



ASEAN SECRETARIAT

Request for Proposal

Renewal and Subscription of Antivirus Endpoint Security, Management, Detection and Analysis Incident Response

PROPOSAL MUST BE RECEIVED BY
Friday, 22 September 2023 (Exgtended)

DELIVER PROPOSAL TO:
ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110

Prepared by : Information Technology System Division (ITSD)
Date : 24 August 2023

1 EXECUTIVE SUMMARY

1. The ASEAN Secretariat (ASEC) was established in February 1976 by the Foreign Ministers of ASEAN. Currently staffed with approximately 430 people, the mission of ASEC is to initiate, facilitate and coordinate ASEAN stakeholder collaboration in realizing the purposes and principles of ASEAN as reflected in the ASEAN Charter.
2. In order to protect ASEC's endpoint devices and servers from cyberthreats, ASEC needs to renew existing antivirus endpoint security and subscribe with additional feature of endpoint management, detection and analysis incident response tool.
3. The to-be-appointed vendor is expected to deliver all requirements as stated in the attached TOR.

2 SCOPE OF WORK

2.1. OBJECTIVES

ASEC is seeking a qualified vendor to provide licenses of endpoint security and endpoint manage detection and analysis incident response tool to protect ASEC's endpoint devices and servers from cyberthreats. Currently, The ASEC has existing antivirus endpoint security subscription in place that need to be renewed. Additionally, ASEC would like to enhance the security of its current system by deploying the management and detection capability and analysis incident response tool.

2.2. IMPLEMENTATION ARRANGMENTS

The vendor shall work closely with the Information Technology System Division (ITSD) team and follow the overall direction and guidance provided by the Director of Corporate Affairs/or ASEC Management.

2.3. EXPECTED DELIVERABLES

The to-be-appointed vendor shall deliver:

1. Provide Licenses of antivirus endpoint security and endpoint managed detection and analysis incident response;
2. Provide support on troubleshooting on the application and licensing.

2.4. INDICATIVE WORK SCHEDULE

The selected vendor is requested to apply the Licenses of end-point security and implement endpoint manage detection and analysis incident response before 14 October 2023.

3 COMPLIANCE

3.1. PROPOSAL SUBMISSION INSTRUCTIONS.

- 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

3.2. CLOSING DATE AND TIME OF SUBMISSION OF PROPOSALS

All proposals must be submitted not later than **Friday 22 September, 2023 (Extended)** by following options:

3.2.1. HARDCOPY (preferably)

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 Administrative Rules and Procedures (AFARP), 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 good/work/services to be procured; delivery schedule; manpower requirements; resume, after sales service/parts, etc - 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– Specifications and Price Breakdown

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 ***IDR for local bidder and USD for international bidder.***

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

3.2.2. SOFTCOPY

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

Chairman of Sub-Committee on Tender
Administration and General Affairs Division
Email: procurement@asean.org

Subject of the Email:

- **Technical Proposal_Title of Tender_Name of Vendor**

- **Financial Proposal _Title of Tender _Name of Vendor**

Compliance

The softcopy of Technical and Financial proposals must be sent **separately** protected by a **different password** for each proposal in encrypted format at PDF/ZIP file.

1. Technical Proposals;

- a. **First set;** which shall consist, among others, of the technical specifications of the good/work/services to be procured; delivery schedule; manpower requirements; resume, after sales service/parts, etc - 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. Financial Proposal:

Financial Proposal which shall consist of among others the bid amount; payments schedule; etc; duly filled Appendix 3 – Specifications and Price Breakdown

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. **Do not mention the password in body email.**
4. Inform the password only when the Procurement staff contact you to request it.

3.3. RFP TERMS & CONDITIONS

3.3.1. Bid Expiration Date

31 December 2023

3.3.2. Implementation/Delivery Schedule

As stated in Appendix 5 – Term of Reference (TOR)

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

Appendix 1
Individual/Company General Information
To be submitted together in the Technical Proposal

Name:			
Division or Subsidiary (if applicable):			
Address:			
City:			
Province / State:			
Country:			
Postal Code:			
Telephone:			
Business Name Registration: (if applicable)			
Tax Registration Number:			
Valid Business Permit: (if applicable)			
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
List of Clients
To be submitted together in the Technical Proposal

Customer Details	
Company Name	
Company Address	
Telephone Number	
Email Address	
Contact Name	
Project Title and Year Implemented	
Short Description	

Customer Details	
Company Name	
Company Address	
Telephone Number	
Email Address	
Contact Name	
Project Title and Year Implemented	
Short Description	

Customer Details	
Company Name	
Company Address	
Telephone Number	
Email Address	
Contact Name	
Project Title and Year Implemented	
Short Description	

(Please add more list as required)

APPENDIX 2

Technical Requirements

To be submitted together in the Technical Proposal

The Technical Requirements should address the requirements and expectations set out in the table below. The vendor should use the section numbers and corresponding titles shown in this tables in their Technical Proposal Submission to allow the ASEAN Secretariat Sub Committee on Tender to evaluate Technical Submissions accordingly.

No	Description	ASEC Requirements	Remarks/ Methods/ Specific Details
1	Services requirement		
	Company Establishment	The company has been established for 2 years with business registration.	Vendor to Comply and Provide Evidence
	Experiences of the Vendor	The company has proven records/experience in (1) Antivirus endpoint security and/or (2) Managed detection and analysis incident response	Vendor to Comply and Provide Evidence
	Company Location	The company is located or has a representative branch office in greater Jakarta/Jabodetabek, closest to ASEC is advantage.	Vendor to Comply and Provide Evidence
	Authorized Business Partner	The company is authorized business partner by providing supporting letter (surduk) Distributor level and/or Principal level.	Vendor to Comply and Provide Evidence
	Vendor Competency	The company has certified support engineer team in (1) Antivirus endpoint security and/or (2) Endpoint managed detection and analysis incident response to ensure the capability in providing adequate support and on-site filed support, if necessary	Vendor to Comply and Provide Evidence of Certification
	Communications	All personnel assigned for this project shall have good communications in English, both written and verbal communications	Vendor to Comply
2	Duration for Work Delivery	The delivery of services needed should be completed before 15 October 2023.	Vendor to comply
3	Project Approach	Provide experiences list in provision of Antivirus end point security, Certified support engineer, Supporting letter (Surduk), refer to 6. Vendor Qualifications, Knowledge and experiences of attached TOR	Vendor to Comply

4	Expected Deliverables	Provide deliverables as indicated in reference to Section 3 <i>Expected Deliverables</i> of attached TOR	Vendor to comply
5	Technical Support and Recurrent Commitment	Provide necessary qualified local technical support team within Greater Jakarta, mandatory, and should be able to deliver within expected response time.	Vendor to comply
6	Solution/Platform Authorization	Authorised partner and/or supports of software solution/platform to be supplied	Vendor to comply

APPENDIX 3
Financial Proposal Requirements
To be submitted together in the Financial Proposal

The Financial Proposal should contain the bid amount with detailed estimates i.e. description and allocation for each item. The total proposed budget should be inclusive of all supplies, services, taxes, and any other costs required to complete the project. The Financial Submission should detail the estimates for each item as set out in the table below:

No.	Description	QTY	Unit Cost (USD/IDR)	Total Cost (USD/IDR)
1.	Renewal Licenses of Endpoint Security for Business Advance for 15 Months (<i>Period 17 Oct 2023 to 31 Dec 2024</i>) <i>License ID:</i> 1622-220818-075439-780-1811 and 1622-220818-075335-510-731 *** price is included implementation, Maintenance, and support.	500		
	New Licenses of Managed Detection and Response for 15 Months. (<i>Period 17 Oct 2023 to 31 Dec 2024</i>) *** price is included implementation, Maintenance, and support.	500		
2.	Others/Miscellaneous (please specify: e.g. travel cost, ...), if any			
3.	Total Proposed Amount (before tax)			
4.	Tax (If Any)			
5.	Total Proposed Amount (after tax)			
6.	Payment Schedules	e.g. Payment schedules will be paid after delivery and implementation done		
	Total Price Before Tax			
	Tax 11%			
	Total Price After Tax			

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 (if hardcopy submission)	
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 envelope	

II. Technical Proposal

No.	Description	Checklist
1	Project methodology and approach	
2	Schedule of delivery	
3	Proof of Certification of certified engineer on the proposed software.	
4	List of hardware, software and others, if any	
5	Duly filled Appendix 1, 1a, 2 and 4	
6	Company profile	
7	All required reports and certifications	
8	Copy Company Legal Documents (if applicable), i.e. i. Business Name Registration ii. Valid Business Permit iii. Tax Identification Number iv. Authorized partner of the proposed software solution	
9	One original signed copy of technical proposal	
10	At least three (3) duplicate copies of technical proposal	
11	Latest audited financial statements (if applicable)	

III. Financial Proposal

No.	Description	Checklist
1	Bid amount in US Dollar for international bidder and IDR for local bidder	
2	Payment breakdown and schedule	
3	Authority of signatory (if applicable)	
4	One original signed copy of financial proposal	
5	At least one (1) duplicated copies of financial proposal	

Appendix 4 Template for the Proposal Envelope
First Envelope – Technical Proposal

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

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**

Appendix 5

Renewal and Maintenance Support of IT Disaster Recovery Plan (DRP) System and Services