

Japan ASEAN Integration Fund Management Team (JMT) Terms of Reference for Maintenances of JMT Office and Restroom at 5th Floor of Heritage Building

Background

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, maintenance for them is necessary.

JMT office

	Name of Area and Room	Specification	Quantity
1	Office Area	for 14 persons, include File cabinet & Photo copy area	1 units
2	Director Room	including meeting space for 3 persons	1 room
3	Meeting Room A	for 20 persons	1 room
4	Meeting Room B	for 6 persons	1 room
5	Storage for Docs	for Storage boxes and Cabinets	1 room
6	Pantry	dry pantry, including rest space	1 room
7	Reception Room	install reception telephone counter	1 room
8	Server Room	for 1 Server and 1 Cabinet	1 room

Restroom

	Name of Room	Specification	Quantity
1	Female Restroom	2 Water Closet Booth, 2 Lavatory	1 room
2	Male Restroom	2 Water Closet Booth, 2 Urinal, 2 Lavatory	1 room
3	Accessible/All Gender Restroom	1 Water Closet, 1 Lavatory, 1 Hand wash, 1 Slop Sink	1 room

Description of Work:

The contractor is required to undertake a comprehensive Maintenance Work for the following items from the beginning of January 2025 to the end of December 2027. The proposed maintenance schedule/plan shall be reviewed and approved by ASEC Maintenance Unit and JMT. As supporting documents, the contractor is required to provide a list of annual maintenance updates in the form of softcopy/hardcopy to enable JMT to check if the annual maintenance plan is executed as scheduled.

Detailed Specification for Maintenance

	Maintenance Items	Specification Requirement
①	Air Conditioning and Ventilation System	➤ Air Conditioning and Ventilation System Maintenance, including repair and replacement of the devices when necessary
②	Electrical/Electronic and Mechanical System	➤ Electrical/Electronic and Mechanical System Maintenance, including repair and replacement of the devices when necessary ➤ Sanitary fixture and plumbing system maintenance work in the restrooms
③	Door Access Control System	➤ Door Access Control System Maintenance
④	JMT Office and Restroom	➤ Cleaning of JMT Office and Restroom monthly, including floor polishing work at common corridor and elevator hall in the 5th floor ➤ Replacement of 5 lavatories of Restroom once 3 years which must be either equaling or surpassing the existing lavatories in functionality
⑤	LAN System	➤ LAN System Maintenance ➤ Renewing annual license for switch and fire wall which must be either equaling or surpassing the existing switch and fire wall in functionality

Documents to be submitted for the bidding, together with Technical Proposal described in Request for Proposal:

1. A detailed specification offered to Maintenances of JMT Office and Restroom at 5th Floor of Heritage Building of ASEAN Secretariat
2. Annual maintenance work plan for 2025
3. A proposal for 5 lavatories of Restroom to be replaced
4. A proposal for switch and fire wall

Expected Deliverables:

1. Completed physical works specified in the section: **Description of Work.**
2. Warranty certificate for the equipment installed in this project.

Terms of Condition:**1. Rate/Price**

- a. The quoted rate shall be unit rate and shall remain firm without a price variation clause. The bidders should not claim for any price variation/escalation.
- b. Any bid submitted with a price variation/escalation clause will be treated as non-conforming and rejected. And the cost shall be the contractor's responsibility whatever any defects occur which caused maintenance work lack. The bidder has to take the cost into account of the proposed quotation.
- c. Bids/rates quoted by the bidder shall remain valid for 90 days from the date of opening of tenders for the purpose of acceptance and award of work; validity beyond 90 days from the date of opening shall be mutual consent. No price variation/cost escalation is accepted.
- d. The price quoted by the bidder shall remain firm during the entire period of contract and shall not be subjected to variation on any account.
- e. The bidder should quote the rate as specified in the scope of work. Any bids submitted other than in the specified scope of work at **Description of Work** shall be summarily rejected.
- f. Overhead cost can be included in the bidding, separately with the quoted rate/price.

2. Execution of work

- a. Time period of completion: the successful bidder shall execute and complete the work as per specifications/Scope of work mentioned in **Description of Work** to the satisfaction of the JMT within a period of 4 months from the date of award to work.
- b. The successful bidder to whom the work is awarded shall have to execute the work as per the work order and the terms and conditions of this tender document.
- c. The ASEAN Secretariat and JMT are not responsible for any damage of any goods during the transit. In that case, it is the responsibility of the firm/contractor to whom the work has been awarded.
- d. No extra cost shall be given for transportation, cost of labors, insurance, etc. as the rates quoted is all inclusive price.
- e. The contractor shall have to bring all the supporting materials for carrying out the above work.
- f. During construction period, contractor shall coordinate with JMT and ASEC to submit full name and ID information of all the workers in order to get access to ASEC Compound.
- g. During construction, contractor is responsible to maintain cleanliness of the work site. All trash shall be taken out of the ASEC compound every day and the project area shall be protected with plastic to prevent dust from entering the common area and other occupied areas of the building.
- h. During the work, contractor will be responsible to maintain the cleanliness common areas outside the worksite. Contractor is responsible to fix damage of

- the existing property caused by the execution of the work or by mobilization of materials and workers.
- i. Coordinate closely with and get approval from ASEC building maintenance for any work that affect the existing MEP (mechanical, electrical and plumbing) system. Upon finding of hazardous material, contractor shall report immediately to ASEC maintenance team prior to do any action related to it.
 3. Variation in quantity/scope of work: the quantity mentioned in the scope of work is approximate. The ASEAN Secretariat or JMT reserves the right at the time of award/execution of the contract to vary the quantity specified in the scope of the work without any change in the unit rate. However, the payment will be made as per the actuals as agreed by the bidders and the user. Any such variation will be at the sole discretion of JMT.
 4. Extension of work completion time: ordinarily no time extension shall be granted.
 5. Payment term will be agreed through the special service agreement (SSA).
 6. Completion certificate: within one month of the completion of the work the contractor shall submit a certificate for such completion.
 7. Insurance contractor: the contractor shall carry expenses and maintain insurance with reputable Insurance Companies for any other insurance require under Law or Regulations or by Owner.
 8. Safety Regulations: Contractor shall adhere to safe maintenance practice and guard against hazardous and unsafe working conditions and shall comply with safety rules. The ASEAN Secretariat and the JMT shall not be held any responsible for any accidents that occur due to unsafe practice of the person employed by the contractor to carry out the work. Any hazards or potential hazards resulting from the work or identified in the course of the work shall be reported to the JMT at the earliest possible opportunity.
 9. Other conditions: Before submitting their bid proposals, bidders shall carefully examine the site of the work to familiarize themselves with the site conditions which exist regarding present work to be executed, materials to be matched, precautions required, working space available and other conditions necessary to the making of the intelligent bids.

Bidder's qualifications:

At minimum, the bidder shall meet the following criteria:

1. Experiences as maintenance and submit the previous project of maintenance work especially on office or restroom. Experience in handling the projects with International Organization is an advantage. Please 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.
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

Layout for Installation:

See Annex B.