in Jadetabek, with proven records in provision of internet service and Wi-Fi managed service for a multinational companies or governmental agencies (Provide evidence)	Vendor to comply
2	<u>Customer references</u>	Provide at least 3 references related to the project, including UAT document with <u>good testimonials</u> for each customer	Vendor to comply
3	Authorized partner of the security and networking product and Access Point	Having certified technical expert of security system, networking routing, switching and access point as well and other relevant certificate (Provide evidence)	Vendor to comply
4	Registered in APJII (Assosiasi Penyelenggara Jasa Internet Indonesia)	Preferable those which have a minimum 10 (ten) years experiences as Internet Service Provider (Provide evidence)	Vendor to comply
5.	Possess at least 3 (three) multi-homing upstream on international backbones	Vendor is required to provide the evidence	Vendor to comply
6.	Possess Ring Network Topology	Possess at least one relevant Standard Certification (Provide evidence)	Vendor to comply
7	Possess relevant certified technical expert team on networking (routing, switching) and security	Preferable those who have experiences on project management (Provide evidence)	Vendor to comply

APPENDIX 3
Price
To be submitted in the Financial Proposal

No.	Description	Unit	Price
1	Total cost		
2	Add on bandwidth		
3	Term of payment	At front	
	(after passing the UAT)		

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 and should be submitted in the Technical Proposal.

I. General Requirements

No.	Description	Checklist
1	Proposals shall be prepared in English	
2	Proposals are submitted in two different emails	
3	The email must be protected by different passwords for the following: i. Technical Proposal ii. Financial Proposal	
4	Title of the tender shall be put in each email as follows: - Technical Proposal_Title of Tender_Name of Vendor - Financial Proposal_Title of Tender_Name of Vendor	

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.	Latest audited financial statement	
10.	Authority of signatory	

III. Financial Proposal

No.	Description	Checklist
1	Offering is formulated in English	
2	Bid amount (excluding value added tax)	
3	Payment schedule	