



ASEAN SECRETARIAT

Request for Proposal

**Improvement of Structural Glass Canopy at the
Connecting Bridge on the 7th Floor ASEC New Building**

PROPOSAL MUST BE RECEIVED BY
[Wednesday, 11 March 2026](#)

DELIVER/MAIL PROPOSAL TO:
ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia

Prepared by : Administration and General Affairs Division
Date : February 2026

1 EXECUTIVE SUMMARY

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 in two buildings:

1. The Heritage Building since 1981. The building has 9 stories with approximately 11,000 sqm in total area.
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.

In April 2021, during heavy rain and strong winds, several roof glass segments on the 7th Floor Connection Bridge of the ASEC New Building became detached and fell to the level below. To prevent similar incidents in the future, ASEC engaged a professional structural engineering consultant to conduct a comprehensive evaluation, including inspection of the installed materials through standardized testing and the development of a structural analysis model to simulate the bridge's performance under heavy rain and strong wind conditions in Jakarta.

Based on the consultant's assessment and detailed findings, the existing glass roof segments were connected using adhesive sealant, which provides insufficient tensile capacity to withstand severe weather conditions. To enhance structural integrity and safety, the consultant recommends replacing the existing glass segments with new glass panels supported by spider joints, ensuring improved durability and resistance to extreme weather.

In line with these findings, ASEC requires the services of a qualified contractor to strengthen the structural integrity of the existing glass canopy on the 7th Floor Connecting Bridge. The scope of improvements will include the installation of new glass segments, glass-to-glass connection joints, supporting steel frames, and other necessary remedial works.

2 OBJECTIVES AND EXPECTED DELIVERABLES

OBJECTIVES

The objective of this project is to improve the structural integrity and safety of the glass canopy at the connecting bridge of the ASEC New Building by replacing the existing glass canopy with new glass segments incorporating spider joints while ensuring full compliance with the consultant's engineering design recommendations, work methods, material specifications, and any other necessary improvements.

Furthermore, the contractor is expected to complete the works within the agreed schedule, maintain tidiness throughout the construction process, and deliver the project without any accidents or damage to ASEC property or to staff and visitors.

EXPECTED DELIVERABLES

1. Completed and fully inspected structural improvement work of glass canopy on the 7th Floor Connecting Bridge at ASEC New Building by providing materials in accordance with technical specifications, applying precise installation techniques, and ensuring full compliance with applicable engineering standards and regulations.
2. All technical documents mentioned in the scope of work below, which cover but are not limited to shop drawing, as built drawings, weekly report, testing report, warranty certificates, and material data sheet for approval.

3 SCOPE OF WORK AND REQUIREMENTS

3.1 SCOPE OF WORK

The Scope of Work for this project consists of the following but not limited to:

1. Preparation of Works

The contractor shall prepare all necessary manpower, tools, materials, safety equipment, and protective measures to ensure that existing building elements are not damaged during the execution of works, including safety barriers, floor protection, and other protective equipment. Any damage caused by the contractor must be repaired or compensated at no additional cost to ASEC.

2. Documentation and Handover Requirements

The contractor must provide complete documentation, including:

- a. Material specifications, brochures and data sheets for all items used in the works.
- b. Shop drawings and installation layout plans.
- c. As-built drawings, reflecting the final configuration.
- d. Method statement and installation procedures for all works.
- e. Testing reports (e.g., pull-out test, anchor bolt test, water-tightness test if applicable).
- f. Warranty certificates.
- g. Progress reports, submitted daily, weekly, and monthly, detailing the status of the work.
- h. Any other documents may be requested by ASEC to support inspection, verification, handover, or any other documentation related to this project.

3. Careful Removal of Existing Materials

The contractor shall carefully remove all existing glass canopy components, including glass panels, sealant connections, supporting frames, metal fittings, and any accessories. All removed materials must be handled properly and will coordinate with ASEC maintenance for ASEC safekeeping or removal by vendor.

4. Installation of New Glass Segments, Spider Joints, Sealants, and Accessories

The installed system shall be executed according to the design drawing. To ensure overall performance and safety, all glass panels shall be free from cracks, chips, edge defects, or distortion. In addition, sealants shall be applied neatly and uniformly to provide proper waterproofing and long-term durability.

5. Replacement of Steel Frames and Other Accessories

The contractor shall replace steel frames and any related accessories as required by the consultant's design.

6. Miscellaneous Repair for the Concrete Area (Refer to the Consultant Report)

The contractor shall carry out all miscellaneous concrete repair works:

b. Column Repair by Epoxy Resin Injection

Cracks in columns shall be repaired using epoxy resin injection to restore strength and prevent further damage.

All cracks must be cleaned and properly prepared before injection.

c. Beam Repair by Epoxy Resin Injection

Cracks in beams shall also be repaired using epoxy resin injection. The resin must fully fill the cracks, and the surface shall be patched and finished neatly.

d. Tightening of Existing Bolts to Meet Specified Torque Requirements

All existing bolts in the work area shall be tightened to the required torque values using calibrated tools. Bolts must be inspected before tightening, and any damaged or corroded bolts shall be replaced. **Torque records shall be documented and submitted for review.**

7. Repainting The Existing Steel Structure at The Connecting Bridge

The Contractor shall repaint the entire existing steel structure at the connecting bridge using the same color as the current condition.

a. Surface Preparation

All steel surfaces must be cleaned before painting. Rust, loose paint, dust, oil, and other dirt must be removed using proper cleaning methods.

b. Application of Anti-Corrosion Primer

After cleaning, an anti-corrosion primer must be applied to all steel surfaces in accordance with the approved specifications.

c. Final Coating

The Contractor shall apply the required paint coats according to the approved color and specifications. Each coat must be applied after the previous layer has dried properly. The final result must be smooth and even, without runs or defects.

8. Quality and Warranty

The contractor shall ensure that all works meet quality standards, including alignment, stability, and functionality of all installed elements. All finishes and installations must be defect-free, safe, and ready for immediate use. A minimum 1-year warranty shall

cover all materials and installation. During this period, the contractor must respond to any reported defects or failures within 3 working days and carry out all necessary repairs or corrections at no additional cost to ASEC.

3.2 PROJECT REQUIREMENTS

The Contractor must provide the following documents in their submitted documents:

1. Relevant Experience

The contractor must have a minimum of 5 years of experience in the installation of glass canopy / glass roof / spider joints / façade / curtain wall for buildings, structure or other related works. A list of relevant completed projects must be included in the submitted document, indicating the year in which the works were carried out.

2. Record of Similar Projects

The contractor must have completed a minimum of three (3) similar renovation or interior projects, supported by at least three (3) reference letters with good recommendation/feedback from previous clients. Additional value will be given if the contractor can provide more than three (3) reference letters.

3. Valid Business Licenses, Financial Report, and Other Documents

The contractor must hold valid business licenses (e.g., SIUP/NIB) categorized under *Konstruksi Bangunan Sipil Lainnya, Konstruksi Baja, Pekerjaan Konstruksi Khusus Lainnya*, or other licenses related to this project. Additional certifications, such as ISO 9001 (Quality Management), ISO 45001/SMK3 (Occupational Health and Safety), or other related licenses will be considered as added value.

4. Work Methodology

The contractor must demonstrate technical knowledge by submitting a clear work methodology. Additional value will be given to methodologies that cover the full scope of work and incorporate risk mitigation or other relevant construction strategies.

5. Schedule

The contractor must submit a project schedule aligned with ASEC's target deadlines. Additional value will be given if the schedule includes material delivery schedule, manpower allocation schedule, or other relevant schedules that support effective planning and execution, while remaining practical and achievable.

6. Manpower and Organizational Structure

The contractor must provide details of manpower and organizational structure to ensure the project is completed properly. At a minimum, the team should include 2 supervisors, 2 health and safety officers, and 6 workers, with each personnel's name and contact

information provided. Additional value will be given if the contractor can provide more personnel beyond the minimum requirement.

7. Worker Licenses and Health & Safety Certification

Considering that the project involves working at height, the Contractor shall assign a minimum of 3 (three) certified personnel, consisting of:

- 2 (two) dedicated Health, Safety, and Environment (HSE) personnel holding valid Health and Safety (K3 Umum) certification; and
- 1 (one) supervisor/field worker holding a valid certification for Working at Height issued by a recognized institution.

All required licenses/certifications must be valid and issued by recognized institutions. Copies of the valid licenses/certifications shall be submitted as part of the tender documents. Failure to submit the required valid certifications shall result in disqualification.

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 **Wednesday, 11 March 2026** 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:

Chair 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's Financial 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 – **Price**

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 (local bidders) or USD (international bidders)**

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

4.2.2 SOFTCOPY

The Technical and Financial proposals shall be sent separately to the following email address:

Chair 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 – **Price**

All documents not submitted in English shall not be considered and quoted price in the softcopy submission shall be in **IDR (local bidders) or USD (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

*Received tender proposals shall be valid until **(30 June 2026)***

4.3.2. Implementation/Delivery Schedule

For e.g. 'as stated in Annex A – Term of Reference'

4.3.3 Require to attend Site Visit/Pre-Bid Meeting

Date : Monday, 2 March 2026

Time : 10.00 WIB

Venue : ASEAN Secretariat, Jl. Sisingamangaraja 70A, Kebayoran Baru,
South Jakarta, 12870

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	

This can be added to your preferences

APPENDIX 2
Technical Requirements
To be submitted in the Technical Proposal

No	Description	ASEC Requirements	remarks
1	Relevant Experience	The contractor must have a minimum of 5 years of experience in the installation of glass canopy / glass roof / spider joints / façade / curtain wall for buildings, structure or other related works. A list of relevant completed projects must be included in the submitted document, indicating the year in which the works were carried out. (Failing to submit document will result in disqualification)	Vendor to comply
2	Record of Similar Projects	The contractor must have completed a minimum of three (3) similar renovation or interior projects, supported by at least three (3) reference letters with good recommendation/feedback from previous clients. Additional value will be given if the contractor can provide more than three (3) reference letters. (Failing to submit document will result in disqualification)	Vendor to comply
3	Valid Business Licenses, Financial Report, and Other Documents	The contractor must hold valid business licenses (e.g., SIUP/NIB) categorized under Konstruksi Bangunan Sipil Lainnya, Konstruksi Baja, Pekerjaan Konstruksi Khusus Lainnya, or other licenses related to this project. Additional certifications, such as ISO 9001 (Quality Management), ISO 45001/SMK3 (Occupational Health and Safety), or other related license will be considered as added value. (Failing to submit document will result in disqualification)	Vendor to comply

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4	Work Methodology	The contractor must demonstrate technical knowledge by submitting a clear work methodology. Additional value will be given to methodologies that cover the full scope of work and incorporate risk mitigation or other relevant construction strategies. (Failing to submit document will result in disqualification)	Vendor to comply
5	Schedule	The contractor must submit a project schedule aligned with ASEC's target deadlines. Additional value will be given if the schedule includes material delivery schedule, manpower allocation schedule, or other relevant schedules that support effective planning and execution, while remaining practical and achievable. (Failing to submit document will result in disqualification)	Vendor to comply
6	Manpower and Organizational Structure	The contractor must provide details of manpower and organizational structure to ensure the project is completed properly. At a minimum, the team should include 2 supervisors, 2 health and safety officers, and 6 workers, with each personnel's name and contact information provided. Additional value will be given if the contractor can provide more personnel beyond the minimum requirement. (Failing to submit document will result in disqualification)	Vendor to comply
7	Worker Licenses and Health & Safety Certification	Considering that the project involves working at height, the Contractor shall assign a minimum of 3 (three) certified personnel, consisting of: • 2 (two) dedicated Health, Safety, and Environment (HSE) personnel holding valid Health and Safety (K3 Umum) certification; and • 1 (one) supervisor/field worker holding a valid certification for Working at Height issued by a recognized institution.	Vendor to comply

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New Building*

		All required licenses/certifications must be valid and issued by recognized institutions. Copies of the valid licenses/certifications shall be submitted as part of the tender documents. (Failing to submit document will result in disqualification)	
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APPENDIX 3
Price
To be submitted in the Financial Proposal

No.	Description	Unit	Price
1	Improvement of Structural Glass Canopy at the Connecting Bridge on the 7th Floor ASEC New Building	lump sum	IDR (local bidders) USD (international bidders)

Price is exclusive of Value Added Tax (VAT)

APPENDIX 4
Checklist for the Completeness of Documents Submitted
To be submitted in Technical Proposal

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 envelopes	

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	The contractor must have a minimum of 5 years of experience in the installation of glass canopy / glass roof / spider joints / façade / curtain wall for buildings, structure or other related works. A list of relevant completed projects must be included in the submitted document, indicating the year in which the works were carried out.	
4	The contractor must have completed a minimum of three (3) similar renovation or interior projects, supported by at least three (3) reference letters with good recommendation/feedback from previous clients.	
5	The contractor must hold valid business licenses (e.g., SIUP/NIB) categorized under Konstruksi Bangunan Sipil Lainnya, Konstruksi Baja, Pekerjaan Konstruksi Khusus Lainnya, or other licenses related to this project.	
6	The contractor must demonstrate technical knowledge by submitting a clear work methodology.	
7	The contractor must submit a project schedule aligned with ASEC's target deadlines.	
8	The contractor must provide details of manpower and organizational structure to ensure the project is completed properly. At a minimum, the team should include 2 supervisors, 2 health and safety officers, and 6 workers, with each personnel's name and contact information provided.	
9	Considering that the project involves working at height, the Contractor shall assign a minimum of 3 (three) certified personnel, consisting of: 2 (two) dedicated Health, Safety, and Environment (HSE) personnel holding valid Health and Safety (K3 Umum) certification; and	

	1 (one) supervisor/field worker holding a valid certification for Working at Height issued by a recognized institution. All required licenses/certifications must be valid and issued by recognized institutions. Copies of the valid licenses/certifications shall be submitted as part of the tender documents. Failure to submit the required valid certifications shall result in disqualification.	
10	Company profile	
11	Copy Company Legal Documents, i.e. i. Business Name Registration ii. Valid Business Permit Tax Identification Number	
12	One original signed copy (for Hardcopy submission)	
13	One copy of technical proposal duplicate (for Hardcopy submission)	

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	
6	One copy of Financial Proposal Duplicate	

APPENDIX 5
Template for the Proposal Envelope
First Envelope – Technical Proposal

**Company Name &
Address**

Technical Proposal - Title of the Tender

Chair 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

**Chair of Sub-Committee on Tender
Administration and General Affairs Division
The ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia**