



TERMS OF REFERENCE

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

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.

II. OBJECTIVE

The objective of this work is to provide and install the updated ASEAN emblem design at the indoor area 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.

III. 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.

IV. SCOPE OF WORKS

Scope of Works for the emblem:

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 emblem
- d. Method statement and installation procedures for all works
- e. Warranty certificates
- f. Progress reports, submitted 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.

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 daily to prevent garbage accumulation at ASEC.

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.

4. Safety Requirement

The contractor shall closely follow the safety requirement in work procedure, manpower, certification. Contractor is responsible for providing all required safety equipment and insurance for the workers in accordance with the regulation

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 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.

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 03.00 am.
2. Saturday and Sunday : 07.00 am to 10.00 pm.

The above work schedule might change as determined by ASEC.

ANNEX 1



Figure 1. Coloured Emblem



Figure 2. Gold Emblem



Figure 3. Black and White Emblem

ANNEX 2

Table 1. Existing Condition of Emblem at Indoor Area

	
Lobby Heritage Building	Receptionist Heritage Building
	
Bougenville Meeting Room	ASEAN Cafe
	
Lobby New Building	Nusantara Hall



SG and DSG Room at Fl. 7 and 8 North Tower, New Building. Contractor to add the word asean under the paddy stalks



Meeting Room at North and South Tower, New Building. Contractor to add the word asean under the paddy stalks

Table 2. The Location of Emblem and its Dimension

No	Type	Finishing	Area/Room Name	Floor	Tower	Building	Details
A	ASEAN Emblem at ASEAN Secretariat						
1	ASEAN Emblem on Wall	Gold	Multipurpose Room	9	South	New Building	200 cm
2	ASEAN Emblem on Wall	Gold	Multipurpose Room	9	South	New Building	200 cm
3	ASEAN Emblem on Wall	Gold	Deputy Secretary General	9	North	New Building	200 cm
4	ASEAN Emblem on Wall	Gold	Deputy Secretary General	9	North	New Building	200 cm
5	ASEAN Emblem on Wall	Gold	Deputy Secretary General	8	North	New Building	200 cm
6	ASEAN Emblem on Wall	Gold	Deputy Secretary General	8	North	New Building	200 cm
7	ASEAN Emblem on Wall	Gold	Bang Saen	8	South	New Building	200 cm
8	ASEAN Emblem on Wall	Gold	Kinabalu	8	South	New Building	200 cm
9	ASEAN Emblem on Wall	Gold	Atauro	7	South	New Building	200 cm
10	ASEAN Emblem on Wall	Gold	Intramuros	7	South	New Building	200 cm
11	ASEAN Emblem on Wall	Gold	Secretary General Office	7	North	New Building	200 cm
12	ASEAN Emblem on Wall	Gold	Credential Room	7	North	New Building	200 cm
13	ASEAN Emblem on Wall	Gold	Bagan	5	North	New Building	200 cm
14	ASEAN Emblem on Wall	Gold	Ha Long	5	North	New Building	200 cm
15	ASEAN Emblem on Wall	Gold	Luang Prabang	4	North	New Building	200 cm
16	ASEAN Emblem on Wall	Gold	Kampong Ayer	4	North	New Building	200 cm
17	ASEAN Emblem on Wall	Gold	Jawa	4	South	New Building	200 cm
18	ASEAN Emblem on Wall	Gold	Kirirom	4	South	New Building	200 cm
19	ASEAN Emblem on Wall	Gold	Chao Praya	3	South	New Building	200 cm
20	ASEAN Emblem on Wall	Gold	Petronas Twin Tower	3	South	New Building	200 cm
21	ASEAN Emblem on Wall	Gold	Tubbataha	3	North	New Building	200 cm

No	Type	Finishing	Area/Room Name	Floor	Tower	Building	Details
A	ASEAN Emblem at ASEAN Secretariat						
22	ASEAN Emblem on Wall	Gold	Sumatera	3	North	New Building	200 cm
23	ASEAN Emblem on Wall	Coloured	Nusantara Hall	2	-	New Building	399,5 cm
24	ASEAN Emblem on Wall	Coloured	Library	1	South	New Building	
24	ASEAN Emblem on Wall	Coloured	Lobby New Building	GF	-	New Building	298,5 cm
25	ASEAN Emblem on Wall	Gold	ASEAN Café (Outside)	GF	North	New Building	70 x 68 cm
25	ASEAN Emblem on Wall	Gold	ASEAN Café (Inside)	GF	North	New Building	70 x 68 cm
27	ASEAN Emblem on Wall	Silver	Lobby Heritage	GF	-	Heritage Building	180 cm
28	ASEAN Emblem on Wall	Gold	ASEAN Hall	Mezzanine	-	Heritage Building	150 cm
29	ASEAN Emblem on Wall	Silver	Bougenville Room	Mezzanine	-	Heritage Building	110 cm
30	ASEAN Emblem on Wall	Acrylic Lamp	Receptionist Heritage	GF	-	Heritage Building	50 cm
31	Other ASEAN Emblems for lecterns/podium (5 units)	Wooden	Throughout the compound	Varies	-	New Building and Heritage	Varies