



TERMS OF REFERENCE

EVALUATION OF 7TH FLOOR HERITAGE BUILDING

I. BACKGROUND

The 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 which established in 1981. The building has 9 stories with approximately 11,000 sqm in total areas.
- 2) The New Building which was inaugurated in 2019. The building consists of two towers, and each has 16 stories with approximately 44,000 Sqm in total area.

Due to the plan of facility improvements at ASEC Premises, ASEC is currently initiating a plan to utilize the 7th Floor of the Heritage Building as Gym / Fitness Center for all ASEC staff. However, it should be noted that the 7th Floor of the Heritage Building was originally designed as dining room and lounge instead of a Fitness Center. Therefore, further studies conducted by an expert consultant in the field of structural engineering are necessary to ensure the Heritage Building's structure can safely support the additional load caused by the gym activities and placement of fitness equipment and its supporting tools.

II. OBJECTIVE

The objective of this work is to conduct assessment and evaluation of the current structure (Column, Beams, Slabs, etc.) at the 7th Floor Heritage Building, including obtaining accurate data by conducting destructive and/or non-destructive tests onsite (request for destructive test must be discussed with ASEC for approval). The obtained results the tests will be taken further by the consultant to determine whether the 7th Floor at Heritage Building is able to accommodate additional load caused by the installation of fitness equipment / tools and gym activities. The consultant must provide clear evaluation report and a detailed follow up actions for structural improvements, if their findings confirm that

the current structure is inadequate to facilitate additional load caused by the installation of fitness equipment / tools.

III. SCOPE OF WORKS

The appointed consultant is expected to fulfill the followings:

- 1) Analyze and evaluate the current structure at 7th Floor Heritage Building and provide recommendations whether ASEC can proceed with the plan to place Fitness Equipment and activities at the 7th Floor Heritage Building:
 - a. Evaluate the report of structural audit of Heritage Building in 2014 and provide professional recommendations based on the mentioned report toward ASEC plan to locate Fitness Center at the 7th Floor Heritage Building
 - b. Conducting the non-destructive test (Cover Meter test, Ultrasonic Pulse Velocity Test, or other non-destructive test) and/or destructive test at the 7th Floor Heritage Building (total area for Fitness center is approximately 180 - 200 sqm) and provide recommendations based on interpretation from the tests. Prior to the test, the consultant must show proof of instrument calibration to ensure the accuracy of the testing method (request for destructive test must be discussed with ASEC).
 - c. Provide overall report for the structure of 7th Floor Heritage Building readiness to facilitate Fitness center activities.
- 2) If the consultant's recommendations indicate that the 7th Floor Heritage is inadequate to facilitate additional load caused by the installation of fitness equipment / tools, the selected consultant must provide the followings:
 - a. Provide design for structural improvements (including proof of calculations for structural improvements and material specifications)
 - b. Provide cost estimation for structural improvements.
 - c. Provide working method for implementation of the structural improvements.
 - d. Provide estimation of time completion to complete the structural improvements.

IV. REQUIREMENTS

To carry out the assignment to thoroughly evaluate the existing structure at the 7th Floor Heritage Building, the selected consultant must fulfill the following criteria:

- 1) The selected consultant must have a valid company license in the field of structural design and planning.

- 2) The selected company must have at least 5 years of experience in structural engineering design and/or evaluation.
- 3) Personnel requirements:
 - a. 1 (one) team leader, which holds at least a bachelor's degree in civil engineering (S1) and 10 years' experience as structural engineer. Hold a valid Certificate of Expertise Senior Level or "*Sertifikat Keahlian Ahli (SKA) Utama*" related to Structural Engineering Design / Material Testing Expert or other equal certification.
 - b. 1 (one) structural engineer expert, which holds at least a bachelor's degree in civil engineering (S1) and 7 years' experience as structural engineer. Hold a valid Certificate of Expertise Medium Level or "*Sertifikat Keahlian Ahli (SKA) Madya*" related to Structural Engineering Design / Material Testing Expert or other equal certification.

V. DURATION OF SERVICES

The selected consultant shall be committed to completing the whole work for the duration of **4 (four) weeks**. Starting from the confirmation of Purchase Order (PO) from ASEC.

VI. CURRENCY AND TERMS OF PAYMENTS

1. Vendors submit their quotation by using IDR (for local bidder) or USD (for international bidder) covering all the requirements as elaborated in this TOR (quotation from vendor shall remain valid until 31 October 2023)
2. Terms of Payments: 15% Down Payment, 25% First Payment (after investigation and site survey), 60% (after completion and ASEC's acceptance toward all reports)

VII. DOCUMENT TO BE SUBMITTED

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) after PO has been issued.
2. Document to be submitted:
 - Copy of valid company license in the field of structural design or structural audit / evaluation
 - Proof of company's experience in structural engineering design or structural audit / evaluation (list of experiences and documentations)
 - Proof of personnel qualifications including:
 - Educational Certificate as mentioned in the personnel requirements (minimum Bachelor Degree or S1 in Civil Engineering)

- Valid license of expertise (*Sertifikat Keahlian Ahli / SKA*) as mentioned in the personnel requirements.
- CV/portfolio with information regarding duration of professional experience mentioned in the personnel requirements.
- Vendor quotation (covering all the requirements as elaborated in this TOR, exclude VAT)