ASEAN SECRETARIAT

Request for Proposal

Improvement of Structural Glass Canopy at the Connecting Bridge on the 7th Floor ASEC New Building

PROPOSAL MUST BE RECEIVED BY
29 November 2026

DELIVER/MAIL PROPOSAL TO:
ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia

Prepared by:	Administration and General Affairs Division
Date:	November 2026

I. EXECUTIVE SUMMARY

The ASEAN Secretariat (ASEC) 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 is housed in two buildings:

2. The Heritage Building since 1981. The building has 9 stories with approximately 11,000 sqm in total area.
2. The New Building which was inaugurated in 2019. The building consists of two towers, and each has 16 stories with approximately 44.000 sqm in total area. The building is located adjacent to the ASEC Heritage Building.

In April 2021, during heavy rain and strong winds, several roof glass segments on the connection bridge on the 7th Floor ASEC New Building detached and fell onto the level below. To prevent similar accidents in the future, ASEC has engaged a professional structural engineering consultant to conduct a comprehensive evaluation of the 7th Floor Connecting Bridge by inspecting installed materials through standardized testing, followed by developing a structural analysis model to simulate the bridge's performance under heavy rain and strong wind conditions in Jakarta.

Based on the consultant's evaluation and detailed findings, the existing glass roof segments are connected using adhesive sealant, which offers inadequate tensile strength to endure severe weather conditions. To improve structural integrity and safety, the consultant recommends replacing the glass segments with new glass segments combined with spider joints, to ensure better durability and resistance to extreme weather. Based on these findings, ASEC requires the services of a professional contractor to improve the structural integrity of the existing glass canopy on the 7th Floor Connecting Bridge. The improvements of glass canopy will consist of installation of new glass segments, joints between glasses, steel frame and other necessary improvements.

2. OBJECTIVES AND EXPECTED DELIVERABLES

OBJECTIVES

The objective of this project is to improve the structural integrity and safety of the glass canopy at the connecting bridge of the ASEC New Building by replacing the existing glass canopy with new glass segments incorporating spider joints while ensuring full compliance with the consultant's engineering design recommendations, work methods, material specifications, and any other necessary improvements. Furthermore, completion of works within schedule, maintain tidiness during working process and completion of project without any accident or damage to ASEC property and staff / visitors.

EXPECTED DELIVERABLES

Completed and fully inspected structural improvement work of glass canopy on the 7th Floor Connecting Bridge at ASEC New Building by providing materials in accordance with technical specifications, precise application techniques and compliance with the engineering standards and regulations.

3. SCOPE OF WORK AND REQUIREMENTS

A. SCOPE OF WORK

The Scope of Work for this project consists of the following but not limited to:

No	Description*
1.	Mobilization, preparation for work (Material On-Site, Tools and Safety Equipment needed to complete the project). Provide construction protection barriers / cover to adjacent areas and installation onsite (cable tray, lighting installation, etc). Demobilization and cleaning of working area after construction completed.
2.	Improvement of Glass Canopy on the 7th Floor Connecting Bridge (refer to the consultant report): ▪ Dismantle the existing glass segments and dispose of the dismantled materials ▪ Installation of New Glass Segments, Spider Joints, Sealants and other accessories that refer to the consultant design ▪ Replacement of steel frames and other accessories (as required by consultant design and/or as required in the on-site condition) ▪ Other works related to the improvement of glass canopy
3.	Miscellaneous Repair for the Concrete Area (refer to the consultant report): ▪ Column Repair by epoxy resin injection ▪ Beam Repair by epoxy resin injection ▪ Tightening of existing bolts to meet the specified torque requirements
4.	Repaint the existing steel structure at the connecting bridge

) Contractors must conduct their own measurements during the site visit to ensure accuracy in determining quantities

B. PROJECT REQUIREMENTS

1. The contractor is highly recommended to attend the preliminary site visit to check existing conditions and determine the work quantity, ensuring that the submitted proposal will cover all the possible conditions. ASEC will not be responsible for covering additional costs due to differing site conditions.
2. The contractor must complete the work in accordance with the proper method and must follow specifications specified in the attached TOR including the appendices or follow manufacturer's recommendation, whichever is more stringent.
3. The contractor is required to do all the work items by supplying the manpower and building materials, within the prescribed time schedule in professional manner in accordance with this TOR and the standard engineering practice and Indonesian

Standard (SNI). ASEC will not be responsible for any delay caused by vendor failure to meet the TOR and applied regulation/code.

4. The contractor is responsible for maintaining the cleanliness and tidiness of the site and path to the site. The contractor is responsible for repairing and refinishing any damage to the building or building component caused by the execution of the work.
5. The contractor shall use proper safety equipment and tools as required by the safety standard code.
6. The contractor must comply with the project technical administration by providing work methods, shop drawings, approval for materials, project safety plan and other related documents. The contractor shall submit these documents to ASEC and obtain approval from the consultants and ASEC representatives. No work shall be performed without prior approval.
7. The contractor must provide compilation of technical documents archive (as built drawings, material approval, work method, construction safety plan, guarantee statement letter, progress documentation, etc).
8. The contractor shall assign workers with valid certification to work at heights as required to complete this project and responsible for all applicable insurance.
9. Upon completion of the project, the contractor must provide a 10-year warranty letter stating its guarantee for the safety and structural integrity of the improvements of the class canopy on the 7th Floor Connecting Bridge of the ASEC New Building.

C. CONTRACTOR REQUIREMENTS

The Contractor must provide the following documents in their submitted documents:

1. Proof of experience: at least 5 (five) years of experience in the installation of glass canopy / glass roof / spider joints / façade / curtain wall for buildings or other related works (the contractor must submit the proof of experience in their tender documents).
2. Considering the project's location, which involves working at height, the contractor shall assign minimum 3 (three) construction workers with valid license / certification for working at height from recognized institutions (copy of license / certification must be submitted in the tender documents).
3. Provide proof of valid company certification or license (SBU or other equal license/certificate) in building construction / roof installation / roof covering or other license that related to this project from recognized institutions (the contractor must submit copy of valid company license/certification in their tender documents).

4. The contractor must submit the following technical documents in their tender documents:
   a) Work method that complies with Engineering and Safety Regulations that matches the working area for this project
   b) 1 (one) inspector to be assigned to the project with valid expert certification or license in Health and Safety License for working at heights (*Sertifikat K3 Pada Ketinggian*) or other related licenses from recognized institutions. Copy of valid license / certification must be submitted in the submitted document.
   c) Schedule of completion for this work. The submitted schedule must comply with the work schedule at ASEC premises
   d) Information related to material specifications required to complete the project (datasheets / brochure / specifications of material, etc)
   e) Information related to manpower information and organizational structure to complete the project
   f) Copy of company financial report which shows the contractor's financial ability to execute the project.
5. Submitted the Company legal documents such as valid business license, company's legal establishment, tax identification number and other supporting documents.

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 **29 November 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:

Chairman 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***

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

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 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. <u>Financial Proposal</u>:

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***

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 ***<u>31 March 2027</u>***

4.3.2. Implementation/Delivery Schedule

As stated in the Term of Reference

4.3.3 Require to attend Pre-Bid Meeting as follows:

Date	: 25 November 2026
Time	: 10:30 AM
Venue	: ASEAN Secretariat, Jl. SIsingamangaraja 70A, Kebayoran Baru, South Jakarta, 12870

Participant's confirmation to the pre-bid meeting and questions can be share 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 bame	
Email address	
Project title	

Customer Details	
Company name	
Company address	
Telephone number	
Fax number	
Contact name	
Email address	
Project Title	

APPENDIX 2
Technical Requirements
To be submitted in the Technical Proposal

No	Description	ASEC Requirements	remarks
1	The contractor must have experience in installation of glass canopy / glass roof / spider joints / façade / curtain wall for buildings or other related works	At least 5 years' experience (contractor must submit the proof of experience in their documents)	Vendor to submit proof of experience
2	the contractor shall assign construction workers with valid license / certification for working at height from recognized institutions	Considering the project's location, which involves working at height, the contractor shall assign construction workers with valid license / certification for working at height from recognized institutions	Vendor to submit submit minimum 3 (three) construction workers with valid license / certification for working at height from recognized institutions
3.	Have valid company certification or license (SBU or other equal license/certificate) in building construction / roof installation / roof covering or other license that related to this project from recognized institutions (the contractor must submit copy of valid company license/certification in their tender documents).	Provide proof of valid company certification or license (SBU or other equal license/certificate) in building construction / roof installation / roof covering or other license that related to this project from recognized institutions (the contractor must submit copy of valid company license/certification in their tender documents).	Vendor to submit the required documents and requirements
4	Provide Supporting Technical Documents	a) Work method that complies with Engineering and Safety Regulations that matches the working area for this project b) 1 (one) inspector to be assigned to the project with valid expert certification or license in Health and Safety License for working at heights (*Sertifikat K3 Pada Ketinggian*) or other related licenses from recognized institutions. Copy of valid license / certification must be submitted in the submitted document. c) Schedule of completion for this work. The submitted schedule must comply	Vendor to submit the required documents and requirements

		with the work schedule at ASEC premises d) Information related to material specifications required to complete the project (datasheets / brochure / specifications of material, etc) e) Information related to manpower information and organizational structure to complete the project f) Copy of company financial report which shows the contractor's financial ability to execute the project.	
	5. Company legal documents		Vendor to submit the Company legal documents such as valid business license, company's legal establishment, tax identification number and other supporting documents.

APPENDIX 3
Price
To be submitted in the Financial Proposal

No.	Description	Unit	Price
1	Improvement of Structural Glass Canopy at the Connecting Bridge on the 7th Floor ASEC New Building	lumpsum	

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 experience in installation of glass canopy / glass roof / spider joints / façade / curtain wall for buildings or other related works (submit proof of experience)	
4	Considering the project's location, which involves working at height, the contractor shall assign construction workers with valid license / certification for working at height from recognized institutions (submit copy of valid license / certifications)	
5	Provide proof of valid company certification or license (SBU or other equal license/certificate) in building construction / roof installation / roof covering or other license that related to this project from recognized institutions (submit copy of valid company license/certification in their tender documents).	
6	Submit work method that complies with Engineering and Safety Regulations that matches the working area for this project	
7	Submit 1 (one) inspector to be assigned to the project with valid expert certification or license in Health and Safety License for working at heights (Sertifikat K3 Pada Ketinggian) or other related licenses from recognized institutions. Copy of valid license / certification must be submitted in the submitted document.	
8	Schedule of project completion	
9	Submit Information related to material specifications required to complete the project (datasheets / brochure / specifications of material, etc)	
10	Submit Information related to manpower information and organizational structure to complete the project	
11	Copy of company financial report which shows the contractor's financial ability to execute the project	

12	Company profile	
13	Copy Company Legal Documents, i.e. i. Business Name Registration ii. Valid Business Permit iii. Tax Identification Number	
14	One original signed copy	
15	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