



ASEAN SECRETARIAT

Request for Proposal

INSTALLATION PROTECTION PERIMETER FENCE

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 established in February 1976 by the Foreign Ministers of ASEAN. It was first 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 since 1981. The building has 9 stories with approximately 11,000 sqm in total areas.
2. The New Building since 2019. The building has 16 stories with approximately 44,000 Sqm in total areas.

To enhance and optimize the security protection at ASEC premises to meet the standard of international organizations, as suggested by UNDSS, ASEC needs to install protection spike and razor wire along perimeter fence; install the steel bollard and repaint the perimeter fence.

2 OBJECTIVES AND DELIVERABLES

The objective of this project is to improve the security protection by installing protection spike and razor wire along perimeter fence; installing the steel bollard and repainting the perimeter fence.

Expected Deliverables:

1. To install steel spike and steel razor concertina along perimeter fence of ASEC premises
2. To install the steel bollard from Trunojoyo gate until car checking portal
3. To repaint the perimeter fence (steel fence)

3 SCOPE OF WORK

The scope of work as follow:

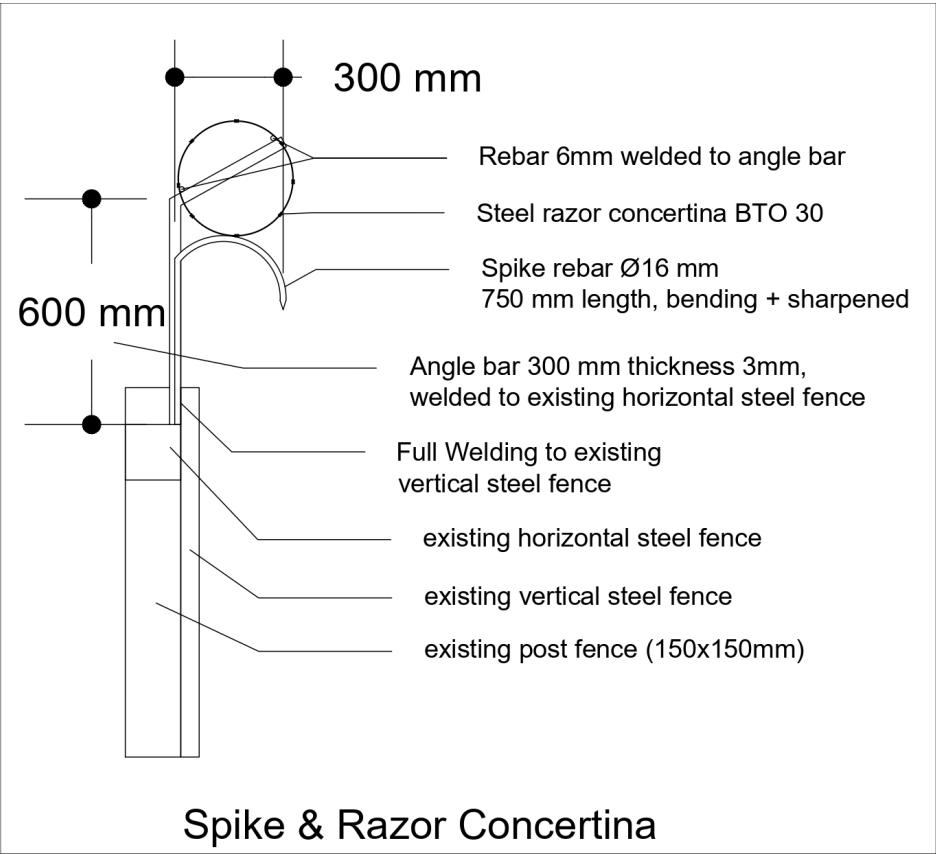
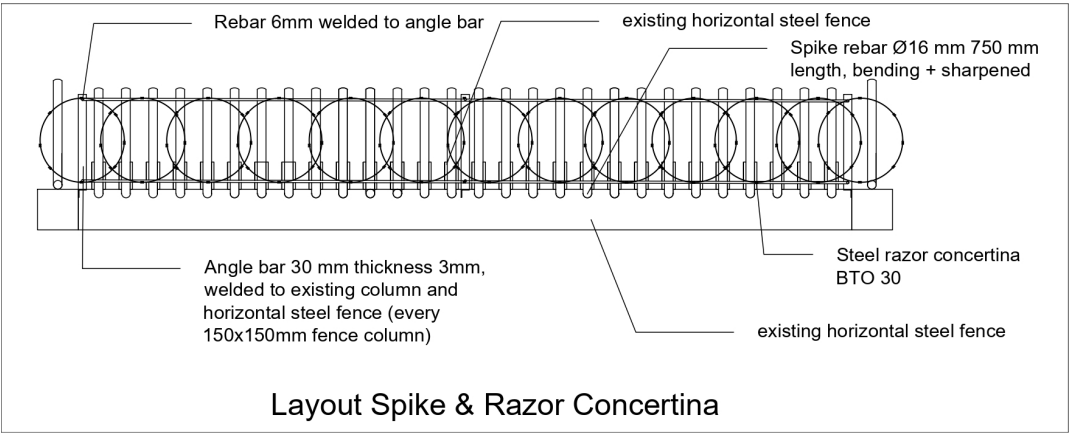
1. Installation of steel spike and razor concertina:
 - a) Installation spike rebar along perimeter fence, material rebar $\varnothing$ 16 mm length 750 mm, the rebar to be bend and sharpened. The rebar stands on the existing horizontal steel and to be full welded to existing vertical fence. The spike rebar should be installed on each vertical steel fence, primed and finished with same color grey paint of the existing fence.
 - b) Installation steel angle 40x40mm along perimeter fence, include rebar $\varnothing$ 6mm to hang the razor concertina. The steel angle should be welded to existing steel fence main column. The steel angle should be treated with anti-corrosion and painted with the same color with the existing fence.
 - c) Installation new razor concertina along perimeter fence (fence from Jl Sisingamaraja side until Jl Raden Patah). The material of razor concertina is BTO 30.
 - d) Install razor concertina at back side of ASEC perimeter fence (perimeter fence PUPR office and ATR BPN office). Trimming of existing bamboo tree shall be through coordination with ASEC. The razor concertina will be provided by ASEC. The vendor provides and install supporting steel using angle bar 40x40 thickness 3mm. The distance between each steel angle 1,8 - 2 meter. The steel angle should be primed and painted
2. Installation of bollard, from Trunojoyo gate until car checking drop arm. The length of bollard construction is 20 meters. Please refers to the drawing for accurate quantity counting.
 - a) Removing existing paving block and excavation for bollard foundation
 - b) Fill sand layer thickness 100 mm
 - c) Installation casing, material black steel $\varnothing$ 5" thickness 40 mm, length 700 mm
 - d) Installation steel bollard $\varnothing$ 4" thickness 40 mm, length 1500 mm. 700 mm of 1500 mm of steel will be put under ground, and to put handle on the bollard to lift the bollard
 - e) Installation of removable steel chain between bollard
 - f) Reinforced concrete for bollard foundation shall be K-300 concrete specification.
 - g) Painting the bollard, color black-white
3. Repainting the existing steel perimeter fence.
 - a) Painting steel perimeter fence (inside and outside), the wall of fence do not include to be painted.

Annex 1

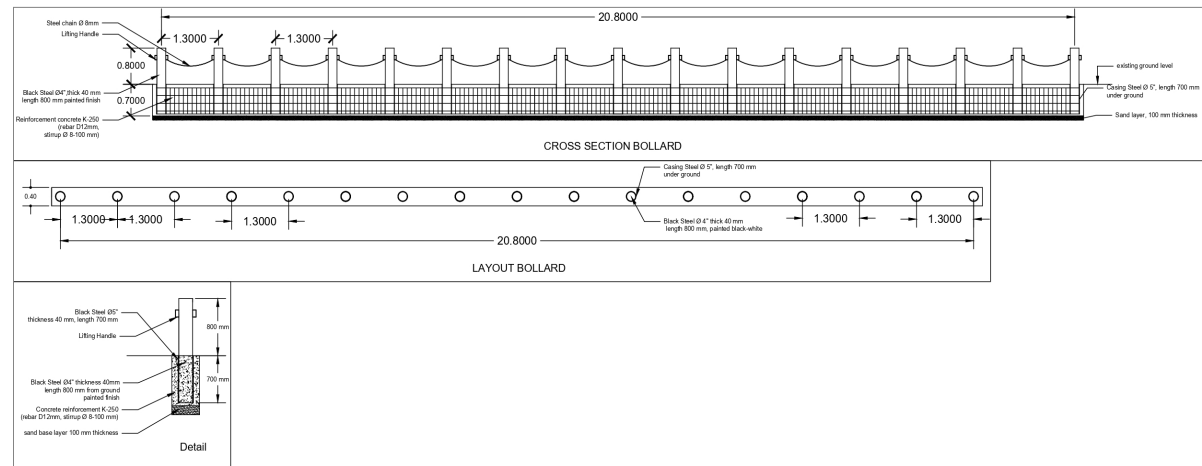
The site plan illustrates the layout of the National Museum of Indonesia. The main complex is situated between Jl. Sisingamangaraja to the north and Jl. Raden Patah 1 to the south. The plan includes the following components:

- Heritage Building:** Located in the upper left section of the site.
- Main Building:** A large central structure with a central entrance.
- North Tower:** A large triangular structure on the right side of the main building.
- South Tower:** A large triangular structure on the left side of the main building.
- Parking Areas:** Multiple parking lots are distributed throughout the site, including a large one in the upper right and several smaller ones along the perimeter.
- Landscaping:** Green areas with trees are shown, particularly along the top and bottom boundaries.
- Dimensions:** The overall site dimensions are 140 m (width) and 188.6 m (depth). Specific building and area dimensions are also provided, such as 96.5 m, 17.4 m, 91.4 m, and 124.5 m.

Installation Protection Perimeter Fence



Installation Protection Perimeter Fence



3.1 PROJECT REQUIREMENTS

1. Having experience in construction works or related to welding work or installation of spike or razor concertina/bollard will be advantage.
2. Contractor to submit the work schedule in accordance with ASEC procedures, which is:
 - a. Monday to Friday: 08.00 AM till 10.00 PM
 - b. Saturday and Sunday: 07.00 AM till 10.00 PM
3. Complete the work in accordance with the proper method of welding steel and must follow specifications specified in this TOR or to follow manufacturer recommendation, whichever more stringent. Contractor is required to do all the work items by supplying the manpower and building materials, within the prescribed time schedule in professional manner in accordance with the standard engineering practice and Indonesian Standard (SNI).
4. Contractor is responsible to maintain the cleanliness and tidiness of working site and path to the working site. Any accident or damage to ASEC property shall be repaired to satisfactory condition by contractor.
5. Contractor shall use proper safety equipment as required by Indonesian safety code.

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
JI 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 60 days after submission

4.3.2. **Implementation/Delivery Schedule**

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

4.3.3 **Site Visit**

The Site Visit is to be held on :

Date : 17 May 2023

Time : 13.00hrs

Venue : ASEAN Secretariat, Jl Sisingamangaraja No.70A Kebayoran Baru
Jakarta Selatan

Contractors are highly recommended to attend preliminary site visit to check existing condition, take measurement and to make sure that the proposal submitted will cover all the possible condition. ASEC will not pay additional cost resulted from differing site condition.

Installation Protection Perimeter Fence

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	Experience	Experience in construction works or related to welding work or installation of spike or razor concertina or bollard (Please provide evidence)	Vendor to submit evidence
2	Work schedule	Work schedule – To provide work schedule details. The work shall be finished in 2 (two) months. Contractor to submit the work schedule in accordance with ASEC procedures, which is: a. Monday to Friday: 08.00 AM till 10.00 PM b. Saturday and Sunday: 07.00 AM till 10.00 PM	Vendor to submit
3	Work of method	Work of Method (Please refer to Appendix 2 of RPF To complete the work in accordance with the proper method of welding steel and must follow specifications specified in this TOR or to follow manufacturer recommendation, whichever more stringent. Contractor is required to do all the work items by supplying the manpower and building materials, within the prescribed time schedule in professional manner in accordance with the standard engineering practice and Indonesian Standard (SNI).	Vendor to submit

APPENDIX 3
Price
To be submitted in the Financial Proposal

No.	Description	Unit	Price/Unit	Total
1	Installation spike rebar and razor concertina			
	a. Installation spike rebar			
	b. Installation steel angle 40x40mm			
	c. Installation new razor concertina			
	d. Install razor concertina at back side of ASEC perimeter fence			
2	Bollard construction			
	a. Removing existing paving block			
	b. Fill sand layer			
	c. Installation casing			
	d. Installation steel bollard			
	e. Installation of removable steel chain			
	f. Reinforced concrete for bollard			
	g. Painting the bollard			
3	Repainting the existing steel perimeter fence			

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 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	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**