



ASEAN SECRETARIAT

Request for Proposal

Provision of IT Equipment (Laptops)

PROPOSAL MUST BE RECEIVED BY
Friday, 24 March 2023

Prepared by : Information Technology Systems Division
Date : March 2023

1 EXECUTIVE SUMMARY

Introduction

ASEC intends to replace its existing obsolete equipment with the most current version of equipment. ASEC is seeking a vendor who is able to facilitate and provide the equipment with the required specification and services. The selected vendor will work with Information Technology System Division (ITSD) staff(s) who will be assisting the vendor on the procedure and facilitation.

2 SCOPE OF WORK

To provide Business type of Laptops for ASEC along with its associated 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 support 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 6. Vendor Qualification**

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, 24 March 2023** as per following direction:

3.2.1. HARDCOPY

The Technical and Financial proposals shall be sent separately to the following address:

Chairman of Sub-Committee on Tender
Administration and General Affairs Division
ASEAN Secretariat
Jl Sisingamangaraja No.70A Jakarta Selatan 12110

Compliance

1. Technical Proposals;

a. First set; which shall consist, among others, of the technical specifications of the services to be procured, for example: 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;

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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 bidder and USD for international bidder**.

3.2. **RFP TERMS & CONDITIONS**

3.2.1. **Bid Expiration Date**

Received tender proposals shall be valid until 30 June 2023.

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, 7 March 2023

Time : **2 PM – 3 PM Jakarta Time**

Link : <https://meet.google.com/ruj-ncsv-bto>

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.

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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			

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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	Registered Company for handling IT Equipment in Indonesia.	An established company with HQ in Jadetabek and with proven records in provision of IT Equipment for a multinational companies or governmental agencies or international agencies similar to ASEC. (Provide evidence)	Vendor to comply
2	<u>Customer references</u>	Provide at least 5 customer references with good testimonials who have acquired the vendor for the provision of IT Equipments such as Servers, PC, Desktops and Laptops .	Vendor to comply
3	Authorized partner of the brand to be supplied	Possess Authorization Letter of the brand to be supplied. (Provide evidence)	Vendor to comply
4	Information of Product	Provide detail information of brand to be supplied	Vendor to comply

APPENDIX 3
Price
To be submitted in the Financial Proposal

No.	Description	Unit	Price
1	Total cost		
3	Term of payment		
	(after 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 envelopes	
3	The envelopes must be sealed and labeled accordingly. i. Technical Proposal ii. Financial Proposal	
4	Title of the tender shall be put on each envelope.	

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	

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**