



ASEAN SECRETARIAT

Request for Proposal

Exterior Repair of ASEAN Secretariat New Building

PROPOSAL MUST BE RECEIVED BY

Thursday, 27 June 2024

DELIVER/MAIL PROPOSAL TO:

ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia

Prepared by:	Administration and General Affairs Division
Date:	June 2024

1 EXECUTIVE SUMMARY

The ASEAN Secretariat (ASEC) 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 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 inaugurated in 2019. The building consists of two towers, and each has 16 stories with approximately 44.000 sqm in total area. The building is located adjacent to the ASEC Heritage Building.

Since its inauguration in 2019, the exterior condition of the ASEC New Building has deteriorated, necessitating repainting and repair work to uphold the tidiness of the building exterior. The exterior repair project will consist of repainting exterior walls and ceilings, installing plinths in corridors, and repairing/replacing broken Aluminum Composite Panels (ACP) at several locations. Hence, ASEC is actively seeking a professional contractor with a proven track record in architecture, civil and exterior building works.

2 BACKGROUND AND CURRENT STATUS

Since the establishment of ASEC New Building in 2019, the exterior condition of the ASEC New Building has deteriorated due to weather exposure, necessitating repainting and repair work to uphold the tidiness of the building exterior. Considering these issues, ASEC seeks professional contractor with a proven track record in architecture, civil and exterior building works to conduct the following works:

1. repainting exterior walls
2. repainting exterior ceilings
3. installing plinths in corridors
4. repairing/replacing broken Aluminum Composite Panels (ACP) at several locations

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:

No	Description*
1.	Mobilization, preparation for works (Material On-Site, Tools and Safety Equipment needed to complete the project), cleaning works, and demobilization of tools, materials and equipment from working area.
2.	Repaint works for the following area: ▪ Exterior corridor Walls, Exterior Beam at the Ground Floor (near Raden Patah Gate) ▪ Exterior corridor Walls and Parapet at the 4th – 15th Floor North and South Tower ▪ Exterior wall on ground floor ▪ Steel structure supporting glass canopy at east and west entrance
3.	Repair and/or repaint of ceilings for the following area: ▪ Exterior ceilings at the exterior corridor of 4th – 9th Floor North and South Tower ▪ Exterior ceilings at the exterior corridor of 10th – 15th Floor North and South Tower ▪ Exterior soffit at ground floor
4.	Installation of Plinth for the following area: ▪ Ground Floor (Corridor, near toilet, gallery and ASEC Café) ▪ 4th – 15th Floor corridor and parapet at North and South Tower
5.	Replacement of Broken exterior Aluminum Composite Panel at New Building (10 unit) ▪ Supply and install ACP to replace broken ACP (include support & accessories) ▪ Repair of damaged parapet

3.2 PROJECT REQUIREMENTS (PLEASE REFER TO APPENDIX 2)

1. The Contractor must provide the following documents in their submitted documents:
 - a) Proof of experience: at least 5 (five) years of experience in architecture works (finishing/paint/interior/exterior works for buildings, and other building architectural works). Company experience in other works such as landscaping/interior design/etc will be a value-added point.

- b) Provide 3 (three) or more letters of reference with good recommendations from previous clients related to architecture works for building projects.
- c) Provide proof of valid company certification or license (SBU or other equal license/certificate) related to architecture works (finishing/paint/interior/exterior works for buildings, and other building architectural works) from recognized institutions.
- d) Work method that complies with Engineering Standards and Safety Regulations
- e) Provide information on the material specifications required to complete the project
- f) Provide manpower information and organizational structure to complete the project
- g) Provide schedule of completion for the project. Schedule must comply with work schedule in ASEC premises (refer to chapter IX)
- h) Provide at least 1 (one) personnel with a valid Health and Safety License (K3 Umum). Copy of valid license must be attached in the submitted document.
- i) 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 [Thursday, 27 June 2024](#) 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
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**

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

4.2.2 **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 Proposal;**

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**

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 : **Thursday, 20 June 2024**
Time : **2.00 pm**
Venue : **ASEAN Secretariat, Jl. Sisingamangaraja 70A,
Kebayoran Baru, Jakarta Selatan**

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 finishing / paint / interior / exterior works for buildings	• At least 5 years' experience (provide proof of experience)	Vendor to submit
2	Provide Technical Documents	• Work method that complies with Engineering Standards and Safety Regulations • Provide information on the material specifications required to complete the project • Provide manpower information and organizational structure to complete the project • Provide schedule of completion for the project. Schedule must comply with work schedule in ASEC premises • Provide 3 (three) or more letters of reference with good recommendations from previous clients related to architecture works for building projects. • Provide proof of valid company certification or license (SBU or other equal license/certificate) related to architecture works (finishing/paint/interior/exterior works for buildings, and other building architectural works) from recognized institutions.	Vendor to submit and comply

		• Provide at least 1 (one) personnel with a valid Health and Safety License (K3 Umum). Copy of valid license must be attached in the submitted document. • Provide evidence of company legal documents such as valid business license, tax identification number and other supporting documents	
--	--	---	--

APPENDIX 3
Price
To be submitted in the Financial Proposal

No.	Description	Unit	Price (IDR)
1	Exterior Repair ASEC New Building	Lumpsum	

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	

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**