



ASEAN SECRETARIAT

Request for Proposal

**Maintenances of JMT Office and Restroom
5th Floor of Heritage Building**

**PROPOSAL MUST BE RECEIVED BY
Monday, 18 November 2024**

DELIVER/MAIL PROPOSAL TO:

ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia

Prepared by: JAIF Management Team (JMT)
Date: November 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 Maintenance Works as follows for JMT Office and Restroom 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 undertake a comprehensive Maintenance Work for them from 2025 to 2027 and main concepts of the maintenance work are to secure a safe work environment in the office and sanitary environment in the restroom 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, maintenance 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

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

3.2 PROJECT REQUIREMENTS

The bidders shall meet the following criteria:

1. Have experiences in working for maintenance on office and/or restroom and experience in working with International Organization is an advantage. Please provide evidence.
2. Demonstrate the required work in the TOR within the time schedule proved by submitting annual maintenance work schedule for 2025 with detailed work items. A proposal for 5 lavatories of Restroom to be replaced will be submitted. A proposal for switch and fire wall will be submitted.
3. Supported by sufficient human resources proven by submitting the list of project organizational structure complete with names of 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 **Monday, 18 November 2024** by following options:

2.2.1 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
JI 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– 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 for local bidders and USD for international bidders**

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 – 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 for local bidders and USD for international bidders.***

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

31 December 2024

4.3.2. Implementation/Delivery Schedule

As stated in Annex A – Term of Reference, Services are expected to be performed from January 2025 and should be completed by December 2027

4.3.3 Pre-Bid Meeting/Site Visit

The Pre-bid meeting is to be held at 5th floor of ASEC Heritage Building on:

Date : **Monday, 11 November 2024**
Time : **14:00hrs – 15:30hrs**
Venue : JMT office, 5th 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 in working for maintenance on office and/or restroom and experience in working with International Organization is an advantage. Please provide evidence	Vendor to submit
2	Demonstrate the required work in the TOR within the time schedule proved by submitting annual maintenance work plan for 2025 with detailed work items. A proposal for 5 lavatories of Restroom and to be replaced will be submitted. A proposal for switch and fire wall will be submitted.	Vendor to submit
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 submit
4	Be registered in the Jabodetabek (Jakarta, Bogor, Depok, Tangerang and Bekasi) – Please provide evidence	Vendor to submit

APPENDIX 3
Price
To be submitted in the Financial Proposal

	Maintenance Items	Specification Requirement	Amount (IDR) for 3 years (2025 - 2027)
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	
	Overhead Cost		
Total Amount			

***VAT11% cannot be included**

***Overhead cost can be included**

***Validity term: 90days**

Proposed by..... in Jakarta, ...November 2024:

1. Company Name with the corporate stamp:

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	
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)	
5	All documents submitted in hardcopy should be made available in softcopy. Portfolios submitted in CDs or flash drives, if any, should be also available online (YouTube, cloud storage or file sharing services). Technical proposals should disclose the links to the online sources.	

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**