



ASEAN SECRETARIAT

Request for Proposal

**SWAP AND REPLACEMENT OF CHILLER AND COOLING TOWER
AT ASEC HERITAGE BUILDING**

PROPOSAL MUST BE RECEIVED BY
Friday, 16 October 2026

DELIVER/MAIL PROPOSAL TO:

ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia

Prepared by : Administration & General Affairs Division
Date : 29 September 2026

1. EXECUTIVE SUMMARY

The ASEAN Secretariat was established in February 1976 by the Foreign Ministers of ASEAN. It was first housed at the Department of Foreign Affairs of Indonesia in Jakarta and moved to the current location at 70A Jalan Sisingamangaraja, Jakarta since 1981. Currently, the ASEAN Secretariat (ASEC) is housed at two buildings:

- 1) The Heritage Building which established in 1981. The building has 9 stories with approximately 11,000 sqm in total areas.
- 2) The New Building which was established in 2019. The building consists of two towers, and each has 16 stories with approximately 44,000 Sqm in total area. It is located adjacent to the Heritage Building.

Since its establishment, the ASEAN Secretariat Heritage Building has served as a central hub for ASEAN's operations and initiatives. To support its role, the building has been equipped with various building systems, one of which is HVAC system (Heating Ventilation and Air Conditioning). In 2002, part of the HVAC system: the chillers and cooling towers in the ASEAN Secretariat Heritage Building was upgraded to meet the building's cooling demand and provide centralized cooling for the building's air conditioning system. However, after more than two decades of operation, the system already passed the optimum lifetime and experiencing broken parts, therefore requires modernization to improve energy efficiency, reliability, and sustainability performance.

The proposed upgrade involves swapping and replacing the existing system with new water-cooled magnetic chillers, chilled & condenser water pumps, and cooling towers to enhance energy efficiency, system reliability, and sustainability. This upgrade is necessary to ensure that the cooling system continues to support the building's operational requirements including the current reduced load, and in accordance with current engineering standards and best practices.

The ASEAN Secretariat seeks professional vendors with technical expertise and proven experience to deliver this critical upgrade, ensuring the long-term reliability, operational resilience, and energy performance of the ASEAN Secretariat Heritage Building's cooling system.

2. OBJECTIVES AND EXPECTED DELIVERABLES

OBJECTIVES

The objective of this work is to swap and replace the chiller and cooling tower system at the ASEAN Secretariat Heritage Building, upgrading the existing system with new water-cooled magnetic chillers, chilled & condenser water pumps, and cooling towers.

EXPECTED DELIVERABLES

1. Completed swap and replacement work of the existing chiller and cooling tower with new water-cooled magnetic chillers, chilled & condenser water pumps, cooling towers, and associated chilled water and condenser water riser piping, including all necessary connections, fittings, valves, supports, insulation, and related works.
2. Carry out thorough testing and commissioning of the complete system to ensure that all installed equipment operates properly and performs in accordance with the specified design and applicable engineering standards.
3. Manual books and instructions to repair or troubleshoot new chiller and cooling tower System.

3. SCOPE OF WORK AND REQUIREMENTS

A. SCOPE OF WORK

The scope of works for the Swap and Replacement of Chiller and Cooling Tower System at ASEC Heritage Building are as follows:

1. Preparation of works by providing manpower, tools, materials, safety equipment and necessary protection to prevent damage of other building items during the working process (safety barrier).
2. The contractor is responsible for carefully removing the existing chiller and cooling tower system components (e.g., electrical panels, pipes, pumps, and other accessories) that are in the way and transport the old equipment outside of ASEC. **Contractor to include the price of the old equipment as price deduction in the final offer.**
3. The contractor is responsible for arranging the chiller, CHWP, and CWP in an efficient and practical layout, ensuring adequate space for operation, maintenance, and access. The scope shall also include repainting the chiller room and rearranging the lighting fixtures as necessary to accommodate the revised equipment layout.
4. The Contractor shall be responsible for dismantling and reinstating all civil works affected by the project, including, but not limited to, the wall at the chiller room, as necessary to facilitate the removal of the existing chiller and the installation of the new chiller and associated accessories. The scope shall also include the provision and installation of a dedicated shaft for the riser piping, complete with eight (8) units of 60 × 80 cm steel access shaft doors, or an appropriate size subject to ASEC's approval, as well as the installation of GRC partitions extending from the Ground Floor (GF) to the rooftop.
5. The contractor shall install the new water-cooled magnetic chillers, chilled & condenser water pumps, and cooling towers system, including all electrical & control panels, pipes, sensors, and necessary accessories. The installation must consider the following:
 - a) The chillers, chilled & condenser water pumps, and cooling towers must be certified by Air-Conditioning, Heating, and Refrigeration Institute (AHRI) and/or other internationally recognized equivalent certification organizations.

- b) The system must be connected seamlessly with the ASEC Heritage Building's Air Conditioner infrastructure (AHUs & FCUs) and comply with all applicable engineering codes, standards, and local authority requirements.
 - c) Each component shall be securely installed with proper foundations, anchorage, piping, and electrical connections in compliance with applicable SNI standards and relevant engineering codes and regulations.
 - d) The contractor is responsible for ensuring that all components are installed with care to avoid damage during installation. Any damage caused during the installation process must be repaired or replaced by the contractor at no extra cost to ASEC.
 - e) The transition between old system and new system must be carefully planned, scheduled, and approved by ASEC to minimize disruption to ASEC operation.
 - f) The Contractor shall provide appropriate solutions and recommendations to minimize any disruption to ASEC operations. Such measures may include, but are not limited to, the provision of temporary chillers and other necessary technical arrangements, subject to ASEC's prior review and approval.
6. System Configuration, Calibration, and Testing:
- a) After installation, the contractor shall configure, calibrate, and commission the system to ensure proper operation and optimal performance, including balancing chilled water and condenser water flows, verifying control sequences and setting operational parameters.
 - b) The contractor shall conduct comprehensive testing and commissioning to verify the full functionality and performance of the system, including the chillers, chilled water pumps, condenser water pumps, cooling towers, control panels, and associated control systems.
7. The contractor must conduct minimum 2 times training on the proper operation, maintenance, troubleshooting, and repair procedures for the new chiller plant system.
8. The contractor must include a **1-year free maintenance & warranty** period as part of the project. During this period, the contractor will provide regular checks, troubleshooting, and any necessary corrective maintenance for the new chiller plant system at no additional cost to ASEC. All the maintenance activities must be recorded in written detailed report and to be submitted maximum 7 working days after each maintenance work is completed.

B. PROJECT REQUIREMENTS

1. Have at least 5 years' experience in the installation, maintenance and upgrading of Chiller & HVAC systems, particularly in office building, commercial areas, or similar facilities. **A list of relevant projects must be attached in the submitted document.**
2. Have at least 3 successful similar projects, proven by minimum 3 reference letter. **Please provide as many as good Reference Letters to be attached in the submitted document.**
3. Have a valid business license (SIUP/NIB) or an equivalent government document related to HVAC and/or electronics and electrical installations. **Licenses must be attached in the submitted document.** Submission of additional licenses related to this works will be considered as an added advantage.
4. Have an authorized certification or a similar letter from the principal manufacturer, confirming their authorization to install, maintain, and service the specified chiller and/or cooling tower system brand. Submission of additional certifications related to this works will be considered as an added advantage.
5. Have a good knowledge about the project, proven by submitting work method that complies with Engineering Standards and Safety Regulations.
6. Have sufficient manpower by submitting manpower information and organizational structure to complete the project & schedule of completion for the project, schedule must comply with work schedule in ASEC premises (refer to chapter IX).
7. Have a valid certification and submit at least 1 (one) personnel Health and Safety License (K3 Umum), Electrician Technician (Teknisi K3 Listrik) and HVAC Technician (Teknisi Teknik Pendingin Tata Udara – TPTU) or similar. Copy of valid license must be attached in the submitted document. Submission of additional valid certifications related to this works will be considered as an added advantage.

4. RFP REQUIREMENTS PROCESS

4.1. PROPOSAL SUBMISSION INSTRUCTION

- a. All proposals must be submitted in English.
- b. **Vendors must 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 **Friday, 16 October 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 and other requirement along with the 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

Subject of the Email:

- Technical Proposal_Title of Tender_Name of Vendor
- Financial Proposal_Title of Tender_Name of Vendor

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 Proposal:**

- 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 Indonesia Rupiah (IDR) for local company and US Dollar for overseas company.
3. Do not mention the password in the email body.
 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

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

4.3.3 Require to attend Pre-Bid Meeting / Site Visit:

Date : Wednesday, 7 October 2026
Time : 10 AM
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	
Company Telephone Number	
Company Email address	
Contact Person	
Contact Person Mobile	
Contact Person Email	
Project Title	

Customer Details	
Company Name	
Company Address	
Company Telephone Number	
Company Email address	
Contact Person	
Contact Person Mobile	
Contact Person Email	
Project Title	

Customer Details	
Company Name	
Company Address	
Company Telephone Number	
Company Email address	
Contact Person	
Contact Person Mobile	
Contact Person Email	
Project Title	

Ps: this can be added as your preference.

APPENDIX 2
Technical Requirements
To be submitted in the Technical Proposal

No	Description	ASEC Requirements	remarks
1	Experience	The contractor must have at least 5 year's experience in the installation, maintenance and upgrading of Chiller & HVAC systems, particularly in office building, commercial areas, or similar facilities.	Vendor must submit the proof of experience in their documents
2	Provide minimum 3 reference letters with good recommendation	Have at least 3 successful similar projects, proven by minimum 3 reference letters with good recommendation. (Failing to submit the letters will result in disqualification)	Vendor to submit at least 3 good testimony letters
3.	Provide proof of valid company certification or license (SBU or other equal license/certificate).	Provide proof of valid business license (SIUP/NIB) or an equivalent government document related to the project. Licenses must be attached to the submitted document (the company must submit copy of valid company license/certification in their tender documents). (Failing to submit valid copy of license / certification will result in disqualification)	Vendor must submit copy of valid company license/certification in their tender documents).
4	Authorized certification or a similar letter from the principal manufacturer	Have an authorized certification or a similar letter from the principal manufacturer, confirming their authorization to install, maintain, and service the specified chiller. (Failing to submit valid copy of license / certification will result in disqualification)	Vendor to submit Authorized certification or a similar letter from the principal manufacturer
5	Provide Supporting Technical Documents	Product details (i.e. brochure) and Work method that comply with Engineering and Safety Regulations that matches the working area for this project.	Submit work method that complies with Engineering standard and safety regulations.

Swap and Replacement of Chiller and Cooling Tower at ASEC Heritage Building

6	Manpower Requirement	Have sufficient manpower by submitting manpower information and organizational structure to complete the project & schedule of completion for the project, schedule must comply with work schedule in ASEC premises (refer to chapter IX).	submitting manpower information and organizational structure to complete the project & schedule of completion for the project.
7	Certification	Have a valid certification and submit at least 1 (one) personnel Health and Safety License (K3 Umum), Electrician Technician (Teknisi K3 Listrik) and HVAC Technician (Teknisi Teknik Pendingin Tata Udara – TPTU) or similar. Copy of valid license must be attached in the submitted document. Submission of additional valid certifications related to this works will be considered as an added advantage.	submit at least 1 (one) personnel Health and Safety License (K3 Umum), Electrician Technician (Teknisi K3 Listrik) and HVAC Technician (Teknisi Teknik Pendingin Tata Udara – TPTU) or similar.

APPENDIX 3
Price
To be submitted in the Financial Proposal

No.	Description	Unit	Unit Price (IDR for local bidders and USD for International bidders)	Total Price
1	Replacement of Chiller and Cooling Tower at ASEC Heritage Building	1 lot		
	Minus/Deduct:			
2	Swap / trade in Chiller and Cooling Tower at ASEC Heritage Building, consist of: 1. BI000386 - Replacement of sprinkler dist. head C tower 2. BI000387 - Replacement of sprinkler dist. head C tower 3. BI000409 - Replace cabling of Chiller & Main Panel 4. MC000002 - Air conditioner/Cooling Tower "MC QUAY" 5. MC000003 - AC Spareparts 6. MC000006 - Fanbelt clng twr 7. MC000370 - Replacement of PVC Filler LBC 350 8. MC000371 - Replacement of Bearing Cooling Tower 1,2,3 9. MC000377 - Bearing Chiller Pumps 1,2 & 3 10. MC000383 - 1Unit - CPU&Master Display Controller for Chiller 11. MC000389 - 1Unit - Rewiring Chiller Compressor Controller 12. MC000391 - 1Unit - Microtech 2 Controller for Unit Chiller 13. OE000415 -NFB Chiller 1,2,3 14. OE000416 -NFB Chiller 1,2,3 15. OE000417 -NFB Chiller 1,2,3	1 lot		

Swap and Replacement of Chiller and Cooling Tower at ASEC Heritage Building

	16. OE000458 -Replacement of bearing cooling tower 1,2,3 17. OE000572 - 1Unit - Repair of Chiller Water Pump CWP+CHWP			
Net Price(after deduction swap /trade cost)				
Tax (if				
Grand Total				

APPENDIX 4
Checklist for the Completeness of Documents Submitted

The checklist must be used to ensure that you have provided all documentation for the tender. The checklist must be signed and included in both envelopes of your proposals.

No.	Description	Checklist
1	Proposals shall be prepared in English	
2	Proposals are submitted in two different envelopes (for hardcopy)	
3	The envelope must be sealed and labelled accordingly (hardcopy) i. Technical Proposal ii. Financial Proposal	
4	Title of the tender shall be put on each envelope	
5	Proposals are submitted in two different emails (for softcopy)	
6	The email must be protected by different passwords for the following: i. Technical Proposal ii. Financial Proposal	
7	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	

I. Technical Proposal

No.	Description	Checklist
1	Technical Specifications of the proposed requirements	
2	All required information has been addressed accordingly	
3	Schedule of delivery	
4	Manpower/consultant requirement	
5	List of hardware	
6	Printed hardcopies of the duly filled Appendix 1 and 1a – Company General Information and Customer References	
7	Company profile	
8	Copy Company Legal Documents (if applicable), i.e. i. Business Name Registration ii. Valid Business Permit iii. Tax Identification Number iv. List of clients' reference	
9	One original signed copy of technical proposal	
10	Other requirements needed to be provided	
11	At least one duplicate copy of technical proposal	

II. Financial Proposal

No.	Description	Checklist
1	Offering is formulated in English	
2	Bid amount in IDR for local company, USD/IDR for overseas company	
3	Payment breakdown and schedule	
4	Latest audited financial statements (if applicable)	
5	Authority of signatory (if applicable)	
6	One original signed copy of financial proposal (hardcopy)	
7	At least one duplicated copy of financial proposal (hardcopy)	

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**