



ASEAN SECRETARIAT

Request for Proposal

Addition of Timor Leste Country Room at 6th Floor, South Tower, New Building

PROPOSAL MUST BE RECEIVED BY
Wednesday, 16 September 2026

DELIVER/MAIL PROPOSAL TO:

ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia

Prepared by:	Administration and General Affairs Division
Date:	3 August 2026

1 EXECUTIVE SUMMARY

The ASEAN Secretariat was established in February 1976 by the Foreign Ministers of ASEAN. It was initially housed at the Department of Foreign Affairs of Indonesia in Jakarta before relocating to its current premises at 70A Jalan Sisingamangaraja, Jakarta, in 1981. At present, the ASEAN Secretariat (ASEC) operates from two buildings:

- 1) **The Heritage Building**, completed in 1981, comprising 9 stories with a total floor area of approximately 11,000 sqm.
- 2) **The New Building**, completed in 2019, consisting of two towers, each with 16 stories, with a combined total floor area of approximately 44,000 sqm. The New Building is situated adjacent to the Heritage Building.

During the ASEAN Summit in October 2025, Timor-Leste was formally accepted as a new ASEAN Member State (AMS). As a result, it is necessary to update the physical representation of ASEAN Member States within the ASEAN Secretariat compound, including the provision of a dedicated Timor-Leste Country Room.

Therefore, ASEC intends to carry out the construction of Timor-Leste Country Room at the 6th Floor, South Tower, New Building, and ASEAN Secretariat need qualified and experienced contractor to execute the work in accordance to the requirement in this TOR.

2 OBJECTIVES AND EXPECTED DELIVERABLES

OBJECTIVES

The objective of this work is to provide a dedicated and functional Timor-Leste Country Room that complies with the requirement in this TOR, in accordance with the applicable code.

EXPECTED DELIVERABLES

1. Completed and fully furnished Timor-Leste Country Room located on the 6th Floor, South Tower, ASEC New Building, delivered in accordance with the approved design, layout, material specifications, and quality standards, and ready for official use and operational activities.
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 (if any), warranty certificates, and material data sheet for approval.

3 SCOPE OF WORK AND REQUIREMENTS

3.1 SCOPE OF WORK

Scope of Works for the Addition of Timor Leste Country Room at 6th Floor, South Tower, New Building:

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 and data sheets for all items used in the works
- b. Shop drawing reflecting the approved design plan
- c. As-built drawings reflecting the final configuration of the Country Room
- d. Method statement and installation procedures for all works
- e. Warranty certificates
- f. Progress reports, submitted daily, weekly, and monthly, detailing the status of the works
- g. Any other documents may be requested by ASEC to support inspection, verification, handover, or any other documentation related to this project

3. Design and Material Approval

The contractor is required to prepare material approval and detailed shop drawings based on the design drawings (DED) provided by ASEC after being awarded the contract. All shop drawings must be submitted for ASEC's review and approval before proceeding with the works.

The Contractor shall also verify all dimensions and quantities on site in accordance with actual existing conditions. In the event of any discrepancy between the quantities stated in the TOR and the actual site conditions, the actual site conditions shall prevail.

4. Remove Existing Glass Wall and Door

The Contractor shall carefully remove the existing glass wall and door. All removed materials shall be properly handled and removed by the Contractor.

The existing access control system installed at the exit door shall be carefully removed and relocated for installation at the pantry entrance door as part of the project's security

measures. At the pantry entrance, the Contractor shall remove one (1) leaf of the existing double-leaf door, while the remaining door leaf shall be retained and fitted with the relocated access control system.

Refer to **Annex 1** for documentation of the existing condition.

5. Remove Existing Homogeneous Tile (HT)

The contractor shall remove existing HT on floor and wall.

6. Concrete Chipping Floor and Screed Casting

The contractor shall perform concrete chipping and screed casting to adjust floor elevations and align them with the existing Country Room, covering a total area of 34.90 m².

7. Installation of Glass Walls and Doors

The contractor shall install frameless glass walls and door on outdoor corridor side and glass wall and door with black powder coating aluminum frame on the internal corridor side, including necessary hardware, in accordance with approved designs. The glass walls and door shall be installed to the lengths specified in the drawings and to a height of 2.8 meters, with a sandblast sticker/film applied as a finish with similar batik pattern. Key, hinges and door handles type shall match with other country rooms.

8. Repainting Works, Wallpaper and Wooden Wall Panel

Contractor to repaint works and install wallpaper match to existing wallpaper at other country room (type: Starwall 96006 or similar to existing). Contractor to install salak brown wood panel on the wall segment indicated in the drawing.

9. Drop Ceiling Work

Contractor to install drop ceiling work indicated in the drawing.

10. Carpet Installation

The contractor shall supply and install carpet finishes across all designated areas, covering a total area of 34.90 m², as detailed in **Annex 2**.

Specification : Carpet tile, size: 50 × 50 cm, type: Concept 222 – Jane Gray.

11. Furniture and Accessories Installation

The contractor shall supply and install all furniture and accessories for the Country Room in accordance with the approved design, ensuring consistency with existing items or selecting similar alternatives. The detailed furniture is provided in **Annex 3**.

- 3-seater Raya sofa : 1 unit
- 1 seater Raya sofa : 2 units
- Kelly oval coffee table : 1 unit

- Luna round marble side table : 1 unit
- Cupboard : 3 units
- Breeza working Chair : 5 units
- Window roller blinds : covering all glass wall

12. MEP Installation

The contractor shall deliver and install the following MEP items:

- Cable pulling : as required
- LED light bulbs 7 Watt : 10 units
- LED indirect light : 1 unit
- Electrical sockets (wall) : 2 units
- LAN outlets (wall) : 2 units
- Electrical sockets (floor) : 4 units
- LAN outlet (floor) : 2 unit
- Smoke detectors : 2 units
- Sprinklers with piping : 3 units
- Supply diffusers with ducting : 3 units
- Return air grills with ducting : 2 units
- Single switch : 1 unit
- Double switch : 1 unit

All installations must comply with applicable safety standards and be fully functional upon completion.

13. 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 at least 5 years of experience in interior construction and/or renovation in office buildings, commercial areas, or similar facilities 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

The contractor must hold valid business licenses (e.g., SIUP/NIB) categorized under Konstruksi Bangunan Gedung, Konstruksi Bangunan Sipil Lainnya, interior construction/renovation 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.

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.

6. Furniture List

The Contractor must submit a list of all proposed furniture items, including the item description, brand, model, dimensions, material, finish, and specifications, for ASEC's review and approval prior to procurement and installation (Vivere or as specified in the **Annex 3**).

7. 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 1 supervisor, 1 health and safety officer, and 12 workers, with each personnel's name and/or contact

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

8. Health and Safety Certification

The contractor must have at least one certified Health and Safety (K3 Umum) personnel assigned to the project. Additional value will be given if the contractor can provide more certified personnel.

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, 16 September 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 November 2026)***

4.3.2. Implementation/Delivery Schedule

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

4.3.3 A Site Visit/Pre-Bid Meeting is arranged as follows:

Date : **Thursday, 20 August 2026**
Time : **10.00 WIB**
Venue : **ASEAN Secretariat, Jl. Sisingamangaraja 70A, Kebayoran Baru, South Jakarta, 11120**

Participant's confirmation to the pre-bid meeting and questions can be shared 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 at least 5 years of experience in interior construction and/or renovation in office buildings, commercial areas, or similar facilities 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 current/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	The contractor must hold valid business licenses (e.g., SIUP/NIB) categorized under Konstruksi Bangunan Gedung, Konstruksi Bangunan Sipil 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
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.	Vendor to comply

		(Failing to submit document will result in disqualification)	
5	Schedule	The contractor must submit a project schedule aligned with ASEC's target deadlines. (Failing to submit document will result in disqualification)	Vendor to comply
6	Furniture List	The Contractor must submit a list of all proposed furniture items, including the item description, brand, model, dimensions, material, finish, and specifications, for ASEC's review and approval prior to procurement and installation (Vivere or as specified in the Annex 3). (Failing to submit document will result in disqualification)	Vendor to comply
7	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 1 supervisor, 1 health and safety officer, and 12 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
8	Health & Safety Certification	The contractor must have at least one certified Health and Safety (K3 Umum) personnel assigned to the project. Additional value will be given if the contractor can provide more certified personnel. (Failing to submit document will result in disqualification)	Vendor to comply

APPENDIX 3
Price
To be submitted in the Financial Proposal

No.	Description	Unit	Price
1	Addition of Timor Leste Country Room at 6th Floor, South Tower, 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

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 at least 5 years of experience in interior construction and/or renovation in office buildings, commercial areas, or similar facilities. 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 Gedung, Konstruksi Bangunan Sipil 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 submit a list of all proposed furniture items, including the item description, brand, model, dimensions, material, finish, and specifications, for ASEC's review and approval prior to procurement and installation (Vivere or as specified in the Annex 3).	
9	The contractor must provide details of manpower and organizational structure to ensure the project is completed properly. At a minimum, the team should include 1 supervisor, 1 health and safety officer, and 12 workers, with each personnel's name and contact information provided.	
10	The contractor must have at least one certified Health and Safety (K3 Umum) personnel assigned to the project. Additional value will be given if the contractor can provide more certified personnel.	
11	Copy Company Legal Documents, i.e.	

	i. Business Name Registration ii. Valid Business Permit Tax Identification Number	
12	One original signed copy	
13	One copy of technical proposal duplicate	

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**