



ASEAN SECRETARIAT

Request for Proposal

Renovation for JMT Office at 5th Floor of Heritage Building

PROPOSAL MUST BE RECEIVED BY

[Thursday, 27 June 2024](#)

DELIVER/MAIL PROPOSAL TO:

ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia

Prepared by: JAIF Management Team (JMT)
Date: June 2024

1 EXECUTIVE SUMMARY

1. Japan-ASEAN Integration Fund (JAIF) Management Team (JMT), ASEAN Secretariat invites the applications from constructors registered in the Jabodetabek (Jakarta, Bogor, Depok, Tangerang and Bekasi) for Renovation Works as follows for JMT Office at 5th Floor of Heritage Building of ASEAN Secretariat. The proposal will be the basis for contract negotiations and ultimately for a signed Special Services Agreement (SSA) with the ASEAN Secretariat.
2. The contractor is required to procure/build the items and install/replace them in the JMT Office and properly dispose of the items replaced in accordance with the regulations.
3. The assignment shall be implemented in accordance with the scope outlined in the Terms of Reference (TOR). Please note that: (i) the costs of preparing the proposal and of negotiating the contract are not reimbursable as it is considered a direct cost of the assignment; and (ii) JMT and the ASEAN Secretariat are not bound to accept any of the proposals submitted.

2 BACKGROUND AND CURRENT STATUS

The JAIF was officially established in March 2006. JAIF aims at supporting integration efforts to create the ASEAN Community by facilitating the implementation of the ASEAN 2025: Forging Ahead Together, which consists of the blueprints for the ASEAN Political Security Community (APSC), ASEAN Economic Community (AEC), and ASEAN Socio-Cultural Community (ASCC), as well as the Initiative for ASEAN Integration (IAI) Work Plan IV and the Master Plan on ASEAN Connectivity (MPAC) 2025. JAIF also aims at promoting greater cooperation between ASEAN and Japan.

The ASEAN Secretariat and the JMT undertook comprehensive renovation of JMT office in 2020 and the restroom in 2021 at 5th floor of the Heritage Building of ASEAN Secretariat, Jakarta and have gone through several renovations for them.

To secure a productive work environment in the office, further renovation for them is necessary.

3 SCOPE OF WORK

The Scope of Work, including Project Overview and Project Requirements can be referred to the Terms of Reference (TOR) in Annex A.

3.1 PROJECT OVERVIEW

Contractor is required to procure/build the following items, install them in the JMT Office and/or replace the items in accordance with the regulations, by the end of December 2024.

Detailed Specification for Renovation

	Renovation Items	Quantity	Specification Requirement	Installation Area
①	Manager Desk Area	1	➤ Equivalent size and Finishing specification with the existing Manager Desk ➤ Include Credenza or File Cabinet, Chair, Mobile drawer	Pantry & Briefing Room Area
②	Staff Desk Area	1	➤ Equivalent size and Finishing specification with the existing Staff Desk ➤ Include Partition, Chair, Mobile drawer	Pantry & Briefing Room Area
③	Pantry	1	➤ Equivalent size and Finishing specification with the existing Pantry cabinet / Counter table ➤ Include Dining Table ➤ Re-use existing electrical appliance ➤ Re-use existing dining chair ➤ Relocate the existing furniture / cabinet from the storage room	Storage Room
④	Soundproofing	1	➤ Making soundproofing partition or space for the said area	Briefing Room Storage Room
⑤	Air Conditioning and Ventilation System	1	➤ Provide satisfied air conditioning and ventilation system in the renovation area according to the existing system	Renovation Area
⑥	Electrical and Electronic System	1	➤ Provide satisfied electrical and electronic system in the renovation area according to the existing system	Renovation Area

3.2 PROJECT REQUIREMENTS

The bidders shall meet the following criteria:

1. Have experiences as maintenance and submit the previous project of maintenance work especially on office or restroom and experience in handling the projects with International Organization is preferred.
2. Demonstrate the required work in the TOR within the time schedule proved by submitting project schedule with detailed work items. The submitted schedule will be later enclosed to the contract.
3. Supported by sufficient human resources proven by submitting the list of project organizational structure complete with names for key persons and her/his CV.
4. Be registered in the Jabodetabek (Jakarta, Bogor, Depok, Tangerang and Bekasi) – Please provide evidence

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 (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 Financial 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 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– 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**.

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

2.2.1 **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 – 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**.

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

30 September 2024

4.3.2. Implementation/Delivery Schedule

As stated in Annex A – Term of Reference, Services are expected to be performed from September 2024 and should be completed by December 2024

4.3.3 Pre-Bid Meeting/Site Visit

The Pre-bid meeting is scheduled as follows:

Date	: Thursday, 13 June 2024
Time	: 14:00hrs – 15:30hrs
Venue	: JMT office, 5 th floor of ASEC Heritage Building JI Sisingamangaraja No.70A, Kebayoran Baru Jakarta 12110

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	ASEC Requirements	remarks
1	Have experiences as maintenance and submit the previous project of maintenance work especially on office or restroom and experience in handling the projects with International Organization is preferred.	Vendor to provide evidence
2	Demonstrate the required work in the TOR within the time schedule proved by submitting project schedule with detailed work items. The submitted schedule will be later enclosed to the contract.	Vendor to comply
3	Supported by sufficient human resources proven by submitting the list of project organizational structure complete with names for key persons and her/his CV .	Vendor to comply
4	Be registered in the Jabodetabek (Jakarta, Bogor, Depok, Tangerang and Bekasi) – Please provide evidence	Vendor to comply

APPENDIX 3
Price
To be submitted in the Financial Proposal

	Renovation Items	Quantity	Specification Requirement	Installation Area	Amount (Rp.)
①	Manager Desk Area	1	➤ Equivalent size and Finishing specification with the existing Manager Desk ➤ Include Credenza or File Cabinet, Chair, Mobile drawer	Pantry & Briefing Room Area	
②	Staff Desk Area	1	➤ Equivalent size and Finishing specification with the existing Staff Desk ➤ Include Partition, Chair, Mobile drawer	Pantry & Briefing Room Area	
③	Pantry	1	➤ Equivalent size and Finishing specification with the existing Pantry cabinet / Counter table ➤ Include Dining Table ➤ Re-use existing electrical appliance ➤ Re-use existing dining chair ➤ Relocate the existing furniture / cabinet from the storage room	Storage Room	
④	Soundproofing	1	➤ Making soundproofing partition or space for the said area	Briefing Room Storage Room	
⑤	Air Conditioning and Ventilation System	1	➤ Provide satisfied air conditioning and ventilation system in the renovation area according to the existing system	Renovation Area	
⑥	Electrical and Electronic System	1	➤ Provide satisfied electrical and electronic system in the renovation area according to the existing system	Renovation Area	
Total Amount					

*VAT10% cannot be included
*Overhead cost can be included
*Validity term: 90days

Proposed by..... in Jakarta, July 2024:
1. Company Name with the corporate seal:
2. Name of Contact Person:

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 (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 (hardcopy)	

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 (hardcopy)	
10	One copy of technical proposal duplicate (hardcopy)	
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 (hardcopy)	
6	One copy of Financial Proposal Duplicate (hardcopy)	
7	One copy of Specifications Proposal and Price Breakdown Duplicate (hardcopy)	

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**