

Terms of Reference

Aus4ASEAN Futures Office maintenance

1 Summary

Title Aus4ASEAN Futures	
Start Date	1 March 2025
Completion Date	28 February 2026 with opportunity to be extension
Contractor Type	Firm/Team
Working Period	One (1) Year
Location	PPMSU Aus4ASEAN Futures office
Reporting Line	The Team will report to the PPMSU

Scope of Work Summary:

The Firm/Team will be responsible on the series of maintenance that include functional checks, servicing, repairs or replacement of equipment, machines, building infrastructure and supporting utilities and office installations.

2 Background

The Aus4ASEAN Futures Initiative is a 10-year, AUD204 million investment by the Australian Government, progressing the Comprehensive Strategic Partnership (CSP) between ASEAN and Australia established in October 2021. It is a vital program in strengthening the relationship and positive dialogue between Australia and ASEAN. At the core of the support is a trust fund that will support jointly approved ASEAN priority projects. Aus4ASEAN Futures will work across ASEAN's three community pillars, namely the Economic Community (AEC), Socio-Cultural Community (ASCC) and Political- Security Community (APSC). It also supports cross cutting issues within ASEAN, and further strengthens engagement between Australia and ASEAN.

Aus4ASEAN Futures is embedded in the ASEAN Secretariat (ASEC), mobilising resources through an ASEAN trust account, and using ASEAN systems. Aus4ASEAN Futures is governed by a Joint Planning and Review Committee (JPRC) comprised of representatives from ASEAN Member States (AMS) and Australia that meets annually to review program progress and approve forward work planning. A Program Management Team (PMT) comprised of the Aus4ASEAN Program Director(s) and representatives from ASEC are responsible for the delivery of the Program within ASEC. They are supported in the implementation of the program by a Program Planning & Monitoring Support Unit (PPMSU), based in the ASEAN Secretariat, Jakarta.

The PPMSU was established in early 2023 when the program primarily supported the ASEAN Economic Community and related cross-cutting priorities, such as Connectivity. It is expected that Aus4ASEAN Futures' support will continue to expand to increasingly cover the ASEAN

Socio-Cultural and Political Security Communities as well. The PPMSU works closely with:

- (a) The ASEAN Secretariat (ASEC);
- (b) The Australian Mission to ASEAN; and
- (c) The Technical Services and Support Program (TSSP) Team

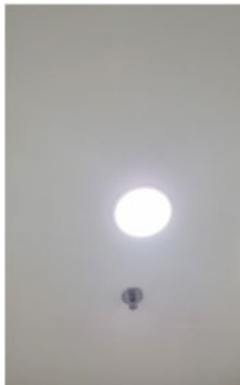
The PPMSU requires expertise from a construction Firm/Team to provide general maintenance for the PPMSU office.

3 Scope of Services and Outputs

The Firm/Team, working closely with the PPMSU, will provide a series of maintenance tasks including function checks, servicing, repairs or replacement of equipment, machines, building infrastructure and office installations for the PPMSU.

REQUIREMENT	DESCRIPTION
Heating, ventilation, and air conditioning (HVAC) maintenance	There are 3 units Daikin AC Cassette and 5 units Daikin AC Split that need to be checked, maintained, and cleaned regularly, including the compressors (<u>every three months</u>). The firm/team must report to PPMSU if one of the AC needs repairs or there is a spare part that needs to be replaced. Two models of AC at PPMSU office: Picture 1: Daikin AC Cassette  Picture 2: Daikin AC Split  The services should include: 1. Indoor and outdoor cleaning and maintenance 2. Check the refrigerant, top up as necessary 3. Check/measure electrical parameters 4. Check for any abnormal conditions

REQUIREMENT	DESCRIPTION
Electrical System maintenance	Regularly (<u>once a year</u>) inspecting, testing, monitoring, fixing, and replacing elements of an electrical with a purpose of maintaining safe operations. The service should include: 1. Reviewing the distribution board: - Infra-red thermographic scan - Check for any damage on the panel or any broken peripherals - Check all wiring connection, tighten when necessary - Clean the panel - RCD testing 2. Emergency and EXIT lights - Clean all the lights 3. Appliance: refrigerator, water dispenser and cables 4. Test and tag
Fresh air fan	Regularly (<u>once in six months</u>) cleaning and replacing air filter, if applicable. The services should include: • Check for any abnormal condition • Check/measure electrical parameters • Clean/replace filter if applicable • Check/measure air flow, random

REQUIREMENT	DESCRIPTION
Ceiling cleaning	Cleaning the ceiling to free it from dust and cobwebs. This cleaning to be regularly (once in six months). Two (2) types of ceiling at PPMSU Aus4ASEAN Futures office Wooden Ceiling  Conventional Flat 
Office Deep Cleaning	• Every six months • Includes: - Overall office cleaning: office areas, 2 meeting rooms, all furniture, pantry area. - Carpet cleaning: Perform to remove stains, dirt, debris, and allergens from carpets. - Pest control.
General services/maintenance as required	General services/maintenance as required – ad hoc support. The contractor can allocate 5% from total costs and can be invoiced only when they provide ad hoc - support.

4 Reporting Arrangements

PPMSU will contract, manger, and provide quality assurance.

5 Qualifications/Selection Criteria

The Firm/Team must:

- AC Maintenance:
 - Have knowledge about air conditioning.
 - Have work experience as AC technician at least one (1) year and have capability and skill on the AC maintenance and services.
 - Have relevant licenses or certifications (desirable)

- Electrical System maintenance:
 - Obtain a Work Competency Certificate as an Electrical Expert in Building Construction and/or an Expert in Checking the Electrical Functionality of Buildings (desirable)
- Ceiling cleaning:
 - Have experience on ceiling cleaning.
 - Understand about standard procedure (SoP) of ceiling cleaning.
 - Have clothing that prioritizes work safety.
- Deep Cleaning:
 - Have work experience on general cleaning in the office building as well as carpet cleaning.
 - Understand about standard procedure (SoP) of office deep cleaning, including carpet cleaning and pest control services.
 - Have knowledge on professional cleaning techniques.

Additional Requirements

- Effective communication (English) and stakeholder management skills
- Based in Jakarta, Indonesia (desirable)
- Have the ability to think logically, analyze, design, communicate, plan, and problem solving.

6 Instruction for Submission and Settlement

1. Potential bidders are allowed to visit Aus4ASEAN Futures office to conduct the survey before submitting the quotations. The period of survey is on 16-18 December 2024.
2. Quotation should be submitted in detail (services/products, specifications, price per unit, number of units, total costs, delivery schedule). See Scope of Service details above for more info.
3. Bidders must submit quotation for all items.
4. The price in this quotation shall be valid for 60 (sixty) days commencing on the date of submission of quotation
5. Price: in IDR. ASEAN Secretariat is exempt from the imposition of tax. However, if VAT applied, vendor may include ASEC NIP (tax identification number) in the tax invoice. The total amount quoted in the financial component must include all applicable taxes. Additional amounts not specified in the quotation should not be added to the payment. No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
6. **Maintenance Location:**
 Aus4ASEAN Futures Office
 ASEAN Secretariat – Heritage Building 1st Floor
 Jl, Sisingamangaraja 70A, Jakarta Selatan 12110, Indonesia.
7. Aus4ASEAN Futures will sign the quotation for the confirmation.
8. Terms of payment: Payments will be made based on the agreed quarterly work. The payment will be transferred at around 3-4 weeks upon receiving the invoice and confirmation on the quality and completeness.
9. All documents submitted shall be in English. Otherwise, it will not be considered.

7 Submission of Quotations

Participating vendors can either submit the quotation or fill up the attached Specification Form. Quotation should be submitted to Aus4ASEAN Futures at tender@aus4aseanfutures.org and aus4aseanfutures@asean.org, no later than **15 January 2025**. For inquiries, please email query@aus4aseanfutures.org with subject “Query - Provision of Office Maintenance” at the latest by 6 January 2025.

Response to received queries will be published at Aus4ASEAN Futures' website (<https://www.aus4aseanfutures.org/>). No individual responses or replies will be provided for queries. Please check the page regularly for updates.

8 Additional Notes on Terms and Conditions of the RFQ

As an intergovernmental organisation, ASEAN shall not be responsible for any tax(es), levy, tax claim, or any tax liability that may be imposed by any law in relation to any amount payable by the ASEAN Secretariat. This means that the ASEAN Secretariat has no tax identification, is tax-exempt (including withholding tax) and is a non-tax withholding entity.

9 Proposal Forms

Form A. Supplier/Vendor Information and other supporting documents, such as:

1. Company Profile
2. Trade Register (Company Business License Number (SIUP/TDP/NIB), if applicable)
3. Tax Identification Number

Form B. Vendor/Supplier's Declaration

Form C. Specification Form and Quotation

Form D. Work Schedule and Planning

Form A: Supplier/Vendor Information

Company Name

Address

**Contact Person and
Title/Position**

Email

Telephone

Mobile Phone

**Company Business License
Number (SIUP/TDP/NIB)**

Tax Registration Number

Year of Registration

**Type of business/services
provided by the vendor**

**Indicate the number of years
involved in similar
business/work**

Date

Please attach:

- › Company Profile
- › Trade Register (Company Business License Number (SIUP/TDP/NIB), if applicable)

Form B: Vendor/Supplier's Declaration

Name of Vendor/Supplier	Click or tap here to enter text.	Date	Click or tap to enter a date.
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This declaration is made in our capacity as a potential Vendor/Supplier of goods, works or services to ASEC/Aus4ASEAN Futures, on behalf of our firm, its affiliates, subsidiaries and employees, including any JV / Consortium / Association (JVCA) members or subcontractors or suppliers for any part of the agreement.

Yes	No	
☐	☐	Requirements and Terms and Conditions: I/We have read and fully understand the TOR/RFQ. I/We confirm that the Vendor/Supplier has the necessary capacity, capability and necessary licenses to fully meet or exceed the requirements and will be available to deliver throughout the agreed period.
☐	☐	Ethics: In submitting this quotation, I/we warrant that the vendor/supplier has not entered into any improper, illegal, collusive or anti-competitive arrangements with any competitor; has not directly or indirectly approached any representative of ASEAN Entities, ASEAN Secretariat, Aus4ASEAN Futures (other than the point of contact) to lobby or solicit information in relation to the RFQ; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the buyer.
☐	☐	I/We confirm to not engage in proscribed practices, or any other unethical practice, with the ASEAN Secretariat or any other party and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the ASEAN Secretariat and the Australian Government.
☐	☐	Child Protection and the Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH): I/We confirm that we have read DFAT policies on child protection http://dfat.gov.au/about-us/publications/Pages/child-protection-policy.aspx and Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) https://www.dfat.gov.au/international-relations/themes/preventing-sexual-exploitation-abuse-and-harassment/Pages/default and will adhere to them.
☐	☐	Conflict of interest: I/We warrant that the Vendor/Supplier has no actual, potential or perceived conflict of Interest in submitting this proposal or entering into a contract to deliver the requirements. Where a conflict of interest arises during the RFQ process, the Vendor/Supplier will report it immediately to the Procuring Organisation's Point of Contact.
☐	☐	Collusive Tendering: I/We declare that our firm, its affiliates or subsidiaries or employees, including any JVCA members or subcontractors or suppliers for any part of the agreement, have no knowledge of the RFQ of any other vendor/supplier when they submit their quotation. We also declare that we have not and will not disclose any of the details of our quotation submission to any other person or organisation prior to the closing date for the RFQ.
☐	☐	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JVCA members or subcontractors or suppliers for any part of the agreement not on any list of sanctioned parties issued by any Australian Government institution, World Bank, ASEAN Development Bank, UN agencies, European Union and others, and not blacklisted by any local/ international organisation, Government/ semi-government department, NGO or any other company/ organisation.
☐	☐	I/We do not employ, or anticipate employing, any person(s) who is, or has been convicted

Yes	No	
		for an offence concerning professional conduct or guilty of grave professional misconduct (proven by any means which the contracting authorities can justify) or have been convicted of an offence of, or relating to bribery of a public official, nor are they subject to any proceedings which could lead to such a conviction.
☐	☐	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against us that could impair our operations in the foreseeable future.
☐	☐	Proposal Validity Period: I/We confirm that this quotation, including the price, remains open for acceptance for the quotation validity period.
☐	☐	I/We understand and recognise that you are not bound to accept any quotation you receive.
☐	☐	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organisation/s to make this declaration on its/their behalf.

We make this declaration in good faith and the knowledge that any subsequent discovery of breaches of this Declaration may result in the termination of this and other contracts with ASEAN, and our company/myself and relevant subsidiaries/sub-contractors being debarred from supplying or servicing Aus4ASEAN Futures/ASEC in the future.

Authorised Signature

Name and Title of Signatory:

Date:

Name of Firm:

Address:

(Stamp with the official stamp of the vendor/supplier)

Form C: Specification Form and Quotation

No.	Items	Detailed Specification	Qty	Unit of Measure (UoM)	Unit Price (IDR)	Total Price (IDR)
1	Heating, ventilation, and air conditioning (HVAC) maintenance	Daikin AC Cassette	3	1 PK		
		Daikin AC Split	5	4 PK		
2	Ceiling Cleaning	Wooden		...M2		
		Conventional Flat		...M2		
3	Electrical System maintenance		LS	LS		
4	Fresh air fan maintenance		9	Unit		
5	Office deep cleaning, including carpet and pest control	Office Area	5	...M2		
		Meeting rooms - big	1	...M2		
		Meeting rooms - small	1	...M2		
		Pantry and access area	1	...M2		
		Storage Area	1	...M2		
		Chair	46	Unit		
		Carpet		...M2		
		Sofa/bench	3	Unit		
		Pest control		LS		
6	General services	Ad hoc - support		LS		
Total						

Form D. Work Schedule and Planning

No	Deliverables ¹	Timetable (monthly)									
		1	2	3	4	5	6	7	8		12
1	Deliverable 1 (Q1): • Heating, ventilation, and air conditioning maintenance • Ad hoc support, if any										
2	Deliverable 2 (Q2): • Heating, ventilation, and air conditioning maintenance • Ceiling cleaning • Fresh air fan • Office deep cleaning incl. carpet, pest control • Ad hoc support, if any										
3	Deliverable 3 (Q3): • Heating, ventilation, and air conditioning maintenance • Ad hoc support, if any										
4	Deliverable 4 (Q4): • Heating, ventilation, and air conditioning maintenance • Ceiling cleaning • Fresh air fan • Office deep and furniture cleaning incl. pest control • Electrical system maintenance • Ad hoc support, if any										