



ASEAN SECRETARIAT

Request for Proposal

**Cabling Works for UPS at Data Center
ASEC New Building**

**PROPOSAL MUST BE RECEIVED BY
(ADMIN TO FILL)**

DELIVER/MAIL PROPOSAL TO:

ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia

Prepared by: AGAD
Date: 25 April 2024

1 EXECUTIVE SUMMARY

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 since 1981. The building has 9 stories with approximately 11,000 sqm in total areas.
- 2) The New Building which was established in 2019. The building consists of two towers, and each has 16 stories with approximately 44.000 sqm in total area. Located adjacent to the ASEC Heritage Building.

To support the daily activities of the ASEAN Secretariat mission, ASEC has designated the 6th Floor of the New Building as the Data Center, housing essential hardware equipment, servers, data storage drives, and network infrastructure. However, since its establishment in 2019, the current data center requires improvements in its cabling system and power backup infrastructure. Urgent improvements include the replacement of the existing cable system with Fire Resistant Cable (FRC) and upgrades of the Bypass Panel, UPS Panel and other electrical instruments to ensure compliance with safety requirements.

Considering these issues, ASEC seeks a professional contractor with a proven track record in electrical works within data centers. The selected contractor will be tasked to improve the cable and power backup systems at the current ASEC data center, contributing to the overall reliability and safety of the data center facility.

2 BACKGROUND AND CURRENT STATUS

To support the daily activities of the ASEAN Secretariat mission, ASEC has designated the 6th Floor of the New Building as the Data Center, housing essential hardware equipment, servers, data storage drives, and network infrastructure. However, since its establishment in 2019, the current data center requires improvements in its cabling system and power backup infrastructure. Urgent improvements include the replacement of the existing cable system with Fire Resistant Cable (FRC) and upgrades of the Bypass Panel, UPS Panel, and other electrical instruments to ensure compliance with safety requirements.

Considering these issues, ASEC seeks a professional contractor with a proven track record in electrical works within data centers. The selected contractor will be tasked to improve the cable and power backup systems at the current ASEC data center, contributing to the overall reliability and safety of the data center facility.

3 SCOPE OF WORK AND REQUIREMENTS

3.1 SCOPE OF WORK

The Scope of Work for this project consists of the following but not limited to:

- 1) Mobilization and preparation for works (Material On-Site, Tools and Safety Equipment needed to complete the project)
- 2) Installation of FRC Cables (4x50mm) from B1 (LVMDP) to the new UPS Panel in the Server Room (approximately 120 meters cable length required).
- 3) Installation of FRC Cables (4x50mm) from B1 (Generator Control Panel) to the New UPS Panel in the Server Room (approximately 130 meters cable length required).
- 4) Provide and Install New Panel for UPS 80 Kva bypass process.
- 5) Installation of MCCB 3 phase 160A in the Generator Control Panel, including cable installation in panels at B1 and at the ASEC Server Room.
- 6) Installation of FRC Cables 3x2.5mm from the Server Rack to the UPS Distribution Panel (12 cable lines with an estimated length requirement of approximately 300 meters).
- 7) Temporary installation from the temporary panel to the UPS bypass panel (for backup power preparation for the server from the Generator Set during the process of replacing UPS cables to the new UPS Bypass Panel).
- 8) After the servers are backed up by the Generator Set, the following cable replacement works can be carried out:
 - a) Replacement of existing power cables with FRC cables 4Cx50mm (cable length approximately 20 meters), including full installation from the UPS Bypass Panel to the 80 KVa UPS.
 - b) Replacement of existing power cables with FRC cables 4Cx50mm (cable length approximately 10 meters), including full installation from the UPS panel to the Distribution Panel.
- 9) Replacement of existing 3 Pole MCCB (320A) with a 3 Pole 400A MCCB in the LVMDP panel.
- 10) Upgrading the MCCB 3 phase 100A to 160A in the LVMDP room.
- 11) After point 9 is completed, proceed with connecting the PLN power to the LVMDP Panel (prior to powering up from PLN, the contractor must conduct Megger Test to ensure the integrity of the newly installed cables).

- 12) Checking UPS voltage in the Server Room from incoming & outgoing UPS and ensuring stable and safe voltage.
- 13) Channeling voltage from UPS to the UPS Distribution Panel.
- 14) Transferring FRC cables 3x2.5mm from the Temporary Panel to the UPS Distribution Panel and removing the temporary panel
- 15) Any other work necessary to complete the whole project.

3.2 PROJECT REQUIREMENTS (PLEASE REFER APPENDIX 2)

1. The contractor must have at least 5 (five) years of experience in electrical works, with a minimum of 3 previous projects related to data center electrical system. Evidence of experience in electrical works and/or specifically in data center electrical works must be provided by the contractor in their submitted documents.
2. The Contractor must provide the following documents in their submitted documents:
 - a) Proof of experience: at least 5 (five) years of experience in electrical works, with a minimum of 3 previous projects related to data center electrical system.
 - b) Work method that complies with Engineering Standards and Safety Regulations
 - c) Provide single line diagram for cabling works for UPS 80 KVa with detailed manpower information and material specifications.
 - d) Provide detailed information on the material specifications required to complete the project:
 - Provide brochure / cutsheet for Fire Resistance Cable (FRC), Bypass Panel Equipment and other essential materials. Material must be provided by recognized top-tier manufacturers.
 - e) Provide a schedule of completion for the project. Schedule must comply with work schedule in ASEC premises (refer to chapter VIII)
 - f) Provide at least 3 (three) references with good recommendations from their previous clients in their submitted documents.
 - g) Provide proof of valid company certification related to electrical works (SBUJPTL or other similar certification) and valid personnel certification of expertise in electrical works from recognized institutions.

- h) Provide evidence of company legal documents such as valid business license, tax identification number and other supporting documents

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 15 May 2024 by following options:

2.2.1 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 ***IDR for Indonesian and USD for International.***

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

2.2.2 **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

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 ***IDR for Indonesian and USD for International.***

3. Do not mention the password in body email.

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

4.3. RFP TERMS & CONDITIONS

4.3.1. Bid Expiration Date

*Received tender proposals shall be valid until **(31 December 2024)***

4.3.2. Implementation/Delivery Schedule

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

4.3.3 Require to attend Pre-Bid Meeting

Date : 7 May 2024
Time : 02.00pm
Venue : ASEAN Secretariat, Jl. Sisingamangaraja 70A, Kebayoran Baru, South Jakarta, 12870

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	The contractor must have experience in electrical works, and experience in handling projects related to data center electrical system	• minimum 5 years' experience. • minimum 3 previous projects related to data center electrical system.	Vendor to comply
2	Provide Technical Documents	• Provide single line diagram for cabling works for UPS 80 KVa with detailed manpower information and material specifications. • Provide Work Method that complies with Engineering Standards & Safety Regulations • Provide information on the material specifications (brochure / cutsheet for materials) • Provide a schedule of completion that comply with schedule in ASEC Premises • Provide at least 3 (three) references with good recommendations from their previous clients in their submitted documents. • Provide proof of valid company certification related to electrical works (SBUJPTL or other similar certification) and valid personnel certification of expertise in electrical works from recognized institutions.	Vendor to comply

		• Provide evidence of company legal documents such as valid business license, tax identification number and other supporting documents	
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APPENDIX 3
Price
To be submitted in the Financial Proposal

No.	Description	Unit	Price
1	Cabling Works for UPS at Data Center ASEC New Building		

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	

III. Financial Proposal

No.	Description	Checklist
1	Offering is formulated in English	
2	Bid amount	
3	Payment schedule	
4	Authority of signatory	
5	One original signed copy	

6	One copy of Financial Proposal Duplicate	
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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**