TERMS OF REFERENCE

IMPROVEMENT OF STRUCTURAL GLASS CANOPY AT THE CONNECTING BRIDGE ON THE 7TH FLOOR ASEC NEW BUILDING

I. BACKGROUND

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:

1. 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.

II. 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.

III. 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.

IV. SCOPE OF WORKS

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

V. GENERAL REQUIREMENT

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 this TOR 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.

VI. CONTRACTOR QUALIFICATIONS

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.

VII. TERMS OF PAYMENT

The terms of payment for this project are as follows:

- 20% Down Payment (DP)
- Term 1 (30%) after the project reaches 50% progress
- Term 2 (25%) after the project reaches 75% progress
- Term 3 (25%) after the project reaches 100% progress and all documents related to project completion have been completed and received by ASEC.

VIII. DURATION, WORK SCHEDULE AND WARRANTY

The work shall be finished in 16 (sixteen) weeks. The work schedule in accordance with ASEC procedure is as follows:

a) Weekdays after office hours: 5PM until 10PM
b) Saturday, Sunday, and national holiday: 8AM until 10PM

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.

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APPENDICES

APPENDIX 1 – EXISTING LAYOUT

APPENDIX 2 – CONSULTANT DESIGN FOR THE IMPROVEMENT OF GLASS CANOPY

APPENDIX 3 – ESTIMATION OF QUANTITY

APPENDIX 4 – MATERIAL SPECIFICATIONS

APPENDIX 5 – TERMS AND TECHNICAL REQUIREMENTS