



TERMS OF REFERENCE
ADDITION OF TIMOR LESTE COUNTRY ROOM AT 6TH FLOOR, SOUTH
TOWER, NEW BUILDING

I. BACKGROUND

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.

II. OBJECTIVE

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.

III. 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.

IV. SCOPE OF WORKS

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 the existing items or providing approved equivalent alternatives to Forme/Vivere. The Contractor shall **submit the proposed furniture list** for the Engineer's approval prior to procurement and installation. 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.

V. GENERAL REQUIREMENTS

1. Site Visit and Verification of Existing Conditions

The contractor should conduct a preliminary site visit to verify existing conditions. ASEC will not be responsible for additional costs arising from unverified site conditions.

2. Cleanliness, Housekeeping, and Waste Management

The contractor shall maintain a clean and tidy work area during and after the works. All tools, equipment, and waste must be properly managed and removed.

3. Minimizing Disruption to ASEC Operations

The contractor shall carry out works with minimal disruption to ASEC operations and follow all safety protocols. All works and schedules must be coordinated with the ASEC team to avoid operational disruptions.

VI. CONTRACTOR QUALIFICATIONS

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 current/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.

VII. TERMS OF PAYMENT

The terms of payment for this project are as follows:

- 10% Down Payment (DP)
- Term 1 (40%) after the project reaches 50% progress
- Term 2 (45%) after the project reaches 100% progress
- The remaining 5% (retention) will be settled after the project is finished, including the maintenance & warranty period (1-year).

VIII. DURATION OF SERVICES AND WORK SCHEDULE

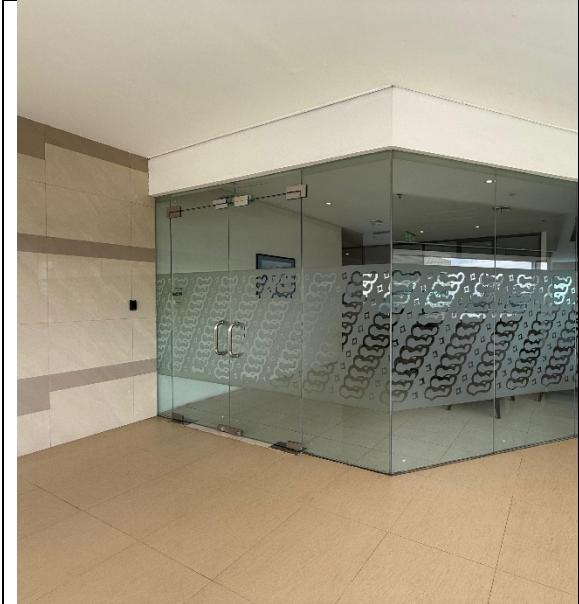
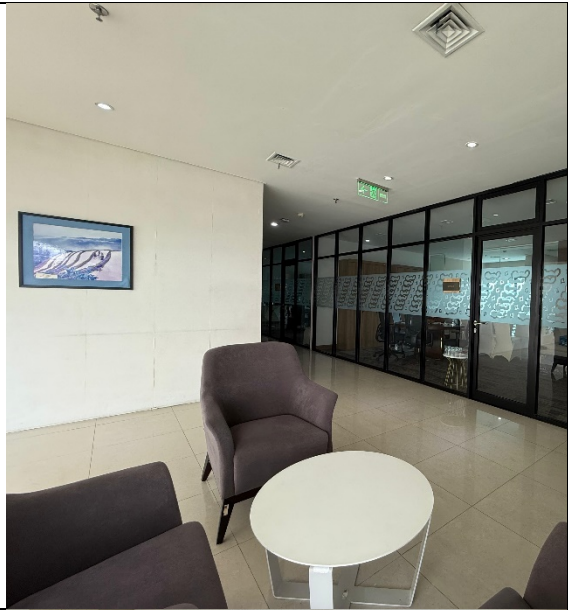
The selected vendor shall be committed to completing the work within 4 (four) months and follow the working schedule in accordance with the ASEC procedures as follows:

1. Monday to Friday : 5.00 pm to 3.00 am.
2. Saturday and Sunday : 07.00 am to 10.00 pm.

The above work schedule might change as determined by ASEC

ANNEX 1 - DOCUMENTATION OF THE EXISTING CONDITION







ANNEX 2 – LAYOUT PLAN

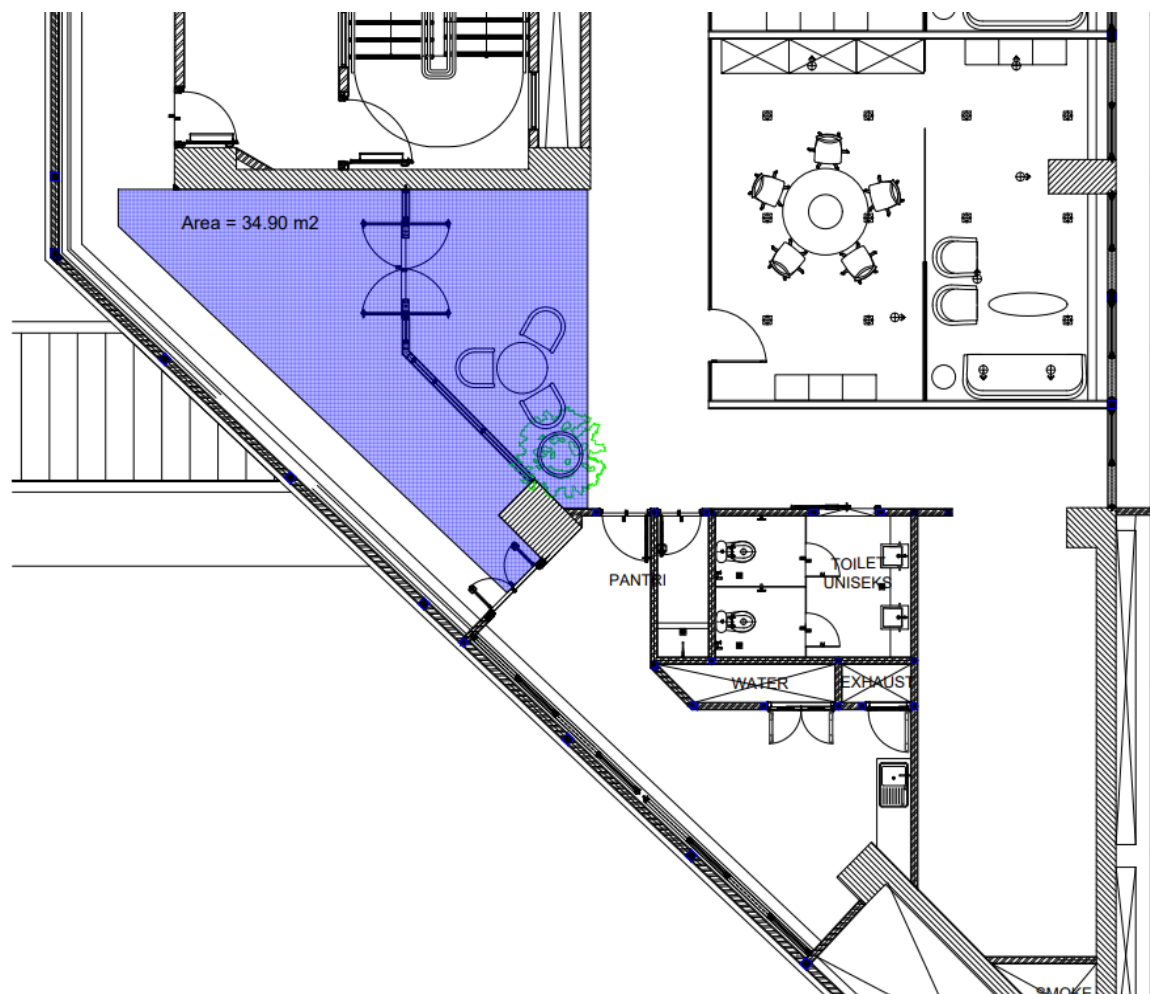


Figure 1. Layout Plan with Area of 34.90 m²

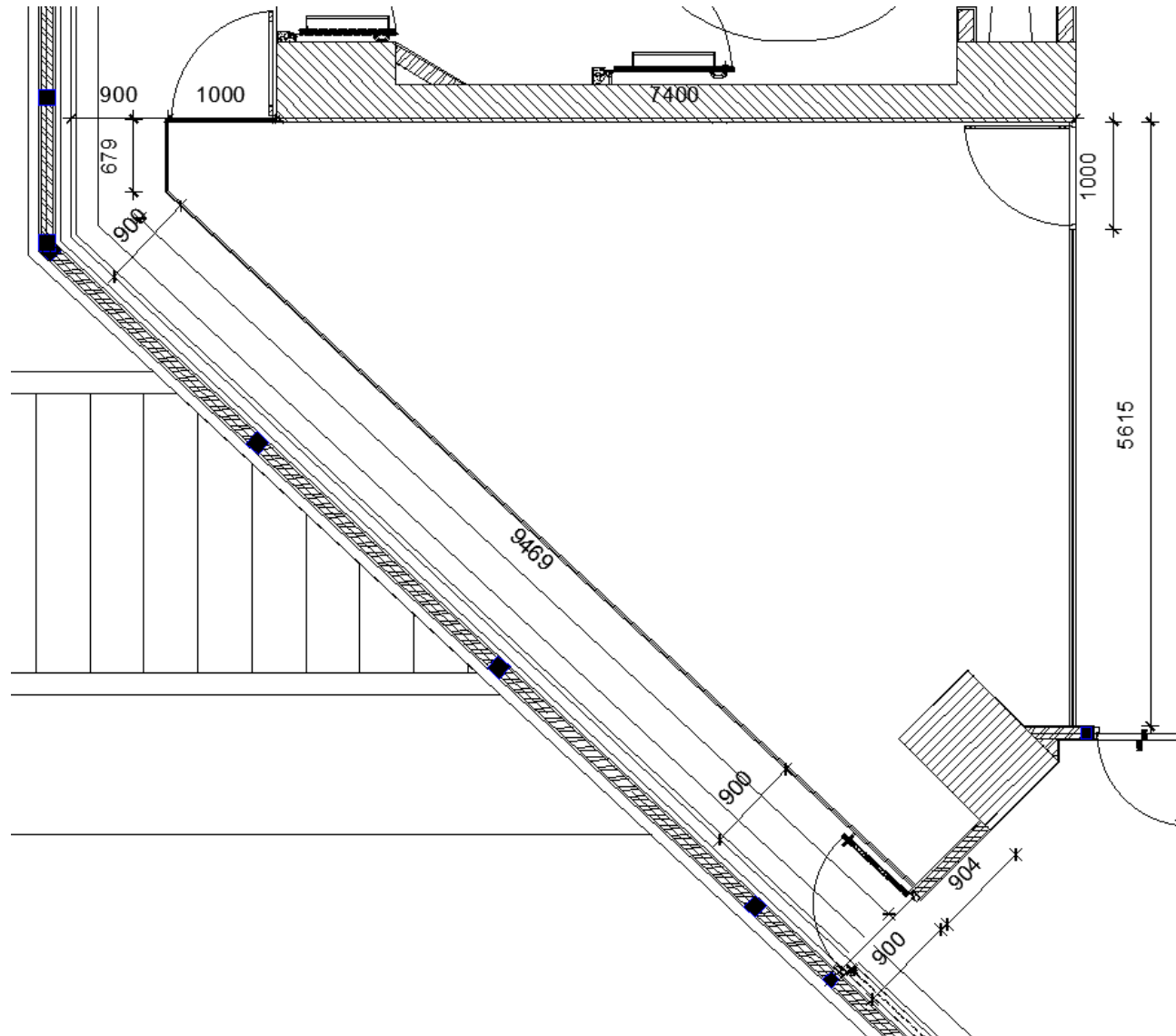


Figure 2. Layout Plan

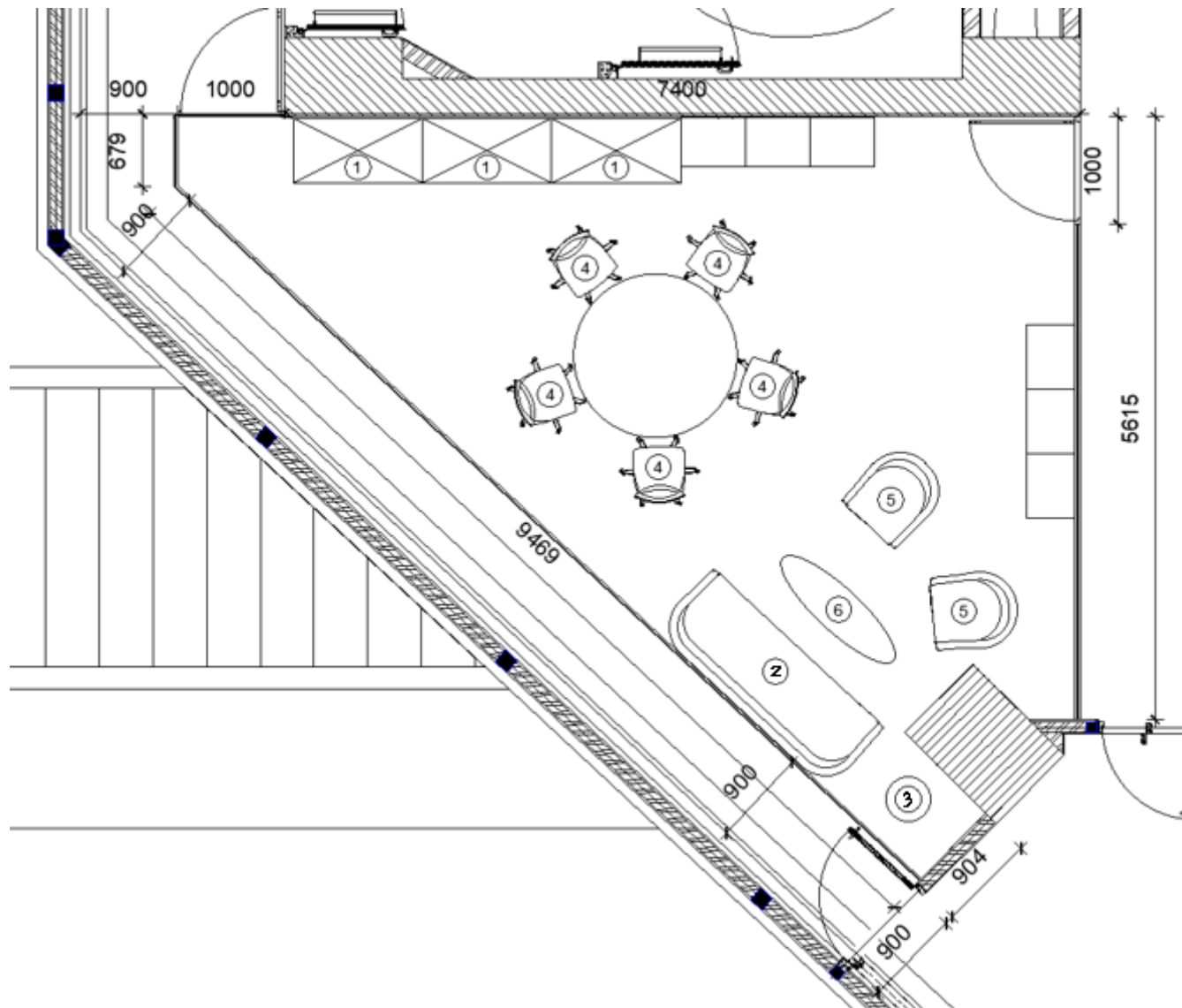


Figure 3. Furniture Layout Plan

Table 1. Furniture List

Number	Furniture Type	Unit
1	Cupboard: Orgafile by Indovickers (1200 W × 500 D × 2200 H mm)	3
2	3 seater Raya sofa	1
3	Luna round marble side table	1
4	Breeza working Chair	5
5	1 seater Raya sofa	2
6	Kelly oval coffee table	1

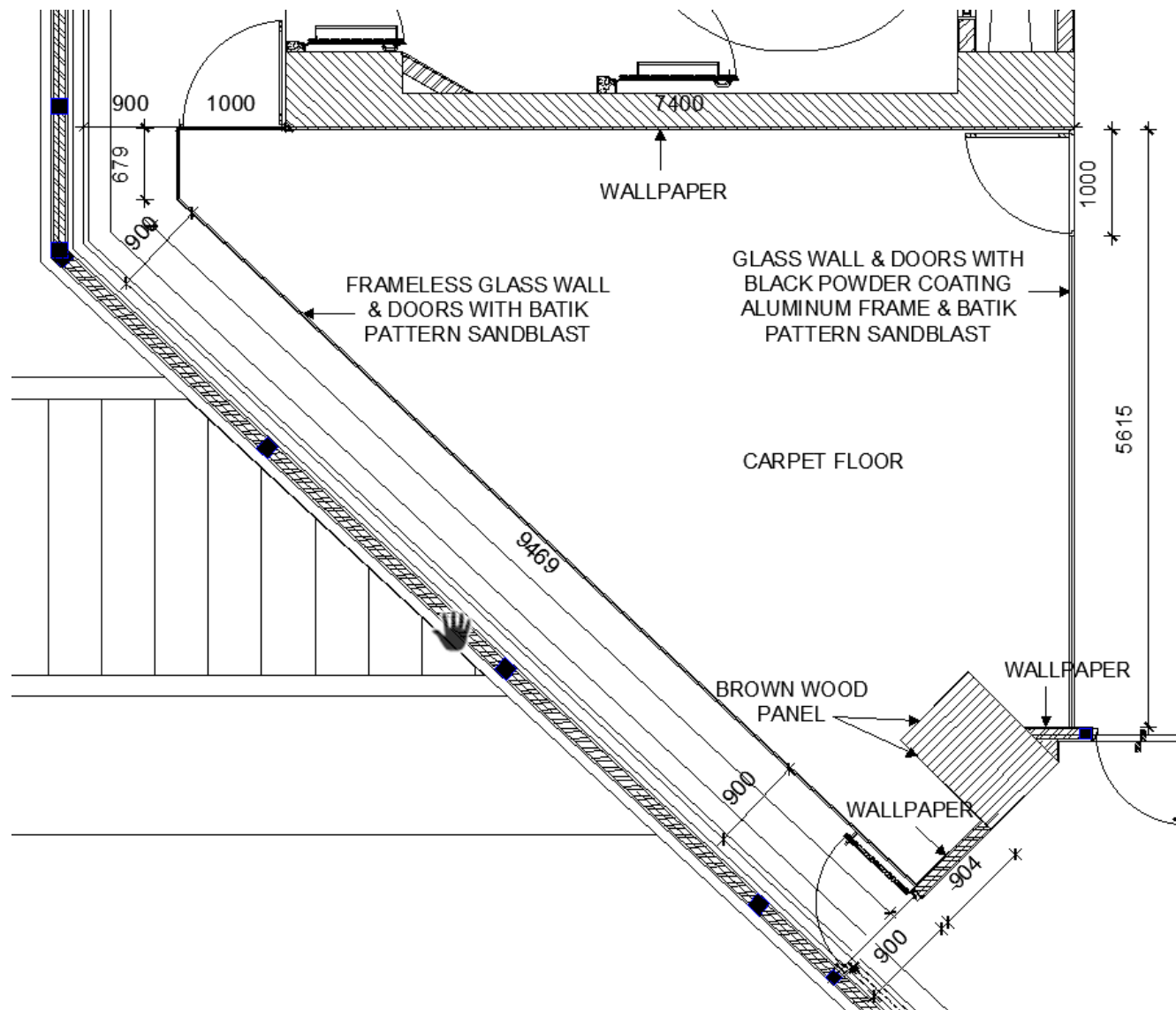


Figure 4. Finishing Layout Plan

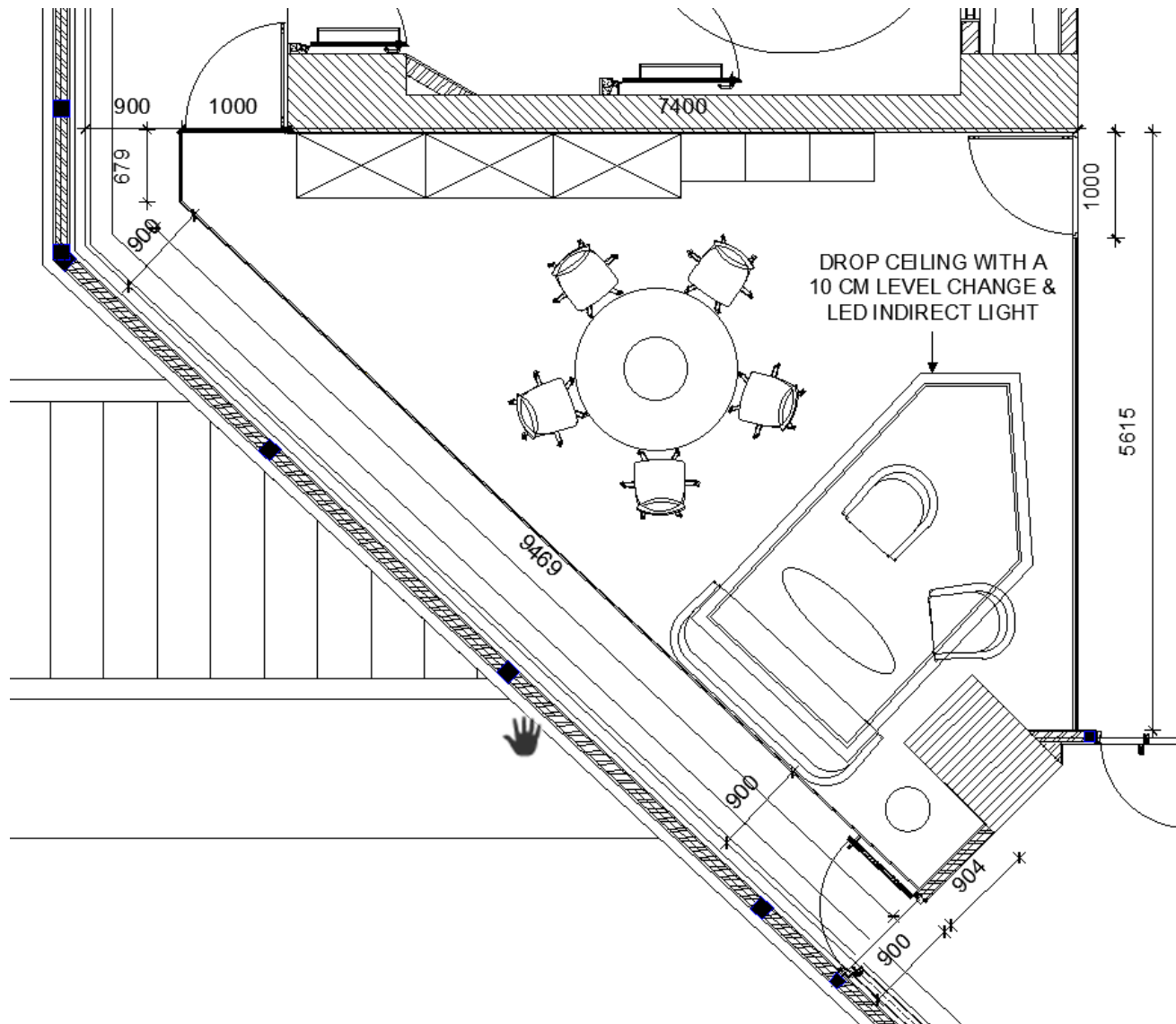


Figure 5. Ceiling Layout Plan

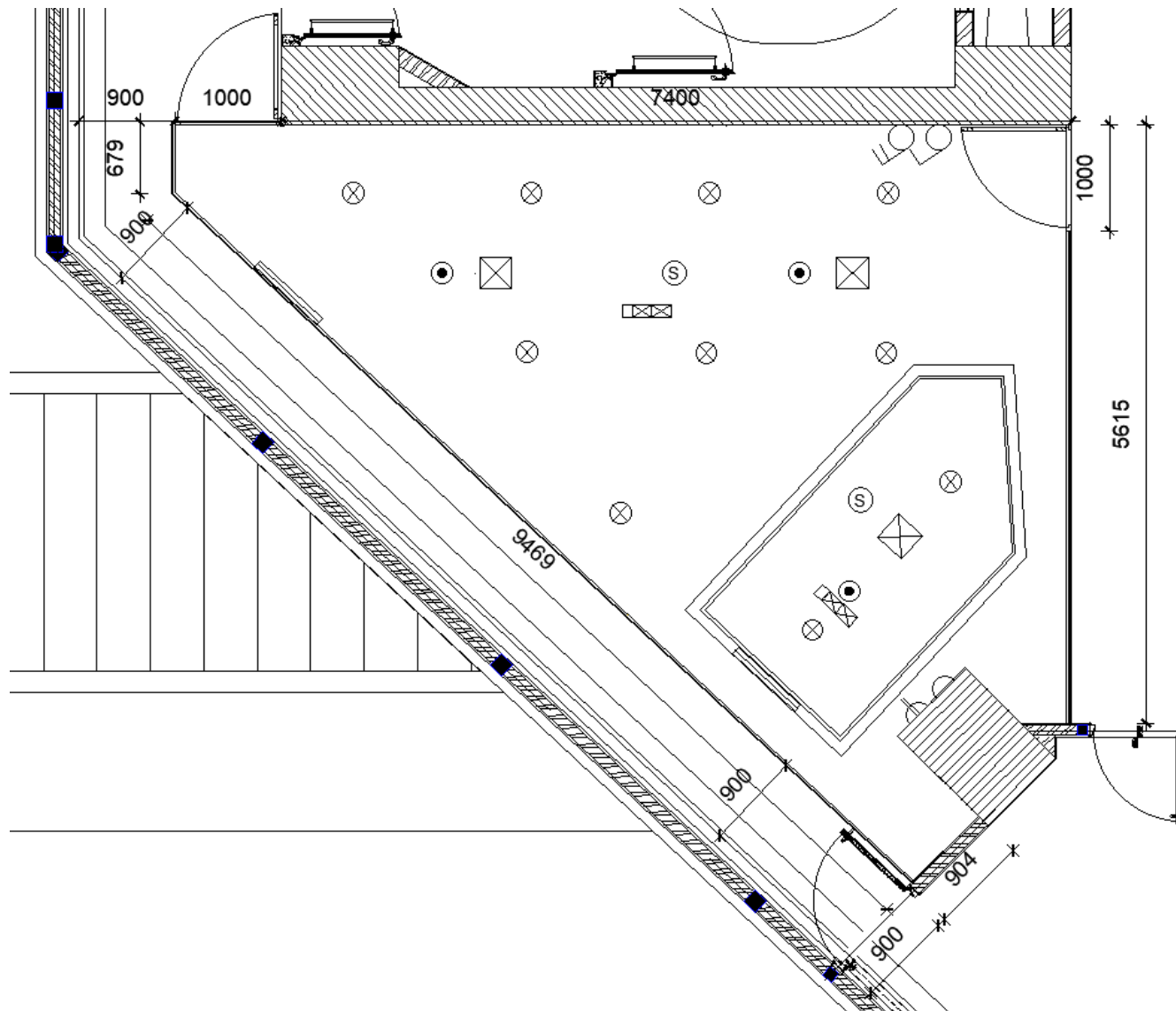
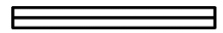


Figure 6. Mechanical and Electrical Layout Plan

Table 2. Mechanical and Electrical List

Symbol	Description	Unit
	LED light bulbs 7 Watt	10
	Electrical sockets (wall)	2
	LAN outlets (wall)	2
	Electrical sockets (floor)	4
	LAN outlet (floor)	2
	Smoke detectors	2
	Sprinklers with piping	3
	Supply diffusers with ducting	3
	Return air grills with ducting	2
	Single switch	1
	Double switch	1

ANNEX 3 – FURNITURE

1. Cupboard: Orgafile by Indovickers (1200 W × 500 D × 2200 H mm)



2. Chair: Breeza by Indovickers



3. Small sofa: Raya by Vivere



4. Big marble table: Kelly by Vivere



5. Big sofa: Raya by Vivere



6. Small marble table: Luna by Vivere, top marble white carara

