

ASEAN-Canada Plan of Action Trust Fund Development Cooperation Programme Management Team (PMT) Terms of Reference for Renovation for PMT Office at 3rd Floor of Heritage Building

Background:

The Jakarta-based ASEAN-Canada Plan of Action Trust Fund Development Cooperation Programme Management Team (hereinafter referred to as “PMT”) will be established to support the effective utilization of the ASEAN-Canada Plan of Action Trust Fund (ACPOATF). The PMT will lead on and manage the day-to-day effective utilisation of the ACPOATF, monitor its operations, maintain close consultation with the ASEAN Secretariat’s External Relations Division 3 and the Mission of Canada to ASEAN, facilitate and review the implementation of activities supported by the ASEAN-Canada Trust Fund.

The PMT will be located within the ASEAN Headquarters/ASEAN Secretariat in Jakarta at the 3rd floor of the Heritage Building. To secure a safe and productive work environment, renovation of the office space is necessary. The objective of this TOR is to find and hire a professional contractor to do the renovation, which includes design, construct, and procure/build items of new PMT office.

Description of Work:

The Contractor shall design, procure or construct, and install the following items in the PMT Office, and/or replace existing items, within one and a half months from the issuance of the Purchase Order.

Detailed Specification for Furnishing

MARK	ITEM	Q'ty	LOCATION	SIZE (approx.) (W) x (D) x (H); mm
1	Installation of desks, table, chairs, a cubicle, a movable partition, and cabinets.	Refer to Annex B	PMT Unit Room	Refer to Annex B
SCOPE OF WORK				
Interior Work and Furniture 1. Install a movable partition to separate the PMT room into two parts. The Contractor is responsible to submit minimum 3 design options of removable partition for selection and approval 2. Install a round meeting table in the front common area, along with 3 still-chairs and glass board. 3. Install a custom cabinet near the new door in the front common area, along with a bottom load water dispenser and a 150 liters fridge. 4. Install 3 work desks in the back-office area with cable management and outlets, along with 3 wheeled-chairs, 1 guest chair for the programme manager, and movable drawer. 5. Create shelves and sliding door cabinets under the window of the				

	programme manager cubicle using Plywood with HPL finishing. - Contractor to submit brochure of proposed furniture in the price proposal. - Repair wall and refinish with Dulux brilliant white paint. Install matching plinth on the bottom of the wall - Install frameless glass door with digital access door. Install sandblast film on the glass door. Repair and refinish wall section affected by this installation work - Rework the electrical wiring for the lights and outlet. - Replace tinted film on exterior window glass and repair the window rubber gasket and sealant. The tinted film opacity shall refer to the existing - Install window roller blinds. Contractor to submit sample and brochure for approval - Polish and restore the terrazzo floor. MEP Work - Install 2 split-type air conditioners (ex. Daikin) for the Room (1.5 HP each). - Redo wiring from the existing mini panel. Rewiring the existing lights, outlets, switches. Install 2 electrical outlets for each desk and table (1 cable management unit on each), and 1 for printer, and 1 for fridge and water dispenser. Provide and install 2 spare electrical outlets - Install 3 phone lines (1 per person) connected to the nearest connection. - Check the existing sprinkler and carry out repositioning if the current condition is found to be not proportional. - Check and rewire the existing smoke detector, if required. - Install data outlet and LAN wiring for internet connection or install wifi router
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2	Signage	Refer to Annex B	Entrance area	Refer to Annex B
	SPECIFICATION			
	- Contractor to submit signage design drawing. - Provide signage for the ASEAN-Canada Plan of Action Trust Fund Development Cooperation Programme Management Team office.			

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

- A detailed specification offered on the Renovation for PMT Office on the 3rd Floor of the Heritage Building of ASEAN Secretariat.
- Project master schedule: deliverables and timeline.

Expected Deliverables:

- Completed physical works specified in the section: **Description of Work.**
- Warranty certificate for the equipment installed in this project.
- Submitted final as built drawings, single line diagram, and layout related with 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 cause 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 bid 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 PMT within a period of maximum 1,5 months from the date of award to work.
- (b) The Contractor is responsible to develop the design of the office and develop technical drawing for construction. The design for the work must be submitted to and approved by the ASEAN Secretariat before proceeding with the construction.
- (c) 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.
- (d) The ASEAN Secretariat is 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.
- (e) No extra cost shall be given for transportation, cost of labors, insurance, etc. as the rates quoted is all inclusive price.
- (f) The contractor has to bring all the supporting materials for carrying out the above work.
- (g) During construction period, contractor shall coordinate with ASEC to submit full name and ID information of all the workers in order to get access to ASEC Compound.
- (h) 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.

- (i) During the work, contractor will be responsible for maintaining the cleanliness of the common areas outside the worksite. Contractor is responsible for fixing damage of the existing property caused by the execution of the work or by mobilization of materials and workers.
 - (j) Coordinate closely with and get approval from ASEC building maintenance for any work that affects the existing MEP (mechanical, electrical and plumbing) system. Upon finding hazardous material, contractor shall report immediately to ASEC maintenance team prior to doing 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 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 the PMT.
 4. Extension of work completion time: ordinarily no time extension shall be granted.
 5. Payment term will be: 10% Down Payment followed by 40% payment 1 when the project reached 50% completion and 50% final payment when all work has been completed including the warranty phase.
 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 required under Law or Regulations.
 8. Contractor to provide 6 months warranty where contractor is responsible for doing repair or replacement work without additional cost.
 9. 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 shall not be held 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 ASEAN Secretariat at the earliest possible opportunity.
 10. Other conditions: Before submitting their bid proposals, bidders shall carefully examine the site of the work to familiarise 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 the minimum, the bidder shall meet the following criteria:

1. Experience in renovation and submitting the previous project of renovation work especially in an office setting (provide list of experience with reference contact number and email address). Experience in handling the projects with International Organisations is preferred.
2. Demonstrate the required work in the TOR within the time schedule proven 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 organisational structure, complete with the number of key persons, their names and her/his CV.
4. Be registered in the Jabodetabek (Jakarta, Bogor, Depok, Tangerang, and Bekasi)
– Please **provide** evidence.

Site Visit:

Site visit to see the location of the project is arranged as follows:

Date : 16 July 2026
Time : 10:00hrs
Venue : ASEAN Secretariat,
 JI Sisingamangaraja No.70A Kebayoran Baru
 Jakarta Selatan

Attending the Site Visit is **strongly recommended**. Should the vendor wish to attend it, please contact Procurement; procurement@asean.org

Layout for Installation:

See Annex B.

