



TERMS OF REFERENCE

INSTALLATION OF ASEAN COUNTRY CREST AT ASEC NEW BUILDING

I. BACKGROUND

The ASEAN Secretariat was established in February 1976. It was housed at the Department of Foreign Affairs of Indonesia in Jakarta and moved to the current location at 70A Jalan Sisingamangaraja, Jakarta since 1981. Currently, the ASEAN Secretariat (ASEC) is housed at two buildings:

- 1) The Heritage Building, inaugurated in 1981. The building has 7 stories with approximately 11,000 sqm in total areas.
- 2) The New Building, inaugurated in 2019. The building consists of two towers, and each has 16 stories with approximately 44,000 Sqm in total areas. It is located adjacent to the Heritage Building.

Since its establishment in 1981, the presence of the Crests of ASEAN Member States has become an essential part of the ASEAN Heritage building to represent the identity of each ASEAN countries. Meanwhile, since its inauguration three years ago, the ASEC new building has not been completed with the Crest of ASEAN members. Therefore, the ASEAN Secretariat is currently seeking for professional vendors to install the Crest of ASEAN Countries at the lobby area of ASEC New Building that can be visible from the building's main entrance.



Figure 1 – Installation area for the ASEAN Country Crest at the main lobby

II. OBJECTIVES

The objective of this work is to seek professional vendor to conduct the installation of ASEAN Country Crests with proper structural support on the current Aluminum Composite Panel (ACP) at the lobby area of ASEC New Building.

III. EXPECTED DELIVERABLES

The selected vendor is expected to fulfill the followings:

- 1) Provide necessary information to ASEC regarding schedule, manpower, materials and equipment for the structural support and country crest installation work.
- 2) Successful installation of structural strengthening support for 11 country crests at the designated area
- 3) Successful installation of the current 10 ASEAN Country Crest member completed with proper structural strengthening support and proper finishing work.
- 4) Compliance toward the Health, Safety and Environment (HSE) standard to prevent any accident during the construction process as well as to prevent any damage to ASEC property.
- 5) Maintain cleanliness and tidiness of the working area during and after the construction process.
- 6) Compliance toward the ASEC Covid-19 preventive measures and health protocol

IV. SCOPE OF WORKS

- 1) Preparation of works, by providing manpower, tools, materials, safety equipment and necessary protection to prevent damage of other building items during the working process (safety barrier).
- 2) Providing and installing proper structural strengthening support behind the Aluminum Composite Panel (ACP) (using steel frames / CNP Steel, etc). The selected material and its configuration must be able to withstand a maximum load of 100 kilograms for each crest installing point. All steel material shall be treated with rust protection prior to installation.
- 3) Removing and re-installing the existing ACP at working areas. The vendor is responsible for purchasing and installing similar ACP in terms of types, color, thickness, and size if the existing ACP are damaged, deformed or can no longer be use due to the vendor mistake during the ACP removal process. Contractor

must submit material samples and technical specification for ASEC approval prior to installation.

- 4) Conducting the installation of each ASEAN Country Crest. Including the installation or adjustment of bolt/anchorage for each ASEAN country crest. The installation of ASEAN Crest at the new building must be conducted by considering the following aspects:
 - a. The crest of each ASEAN countries may be weighted from 20 to 60 kilograms (all country crest is provided by ASEC);
 - b. Each crests have different materials, shapes, and types of bolts / anchorage;
 - c. The contractor must supply and modify bolts and anchorage for each ASEAN Country Crest;
 - d. Contractor must treat each country crest with proper care and responsible for any damage and repair to satisfactory condition.



Figure 2 – Sequence of Installation for the ASEAN Country Crest (from left to right)
Brunei – Cambodia – Indonesia – Lao PDR – Malaysia – Myanmar – Philippines – Singapore – Thailand – Vietnam
(the current order of ASEAN crest at the Heritage Building as reference)

- 5) Supply 3 unit of ACP, similar to the existing ACP in terms of types, color, thickness, and size. The contractor must submit material sample for ASEC approval prior to the purchase process.
- 6) Conducting the finishing work to satisfactory conditions

V. DURATION OF SERVICES AND WORK SCHEDULE

The selected vendor shall be committed to complete the work within 2 (two) months and follows the working schedule in accordance with the ASEC procedures as follows:

- 1) Monday to Friday : 08.00 am to 10.00 pm.
- 2) Saturday and Sunday : 07.30 am to 10.00 pm.

The works schedule may change as instructed by ASEC.

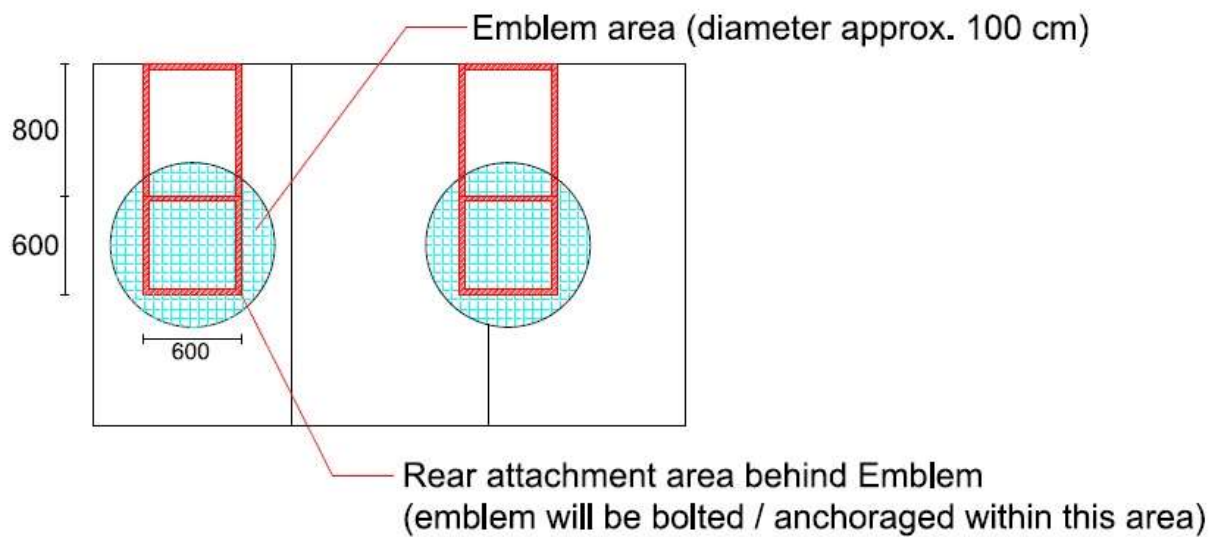
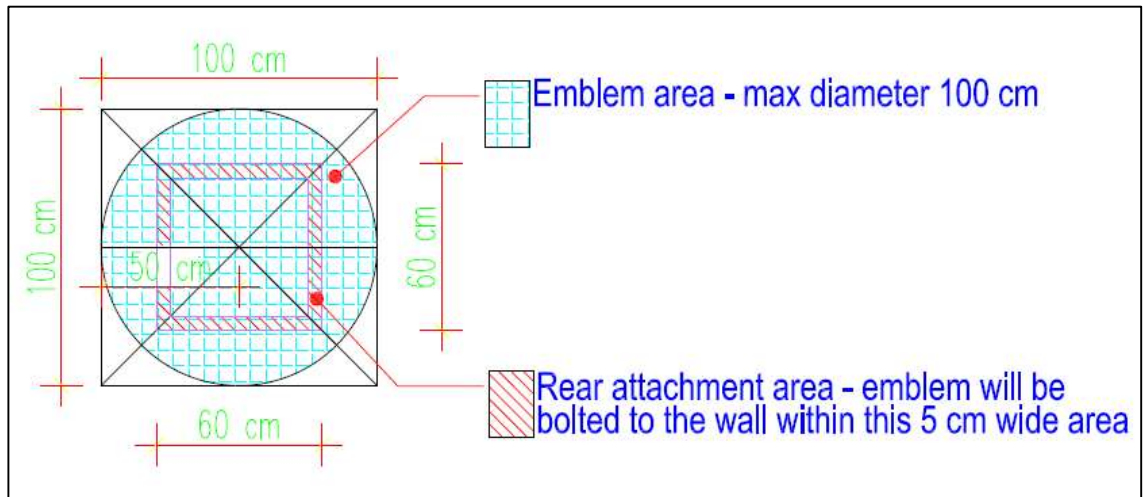
VI. REQUIREMENT FOR SUBMISSION

- 1) ASEC strongly suggest the vendor to attend the preliminary site visit to check the existing conditions and ensure the submitted quotation will cover all the required works. ASEC will not pay any additional cost to perform the required works (labor, materials and equipment/tools)
- 2) Vendors submit their quotation by filling and following the attached specification form.
- 3) Provide bid amount (for local bidder) or USD (for international bidder) covering all the requirements as elaborated in the TOR and specification form.
- 4) The quotation from vendor shall remain valid **until September 2023**

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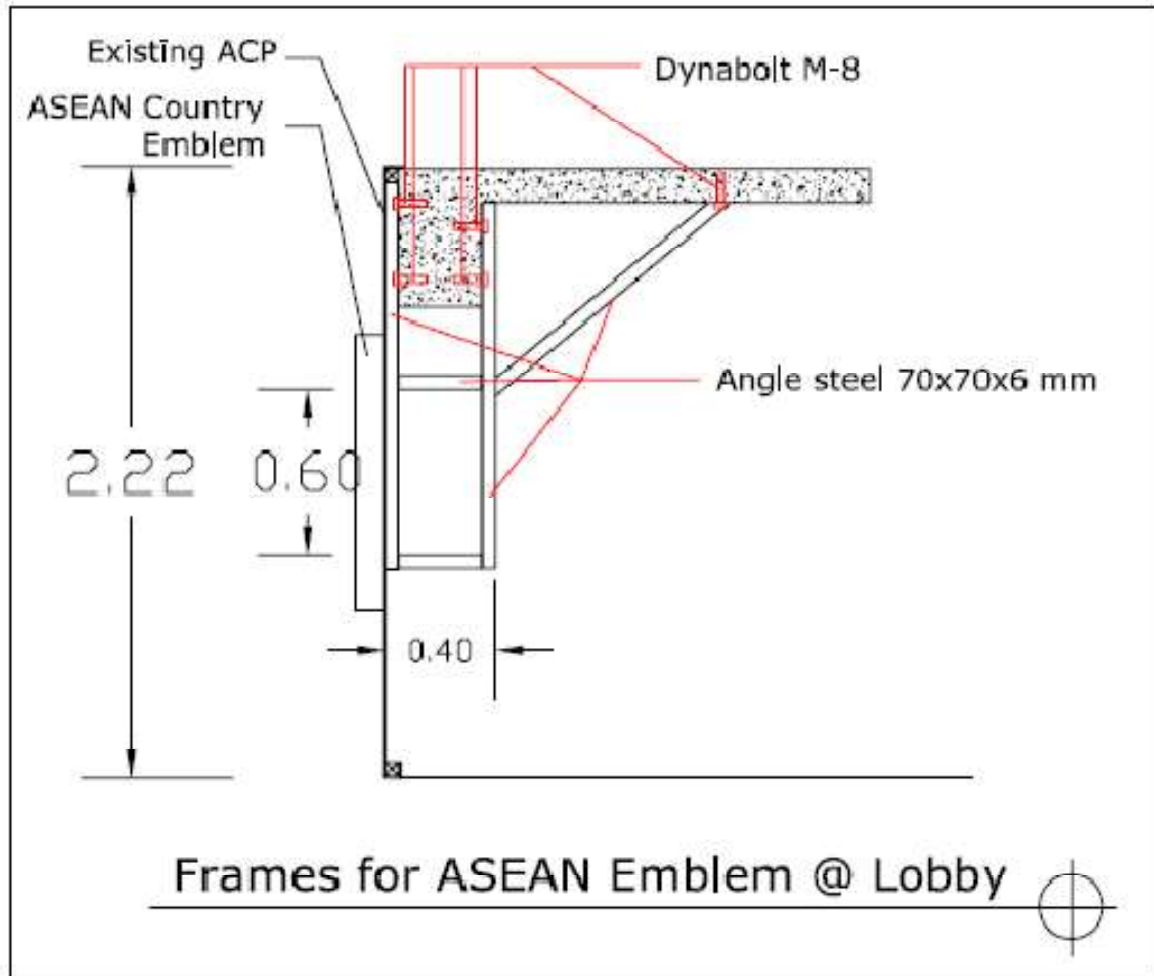
APPENDIX A – Attachment Area

(To be used as additional information)



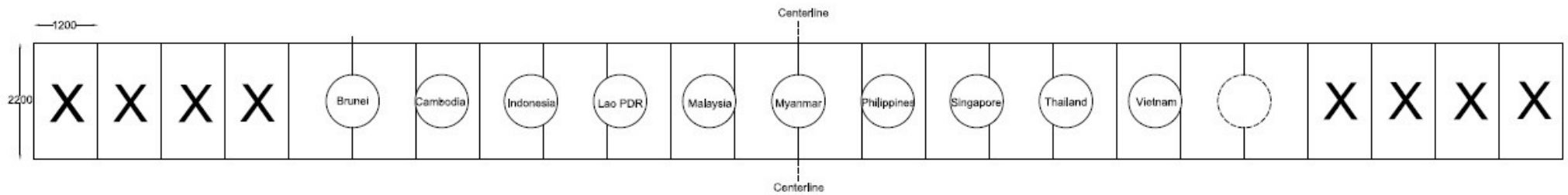
APPENDIX B – Frames for Country Crest

(To be used as additional information)



APPENDIX C – Configuration of Country Crest at the Installation Area

(To be used as additional information)



APPENDIX D – Type of the existing Aluminum Composite Panel (ACP)

(To be used as additional information)

Material Properties

- 1) Brand : Reynobond
- 2) Color : Pure White A9110S, Duragloss 5000
- 3) Core thickness : 3 mm
- 4) Total thickness : 4 mm
- 5) Length (1 panel) : approximately 1200 to 1400 mm
- 6) Height (1 panel) : approximately 2200 to 2800 mm