



ASEAN SECRETARIAT

Request for Proposal

**DISMANTLING AND INSTALLATION OF EMBLEM AT
INDOOR AREA, NEW BUILDING AND HERITAGE
BUILDING**

PROPOSAL MUST BE RECEIVED BY
Thursday, 17 September 2026

DELIVER/MAIL PROPOSAL TO:

ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia

Prepared by:	Administration and General Affairs Division
Date:	September 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.

Following the formal admission of Timor-Leste as a new ASEAN Member State (AMS) during the ASEAN Summit in October 2025, the ASEAN Secretariat (ASEC) needs to update its official physical representations to reflect the current composition of ASEAN membership. Accordingly, ASEC intends to replace and install the updated ASEAN emblem design at various location within ASEAN Secretariat to incorporate the representation of all Member States.

2 OBJECTIVES AND EXPECTED DELIVERABLES

OBJECTIVES

The objective of this work is to provide and install the updated ASEAN emblem design at the lobby of the ASEAN Secretariat compound to reflect the official inclusion of Timor-Leste as a new ASEAN Member State, in accordance with the requirements set out in this TOR and applicable standards and codes.

EXPECTED DELIVERABLES

1. Completed fabrication, supply and installation, of the updated ASEAN emblem at the designated location within the ASEAN Secretariat, 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 protective equipment. Any damage caused by the contractor must be repaired or compensated at no additional cost to ASEAN including 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 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. Dismantling of Existing Emblem

The Contractor shall carefully dismantle the existing emblem at the indoor area (refer to **Annex 1 and 2**), including any existing support frames, brackets, fasteners, and accessories associated with the emblem, if any.

5. Surface Preparation and Rectification of Existing Area

The Contractor shall remove the existing wallpaper and prepare the wall surface for HPL installation on designated areas.

The Contractor shall supply and install new HPL (color: brown/dark brown) with edging (color: bronze/like gold) at the designated area before installing the new emblem. The HPL shall be neatly finished, including all necessary adhesives, trims, and joints.

The Contractor shall repair affected area that will not have HPL layer and refinish the surface with the same finish as the existing.

6. Fabrication and Installation of New Emblem

The Contractor shall fabricate, supply, and install the new emblem at the designated location in accordance with the approved design and shop drawings.

The emblem shall be made of the same or equivalent material as the existing emblem and shall include all necessary components required for a complete and proper installation, including but not limited to:

- Framing / hollow / support as required for rigidity and stability
- Brackets, anchors, hangers, bolts, inserts, and any fixing accessories required to securely install the emblem
- Jointing treatment, corner treatment, patching, sanding, and surface preparation for finishing

7. Quality and Warranty

The contractor shall ensure that all works meet quality standards, including alignment, stability, functionality of all installed elements and defect-free.

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 at no additional cost to ASEAN including 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 and/or signage fabrication and installation work 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, interior, or signage projects. The Contractor shall demonstrate its relevant experience by submitting a list of completed projects, including the year of completion. Additional value will be given if the contractor can provide 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. 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 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.

7. 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 **Thursday, 17 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:

Chairman 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 **31 December 2026***

4.3.2. Implementation/Delivery Schedule

As stated in Annex A – Term of Reference

4.3.3 Site Visit/Pre-Bid Meeting as follows:

Date : **Thursday, 10 September 2026**
Time : **10.00 A.M**
Venue : **ASEAN Secretariat, Jl. Sisingamangaraja 70A,
Kebayoran Baru, South Jakarta, 12870**

Participation to the Site Visit/Prebid Meeting is strongly recommended.

To register your attendance to the Site Visit/Prebid Meeting, please email to Mr. Bildy Warnawan at the email: bildy.warnawan@asean.org by attaching the filled ASEC Visitor Form (attached) including the copy of ID card, prior to your arrival.

Should there be any questions, please email to: procurement@asean.org.

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 and/or signage fabrication and installation work 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 submit the list of relevant completed projects.
2	Record of Similar Projects	The Contractor must have completed a minimum of three (3) similar renovation, interior, or signage projects. The Contractor shall demonstrate its relevant experience by submitting a list of completed projects, including the year of completion. Additional value will be given if the contractor can provide reference letters. (Failing to submit document will result in disqualification)	Vendor to submit the list of completed projects including year of completion
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. (Failing to submit document will result in disqualification)	Vendor to submit the required documents

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 submit the required document
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 submit a project schedule
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 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. (Failing to submit document will result in disqualification)	Vendor to submit details of manpower and organizational structure
7	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 provide copy of certification Health and Safety (K3 Umum)

APPENDIX 3
Price
To be submitted in the Financial Proposal

No.	Description	Unit	Price
1	Dismantling and Installation of Emblem at Indoor Area, New Building and Heritage 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 and should be submitted in the Technical Proposal.

I. General Requirements

No.	Description	Checklist
1	Proposals shall be prepared in English	
2	Proposals are submitted in two different emails	
3	The email must be protected by different passwords for the following: i. Technical Proposal ii. Financial Proposal	
4	Title of the tender shall be put in each email as follows: - Technical Proposal_Title of Tender_Name of Vendor - Financial Proposal_Title of Tender_Name of Vendor	

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	Schedule of delivery	
4	Manpower/consultant requirement (if any)	
5	List of vendor's equipment (if any)	
6	Customer Reference Customer testimonials on the similar project	
7	Company profile	
8	Copy Company Legal Documents, i.e. i. Business Name Registration ii. Valid Business Permit iii. Tax Identification Number	
9.	Latest audited financial statement	
10.	Authority of signatory	

III. Financial Proposal

No.	Description	Checklist
1	Offering is formulated in English	
2	Bid amount (excluding value added tax)	
3	Payment schedule	

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**