



**ASEAN-AUSTRALIA DEVELOPMENT COOPERATION PROGRAM (AADCP)
PHASE II**

**TERMS OF REFERENCE
for
AADCP II OFFICE INTERIOR RENOVATION**

The ASEAN Secretariat and the Australian Government, through AADCP II, invite applications from contractors registered in the Jabodetabek (Jakarta, Indonesia and its vicinity) for the above-referenced work

Description of work:

- 1) **Supply and installation of one glass wall partition, with one door** (including accessories). The glass wall and the door will be partially sand-blasted (with sticker). This work will also include moving the location of one light fitting and a central air-conditioner (AC) outlet, away from the location of the new wall.
- 2) **Electrical and data material supply and installation.** Currently, power in the office is supplied through multiple, interconnecting portable extension cords and power strips. These cords are not concealed and left on the floor. This condition is both a tripping hazard and a potential fire hazard. This work aims to eliminate or reduce usage of portable extension cords and power strips. All appliances and electronics should be plugged in directly to electrical outlets. New power outlets should be installed, as well as telephone and data network connections. All cables and cords should be safely secured and concealed on the wall or ceiling. When possible, power outlets should have surge protection. This work will also include installation of one Residual Current Device (RCD) and Uninterruptible Power Supply (UPS).

Further detail of the work is attached in the Bill of Quantity (**Annex-3**), and illustrations and pictures of existing condition are included as **Annex-4**.

AADCP II invites bidders to submit a quotation for the above work. The Quotation should be in the following format:

- Bidder information sheet (**Annex-2**) completed;
- Prices should be quoted as per the items listed in **Annex-3**. Any additional item of work should be added to the table;
- Prices should be quoted in Indonesian Rupiah.

Bidders should send the quotation via email to contact@aadcp2.org indicating "AADCP II Office Interior Renovation" as the subject no later than Friday, 20 September 2019.

Any queries on the TOR should be sent to the same email address stated above with the subject line: "AADCP II Office Interior Renovation".

By submitting a quotation, the bidder agrees to the terms and conditions described in Annex-1 of this Terms of Reference.

Annex-1. Terms and conditions:

1. Rate / Price

- i. The rate to be quoted shall be unit rate and shall remain firm without a price variation clause. The bidders should not claim for any price variation / escalation.
- ii. Any bid submitted with a price variation/escalation clause will be treated as non-conforming and rejected.
- iii. Bids / rates quoted by the bidder shall remain valid for 90 days from the date of opening of tenders for the purpose of acceptance and award of work; validity beyond 90 days from the date of opening shall be by mutual consent. No price variation / cost escalation is accepted.
- iv. The rates quoted by the bidder should be inclusive of all applicable taxes and charges including income tax, levies, excise duties, transit, insurance and freight and any other statutory levies etc. As an intergovernmental organisation, ASEAN shall not be responsible for any tax(es), levy, tax claim or any tax liability which may be imposed by any law in relation to any amount payable by the ASEAN Secretariat.
- v. The price quoted by the bidder shall remain firm during the entire period of contract and shall not be subject to variation on any account.
- vi. The bidder should quote the rate as specified in the scope of work. Any bids submitted other than in the specified scope of work at Annex-1 shall be summarily rejected.

2. Execution of work:

- i. Time period of completion: The successful bidder shall execute and complete the work as per specifications/Scope of work mentioned in Annex-1 to the satisfaction of the AADCP II Program Coordinator within a period of 30 days from the date of award of work. The workers will only be allowed to work after office hours on weekdays, i.e. from 18.00 to 22.00 and weekends, i.e. from 08.00 to 22.00.
- ii. The successful bidder to whom the work is awarded shall have to execute the work as per the work order AND the terms & conditions of this tender document.
- iii. The ASEAN Secretariat or the AADCP II is not responsible for the breakage/damage of any goods during the transit. In that case, it is the responsibility of the firm/contractor to whom the work has been awarded.
- iv. No extra cost shall be given for transportation; cost of labourers, insurance etc., as the rates quoted is all inclusive price.
- v. The contractor shall have to bring all the supporting materials for carrying out the above work.

3. Variation in quantity / scope of work: The quantity mentioned in the scope of work is approximate. The ASEAN Secretariat or AADCP II reserves the right at the time of award/execution of the contract to vary the quantity specified in the scope of work without any change in the unit rate. However, the payment will be made as per the actuals. Any such variation will be at the sole discretion of AADCP II.

4. Extension of work completion time: Ordinarily no time extension shall be granted.

5. Payment terms: No advance payment will be made. Payment shall be made against the final bill within 45 days from the date of completion of the works to the satisfaction of the AADCP II Program Coordinator in all respects and submission of completion certificate.
6. Completion Certificate: Within one month of the completion of the work the contractor shall furnish a certificate for such completion.
7. Guarantee Period: Guarantee period should be 12 months from the date of completion of the works against poor workmanship, poor performance, and in case of deficiencies are found during guarantee period, the same shall be rectified free of cost by the Contractors at their own cost and risk.
8. Quality assurance: The successful contractor should ensure the quality of material as per the requirement / discretion of the AADCP II Program Coordinator.
9. Insurance Contractor: shall at his own expenses carry and maintain insurance with reputable Insurance Companies for any other Insurance required under Law or Regulations or by Owner.
10. Safety Regulations: Contractor shall adhere to safe construction practice and guard against hazardous and unsafe working conditions and shall comply with safety rules. The ASEAN Secretariat or the AADCP II shall not be held responsible for any accidents that occur due to unsafe practice of the persons employed by the contractor to carry out the work. Any hazards or potential hazards resulting from the work or identified in the course of the work shall be reported to the AADCP II Program Coordinator at the earliest possible opportunity.
11. Other conditions: Before submitting their bid proposals, bidders shall carefully examine the site of the work to familiarise themselves with the site conditions which exist regarding present work to be executed, materials to be matched, precautions required, working space available and other conditions necessary to the making of the intelligent bids.

Annex-2. Bidder information sheet

Bidder's Information Informasi Perusahaan	
Bidder's legal name Nama perusahaan sesuai akte	
Bidder's year of constitution Tahun berdirinya perusahaan	
Bidder's legal address Alamat perusahaan sesuai akte	
Bidder's authorized representative (name, address, telephone numbers, e-mail address) Perwakilan resmi perusahaan (nama, alamat, nomor telpon, alamat surel)	

Relevant Experience **Pengalaman Kerja Terkait**

Start date (month/ year) Tanggal kerja dimulai (bulan/ tahun)	End date (month/ year) Tanggal kerja berakhir (bulan/ tahun)	Client's name and location Nama Klien dan lokasi pekerjaan	Description of work Deskripsi pekerjaan

Annex-3. Bill of Quantity

Description of Work <i>Deskripsi Pekerjaan</i>	Unit <i>Satuan</i>	Quantity <i>Jumlah</i>	Price <i>Harga</i>
Supply and installation of tempered glass wall at 12 mm thickness, including aluminum frame 3". Size of wall 270 (h) x 247 (w) cm. <i>Menyediakan dan memasang kaca tempered 12 mm, termasuk rangka aluminium 3". Ukuran dinding 270 (tinggi) x 247 (lebar) cm.</i>	m ²	6.67	
Supply and installation of one tempered glass 12 mm thickness for door, including accessories. <i>Menyediakan dan memasang kaca tempered 12 mm untuk pintu termasuk aksesoris</i>	unit	1	
Supply and installation of sandblast for the glass wall and door <i>Menyediakan dan memasang sandblast</i>	m ²	5	
Replacement of existing power coiled cables to each work desk/room, refrigerator, printer, etc. The cable should connect from panel to each outlet. Cable size NYY 3x2.5 MM <i>Pengerjaan: penggantian kabel eksisting pada tiap meja kerja/ruangan, kulkas, printer, dll. Kabel harus disambungkan dari panel ke setiap outlet. Ukuran kabel NYY 3x2.5 MM</i>	lot	1	
Supply and installation of power outlets: 3 (three) on each work desk/room; 2 (two) at pantry area, 6 (six) at printer station, 1 (one) wall fan, 2 (two) at water dispenser area, 2 (two) additional wall outlets <i>Pemasangan outlet listrik: 3 di tiap meja kerja/ruangan, 1 kulkas dan 1 microwave, 6 di lokasi printer, 1 kipas angin dinding, 1 dispenser air, 1 penghancur kertas, 2 outlet tambahan di dinding ruangan</i>	unit	31	
Supply and installation of data outlet on each work desk/room, printer <i>Pemasangan 1 outlet data di setiap meja kerja/ruangan, printer</i>	unit	10	
Supply and installation of telephone outlets on each work desk <i>Pemasangan 1 outlet telepon di setiap meja kerja</i>	unit	6	
Supply and installation of 1 (one) Residual Current Device (RCD) in Office 1 <i>Pemasangan 1 satu unit Residual Current Device (RCD) di dalam Office 1</i>	unit	1	
Supply and installation of 1 (one) Uninterruptible Power Supply (UPS) in Office 1 <i>Pemasangan 1 satu unit Uninterruptible Power Supply (UPS) di dalam Office 1</i>	unit	1	
Relocation of 1 (one) light fitting and 1 (one) Air Conditioning Outlet on the ceiling <i>Pengerjaan: penggeseran 1 titik lampu dan 1 outlet AC di plafon</i>	lot	1	
Other work: (please add) <i>Pengerjaan lain: (silakan ditambahkan)</i>			

Annex-4. Illustrations and pictures

Pic 1. Illustration of new office design.

First floor

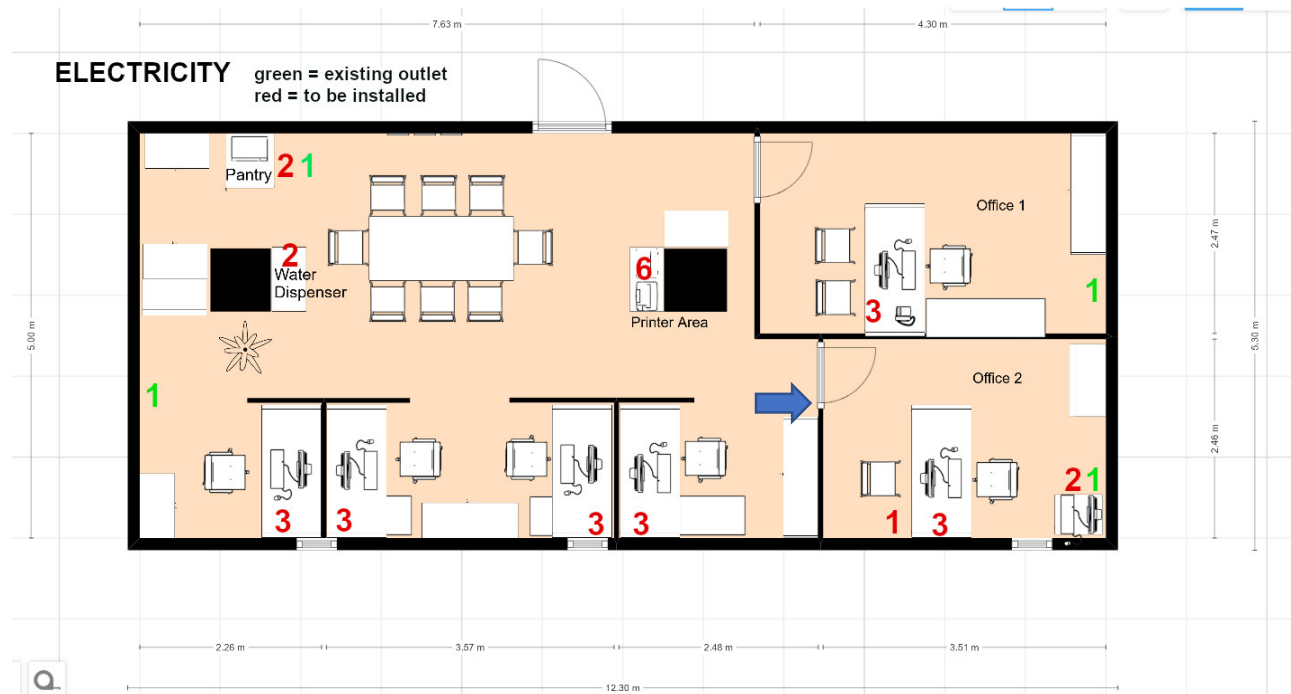


Pic 2. Location of new wall and electricity installation:

New Wall to be installed marked with blue arrow. *Dinding baru yang akan dipasang ditandai dengan panah biru*

Number of new electricity outlet to be installed marked in red numbers. *Outlet listrik yang akan ditambahkan dituliskan jumlahnya dengan angka merah.*

Number of existing electricity outlet (and approximate location) marked in green numbers. *Outlet listrik yang sudah ada dituliskan jumlahnya dengan angka hijau.*



Pre-existing condition pictures



Pic 3. Office 2 area. Current (grey colored) partition to be removed. New glass wall to be installed at the partition connection marked with orange arrow. Light bulb and air conditioner outlet to be moved/ relocated so that it will not intersect with the new wall.



Pic 4. Current condition: work desk area



Pic 5. Current condition: printer area



Pic 6. Current condition: Office 1



Pic 7. Current condition: water dispenser area