



ASEAN SECRETARIAT

Request for Proposal

Provision of IT Equipment (Laptops)

PROPOSAL MUST BE RECEIVED BY
Wednesday, 1 November 2023

Prepared by : Information Technology Systems Division
Date : October 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 – Appendix 6**

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, 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 sent 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 either in hard or soft copy no later than **Wednesday, 1 November 2023** by following options:

3.2.1. HARDCOPY (preferable)

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

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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.

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**

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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 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. 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 **US Dollar for international bidders and IDR for local bidders**.

3. Do not mention the password in the title/body email.

4. Inform the password only when the procurement staff contact you to request it.

5. Any requirement which needs to be submitted in hardcopy, has to be submitted in hardcopy as well

3.2 RFP TERMS AND CONDITIONS

3.2.1 Bid Expiration Date

Received tender proposals shall be valid until 30 May 2024

3.2.2 Implementation /Delivery Schedule

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

3.2.3 Pre Bid Meeting

The Pre-bid meeting is to be held on :

Date : Monday, 23 October 2023

Time : **2 PM – 3 PM Jakarta Time**

Link : <https://meet.google.com/jnd-fpko-tep>

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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			

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	

(Please add more list as required)

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.	Company with proven records in provision of IT Equipment for a multinational companies or governmental agencies or international organizations similar to ASEC;	Vendor to provide the required information and evidence
2	<u>Customer references</u>	Provide at least 5 references related to the project, including UAT document for each customer	Vendor to provide customer references with good testimonial (including the UAT)
3	Authorized partner of the brand to be supplied	Possess Authorization Letter/ Certificate of partnership of the brand to be supplied from the Principal.	Vendor to provide partnership authorization letter with wet signatory (hardcopy)
4	Authorized support and warranty	Possess Authorization support and warranty letter from the principal.	Vendor to provide warranty and authorized support letter with wet signatory (hardcopy)
5	Support/ service center	Have support/service branch/office within Jakarta region	Vendor to provide evidence
6	Information of Product	Provide detail information of brand to be supplied	Vendor to provide information brochure (in detail) of the supplied product as mentioned in the technical specification in the TOR
7	RMA	Fast response to replace equipment should there be any technical issue	Vendor to mention number of stand-by unit to be provided as well as type of laptop for this purpose

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8	Procurement track records	Information of past procurement of bulk provision	Vendor to provide the required information for bulk procurement of at least 50 units of IT Equipment
9	ISO certificate	Possess/ achieved valid ISO certification on services	Vendor to provide the required information
10	Delivery Schedule	Time required to complete in delivering the laptops	Vendor to provide delivery schedule in line with the time frame mentioned in the TOR

APPENDIX 3
Price
To be submitted in the Financial Proposal

No.	Description	Quantity	Price/ unit (USD for International Vendor or IDR for Local Vendor)	Total (USD for International Vendor or IDR for Local Vendor)
1	One set of laptop with all requirement stated in the technical specification	258	Price excluding VAT	Total Price excluding VAT
	Payment Schedule :			
	Batch 1			
	Batch 2			
	Batch 3			
	Batch 4			
	Batch 5			

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 envelop must be sealed for the following: i. Technical Proposal ii. Financial Proposal	
4	Title of the tender shall be put in each envelope as follows: - Technical Proposal_Title of Tender_Name of Vendor - Financial Proposal_Title of Tender_Name of Vendor	

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 (if any)	
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
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