



TERMS OF REFERENCE

EXTERIOR REPAIR OF ASEAN SECRETARIAT NEW BUILDING

I. BACKGROUND

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 encompass repainting of 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.

II. OBJECTIVES

The objective of this project is to undertake the exterior repair works, specifically repainting works (corridor wall, parapet, ceilings), installation of plinth and replacement of several damaged Aluminum Composite Panel (ACP) at the ASEC New Building to preserve its visual appeal and protect it from environmental damage. The appointed

contractor shall ensure compliance with safety and quality standards throughout the project.

III. EXPECTED DELIVERABLES

Completed and inspected exterior repair works for the ASEC New Building by providing materials in accordance with technical specifications and precise application techniques. Completion of exterior repair works within schedule, maintain tidiness during working process and completion of project without any accident or damage to ASEC property.

IV. SCOPE OF WORKS

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

****) Contractors must conduct their own measurements during the site visit to ensure accuracy in determining quantities***

V. TECHNICAL SPECIFICATIONS

1. Paint Material for walls and parapet:

- Exterior Paint with weather-resistant additives
- Waterproof and resistant to rain, moisture and humidity
- Tolerance to extreme temperatures and weather exposure
- Long lasting paint protection against algae, mold and fungal growth
- High resistance to peeling, cracking and flaking
- Non-toxic, low odor and compliance with health and safety standards
- Color: Refer to existing (existing color: brilliant white)

2. Paint Material for ceilings:

- Paint specially formulated for ceilings.
- Ceiling paint with quick dry within 1-2 hours and re-coat able after 4-6 hours
- Include UV-stable pigments to resist fading and provide a uniform appearance.
- Long lasting paint protection against algae, mold and fungal growth
- Provides good scrub resistance for easy cleaning and maintenance.
- Color: Refer to existing (existing color: white)

3. Material for Plinth:

- Homogeneous Tile or refer to existing
- Color of plinth must refer to the existing condition. Contractor to submit sample with various color selection for approval prior to the execution of the project
- Height: 10cm
- Plinths are installed aligned to the wall with groove (*tali air*).

4. Material for ACP

- Color and type refer to existing
- Length : 1200 to 1400 mm
- Height : 2200 to 2500 mm

VI. GENERAL REQUIREMENT

1. The contractor is highly recommended to attend the preliminary site visit to check existing conditions and to do measurement to determine work quantity to ensure that the proposal submitted will cover all the possible conditions. ASEC will not be responsible to cover additional cost due from differing site condition.
2. The contractor must complete the work in accordance with the proper method and must follow specifications specified in this TOR or follow manufacturer recommendation, whichever is more stringent.
3. The contractor is required to do all the work items by supplying the manpower and building materials, within the prescribed time schedule in professional manner in accordance with the standard engineering practice and Indonesian Standard (SNI).
4. The contractor is responsible for maintaining the cleanliness and tidiness of the working site and path to the working site. Any accident or damage to ASEC property shall be repaired to satisfactory condition by the contractor. The contractor is responsible for repairing and refinishing any damage to the building or building component caused by the execution of the work.
5. The contractor shall use proper safety equipment as required by the safety standard code.

VII. CONTRACTOR QUALIFICATIONS

1. The contractor must have at least 5 (five) years of experience in conducting architecture works for buildings and able to provide evidence of experience in finishing/paint/interior/exterior works for buildings in their submitted documents.
2. 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)
 - b) Work method that complies with Engineering Standards and Safety Regulations
 - c) Provide information on the material specifications required to complete the project

- d) Provide manpower information and organizational structure to complete the project
- e) Provide schedule of completion for the project. Schedule must comply with work schedule in ASEC premises (refer to chapter IX)
- f) Provide 3 (three) letter of reference from previous clients related to architecture works for building projects.
- g) 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.
- 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

VIII. TERMS OF PAYMENT

The terms of payment for this project consist of a 20% Down Payment (DP), 30% term payment I after the project reach 50% completion, and the remaining 50% payment upon completion of all works.

IX. DURATION AND WORK SCHEDULE

The work shall be finished in 10 (ten) weeks. The work schedule in accordance with ASEC procedures are as follows:

- a) Weekdays after office hour: 5PM until 10PM
- b) Saturday, Sunday, and national holiday: 6AM until 10PM
