



ASEAN SECRETARIAT

Request for Proposal

Provision of Analytical CCTV at ASEAN Secretariat Premise

**PROPOSAL MUST BE RECEIVED BY
Wednesday, 24 May 2023**

DELIVER/MAIL PROPOSAL TO:

ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia

Prepared by: Administration and General Affairs Division
Date: May 2023

1 EXECUTIVE SUMMARY

The Association of Southeast Asian Nations (ASEAN) Secretariat was set up in February 1976 by the Foreign Ministers of ASEAN. Over the past 47 years, the Secretariat has expanded tremendously, both in the number of staff and scope of its mandates. With the handover of another new building from the Government of Indonesia in August 2019, the Secretariat is housed in two buildings in the same compound at Jalan Sisingamangaraja 70A, Jakarta:

- The Heritage Building has 9 stories with a total floor area of approximately 11,000 sqm.
- The New Building has two towers of 16 stories each and two-level basements with the total floor area of approximately 44,000sqm.

To enhance and optimize the security protection at ASEC premises to meet the standard of international organizations , ASEC needs to install Perimeter Intrusion Detection System (PIDS) along the outer perimeter wall and fence. It has been decided that the optimum option of PIDS is the analytical CCTV system along the perimeter. This project is to appoint a qualified vendor to carry out the design and installation of the analytical CCTV system at the ASEC perimeter.

2 OBJECTIVE AND DELIVERABLES

The objective of this project is to install the analytical CCTV system at the perimeter wall and fence of ASEC premises.

Expected deliverables:

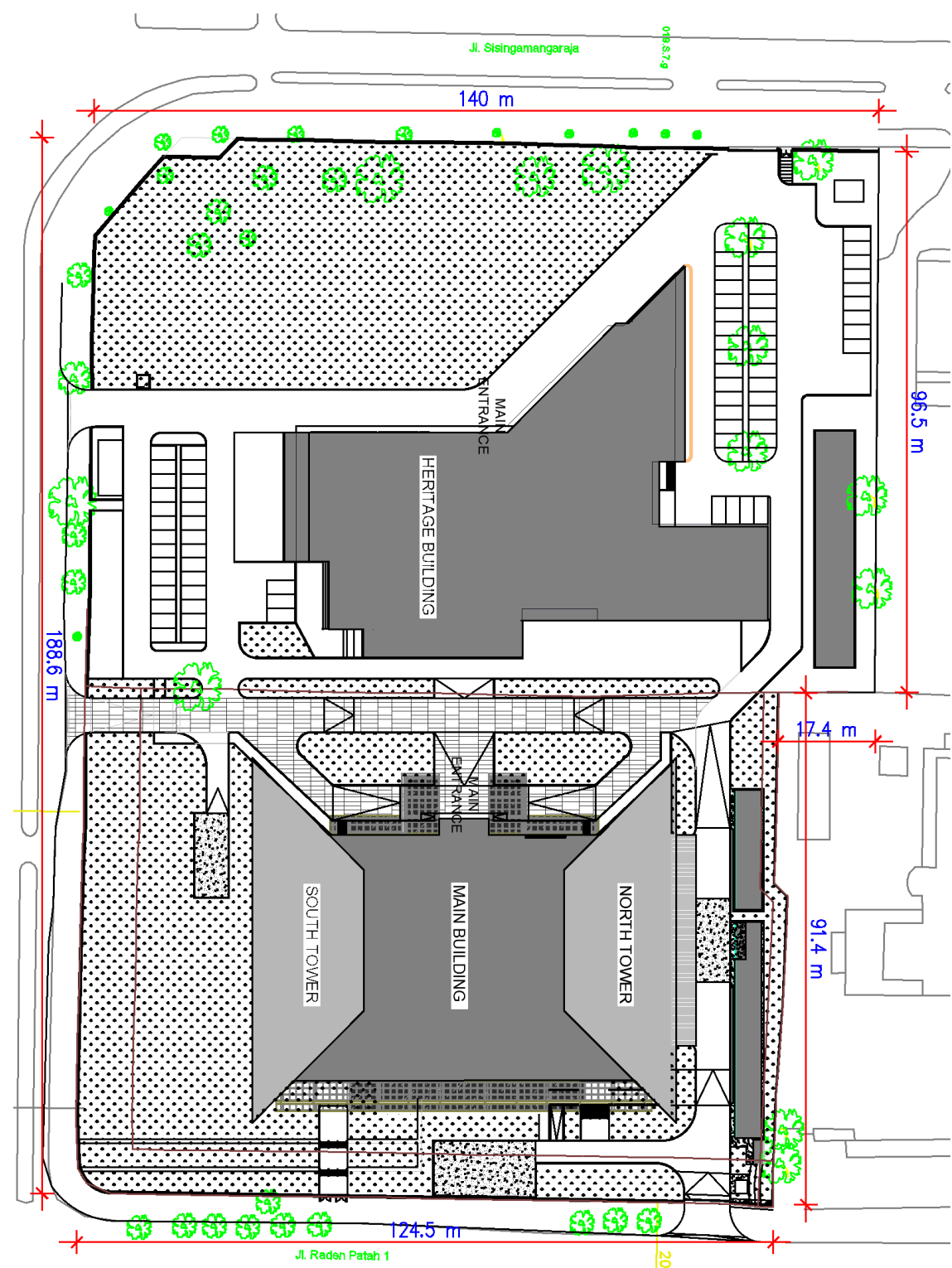
1. Poles and bullet type CCTV cameras for outdoor to be installed along the perimeter wall and fence. The number of cameras shall be proposed at the optimum number to ensure full coverage of the perimeter in accordance with the camera distance range. There should be no blank spot along perimeter wall and fence. ASEC reserves the right to request for additional poles and cameras if there is any blank spot.
2. 1 (one) NVR with 60 days storage capacity to be installed at ASEC server room.
3. Analytical software including a one-off license, if any. The software can be built in the CCTV cameras or a separated one. The software must have a feature for notification of new security patch update and easy patch installation.
4. One unit of 64 inch Samsung smart TV to view the CCTV image and 1 (one) PC unit connected to the TV with sufficient graphic and memory capacity for optimum video display quality. The TV and PC shall have portable UPS with minimum 15 minutes battery power support.
5. The software and/or CCTV camera shall have an alarm feature which alerts at the CCTV control room in the form of sound and blinking light when it detects any intrusion. It shall also have a feature to zoom out the view where the intrusion is detected.
6. Switches and ports for the CCTV system
7. Connection cable shall be inside watertight conduit system that is suitable for outdoor installation.
8. The pole type for CCTV camera shall be galvanized poles with 4 meter tall to be installed over concrete foundation.
9. Operational Training and manual for user and troubleshooting.
10. Three years warranty for all equipment/hardware and at least one (1) year maintenance service of the system is provided at free of charge¹.

¹ Vendor is required to also quote the cost for annual maintenance after the three (3) warranty period. Depending on the satisfaction during the warranty period, ASEC may consider entering into contract based on the price quoted for a period of up to 5 years. Therefore, vendor shall agree that the quoted price shall be valid for at least 5 year after the warranty period. This would be part of the criteria that ASEC will take into consideration during the selection process.

3 SCOPE OF WORK

The work shall cover but not limited to the following:

1. Design the position and number of CCTV to provide optimum coverage with no blank spot. Mark position of proposed CCTV at the attached block plan and provide specifications of the proposed product. The design drawing shall be provided with the tender document submission.
2. Fabricate and install poles (matching to adjacent fence/wall) on concrete bases along perimeter.
3. Install CCTV cameras including bracket or strap, cabling and necessary connector boxes, etc. to poles.
4. Install NVR including the connecting cables at ASEC server room.
5. Install switches and ports required for the analytical CCTV system.
6. Install TV monitor with wall mount bracket, PC, and portable UPS at ASEC CCTV room.
7. Install cables and connector for the data transfer and for the power, required to support the system. Install cable in watertight conduit and junction boxes suitable for outdoor installation.
8. Install analytical software including the software license.
9. Do initial setting and testing of the system and turn off any unused feature as well as any feature that will allow remote hijacking to the system.
10. Conduct training and provide manual for daily operation and troubleshooting.
11. Do routine check and be available for impromptu call during emergency system failure for one year maintenance period.
12. During the execution of this project, the awarded vendor shall:
 - a. Carry out all work within the prescribed time/schedule in a safe and professional manner in accordance with the Indonesian Standard (SNI).
 - b. Protect the existing structure of perimeter/wall. If there are any damage on the existing structure caused by the execution of the work, need to be repaired/fixed.
 - c. Keep the work site including all vendor's tools and material in a safe manner.
 - d. Observe and comply with industry safety standard
 - e. Submit list of names and/or vehicles for access request and comply to all ASEC's security requirements.
 - f. Assign one supervisor to ensure quality control and as the contact point with ASEC.
 - g. Finish the project within 3 months.



4 RFP REQUIREMENTS PROCESS

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, but only in the separate envelope titled Financial 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 **Wednesday, 24 May 2023** 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 **US Dollar for international bidders and IDR for local bidders**.

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

4.3. **RFP TERMS & CONDITIONS**

4.3.1. **Bid Expiration Date**

*Received tender proposals shall be valid until **31 August 2023***

4.3.2. **Implementation/Delivery Schedule**

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

4.3.3 **Pre-Bid Meeting**

The Pre-bid meeting is to be held on:

Date	: Monday, 15 May 2023
Time	: 14:00 hrs, Jakarta time
Venue	: ASEAN Secretariat Jl. Sisingamangaraja No.70A Kebayoran Baru Jakarta Selatan

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	

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	Provide design drawing proposal that shows proposed number of CCTV, placement, and specification	Optimum design with no blank spot and maximum coverage	Vendor to comply
2	Provide Product brochure and technical specification	Meet the requirement specified in the deliverables and scope of work section	Vendor to comply
3	Provide Demo video of the proposed system including sample screenshot CCTV view	Clear view, easy to operate software	Vendor to comply
4	Experience in supply and install security system	Min 5-year experience	Vendor to comply
5	Provide List of customers	Good recommendation and preferably with similar project	Vendor to comply
6	Provide Work plan, list of workers, list of equipment, and schedule	Detailed work plan, sufficient resources and schedule for 3 months works or less	Vendor to comply
7	Provide Company legal documents	Valid legal documents	Vendor to comply

APPENDIX 3
Price
To be submitted in the Financial Proposal

Vendor to submit the price to include but not limited to the following items:

No.	Description	Unit	Price
1	Bullet type CCTV		
2	Poles		
3	NVR		
4	Analytical software and license		
5	TV screen		
6	PC + UPS		
7	Cabling, switches and Ports		
8	Setting and testing		
9	Labor		
10	Training		

Vendor may modify and add above table accordingly.

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.
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 has been addressed accordingly	
3	Schedule of delivery	
4	List of manpower	
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	Design drawings	
10	Product brochures and specification	
11	Product demo video	
9	One original signed copy	
10	One copy of technical proposal duplicate	
11.	Latest audited financial statement	
12	Authority of signatory	

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 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**