

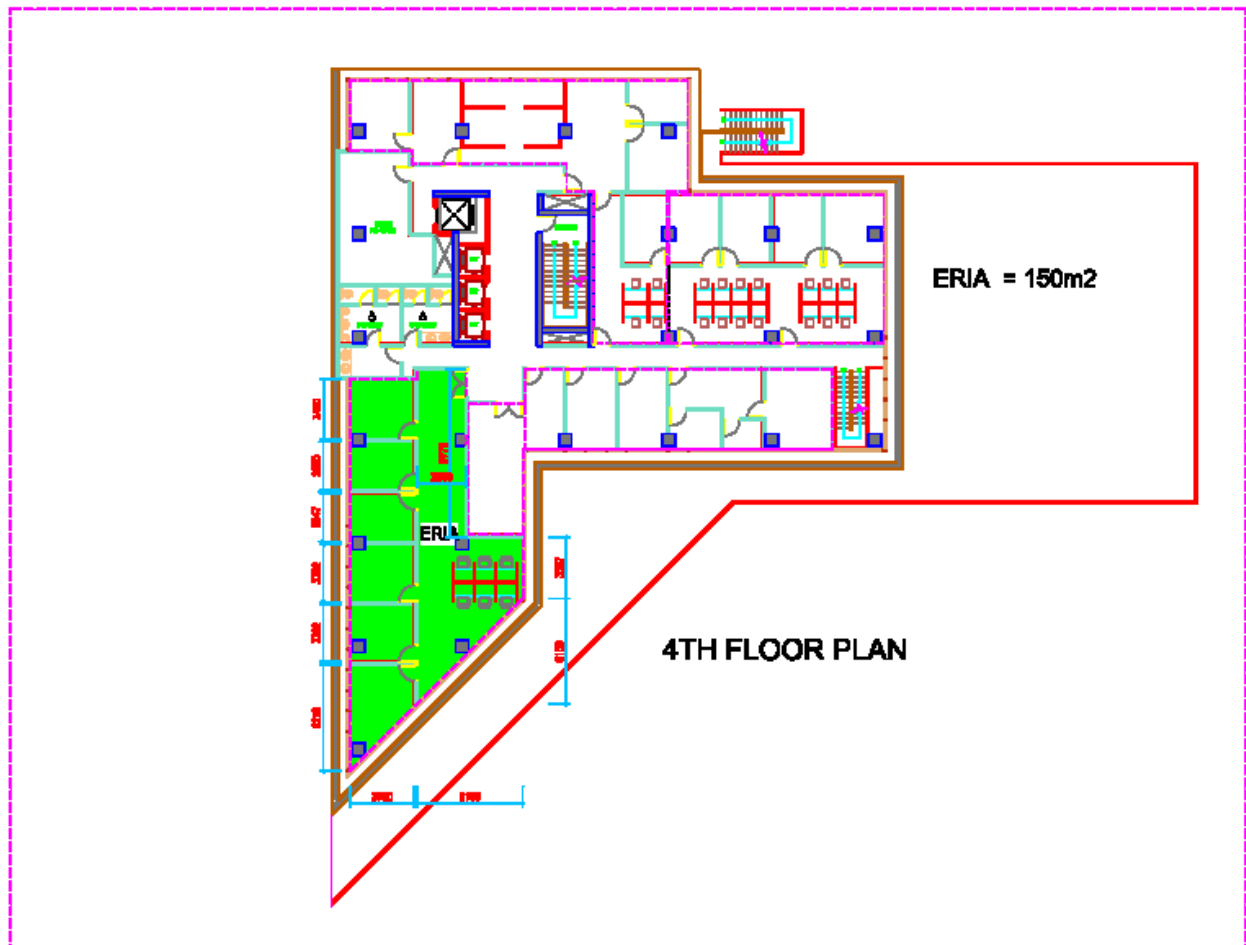
## TENDER SPECIFICATION FOR THE RENOVATION OF THE ERIA HEADQUARTERS OFFICE IN THE ASEAN SECRETARIAT

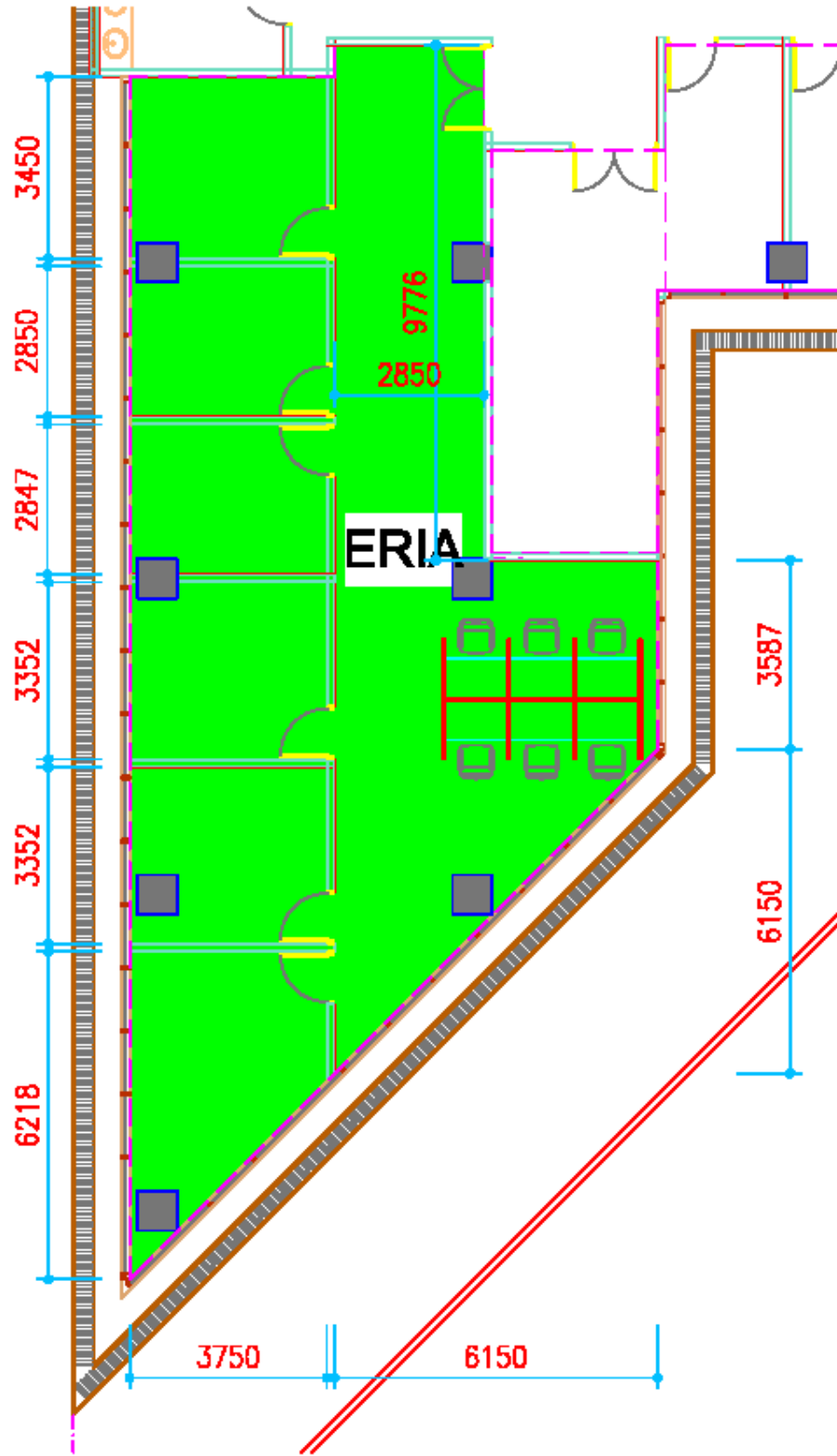
### 1. Summary

Economic Research Institute for ASEAN and East Asia (ERIA) plans to undertake office for 150 m<sup>2</sup> space on 4<sup>th</sup> floor of the Heritage Building of ASEAN Secretariat, Jakarta. The renovation will include rearrangement of the office space, electrical and interior works. This project covers the designs of the renewed office space, renovation and provision of the requested interiors. A contractor will be expected to submit [1] Proposal (including a work plan with description of works), [2] Quotation and [3] Bidder's Information Sheet (Annex 1).

Below is the detail of the ERIA Headquarter Office Renovation.

- (1) Place: 4<sup>th</sup> floor of the Heritage Building of the ASEAN Secretariat, Jalan Sisingamangaraja No. 70A, Kobayoran Baru, Jakarta Selatan, 12110
- (2) Space: 150 m<sup>2</sup>
- (3) Current Layout:





(4) Date of completion: Friday, 12 June 2020

## 2. Description of Work

### (1) Design:

- a. To draw designs of the renewed office space and a signboard of ERIA. It is desirable that the design of the ERIA headquarters be considered in harmony with the design of the ERIA Annex Office.
- b. To propose appropriate materials to fit the design, considering maintenance and safety.
- c. To submit the final version of the design.

### (2) Renovation:

- a. To remove and move the existing partitions.
- b. To recreate the office space into workspace for 10 people including at least 2 private rooms, a meeting room, a common space with a library, a reception office, an entrance with a signboard(s), storages and a dry pantry based on the agreed design drawings and specification.
- c. To install a door(s) and a signboard of ERIA.
- d. To install new air conditioners as well as an electric junction box for the additional electric power of the new air conditioners. While the outdoor units of the air conditioners could be set outside the windows on 4<sup>th</sup> floor, its ducts shall be extended from 4<sup>th</sup> to 2<sup>nd</sup> floor. The contractor shall be instructed the specific locations by the ASEAN Secretariat. The air blow ports of the existing central air conditioner in the ceiling are expected to be removed from a visual point of view.
- e. To supply and install electrical devices such as power outlets and cords, which should be safely secured and concealed to the wall or the floor or the ceiling, as well as lighting and internal telephones provided by the ASEAN Secretariat.
- f. To remove garbage.

### (3) Interior:

- a. To remove and move existing furniture from the ERIA's office in the ASEAN Secretariat (on 2<sup>nd</sup> floor) and Sentral Senanan II, 5<sup>th</sup> and 6<sup>th</sup> floor, Jalan Asia Afrika No. 8, Gelora Bung Karno, Senayan, Jakarta Pusat 10270.
- b. To provide interiors of the office space in accordance to the agreed design drawings and specification.

### (4) Coordination:

- a. To coordinate the necessary works attached to the main constructions with other vendors who have responsibility for cleaning, interiors, air conditioners and so on.
- b. To manage the schedule.
- c. To regularly report the progress to the ERIA and carry out the project guided by the ERIA and the ASEAN Secretariat.

### 3. Execution of work

#### (1) Time period of completion:

- a. The successful bidder shall execute and complete the work as per a time schedule which will be developed based on the proposal of the bidder.
- b. The workers will only be allowed to work from 5:30 PM to 10:00 PM on weekdays and 8:00 AM to 10:00 PM on weekends excluding public holidays. Only works without noise will be allowed from 8:00 AM to 5:30 PM on weekdays.
- c. No extension work shall be granted unless for additional work requested by the ERIA.

#### (2) Professional materials:

- a. The workers shall have to bring all the supporting materials to carry out the works.

#### (3) Variation of the scope of work:

- a. ERIA reserves the right at the time of award/execution of the contract to vary the quantity specified in the scope of the work without any change in the unit rate. The payment will be made as per the actuals as agreed by the bidders and the ERIA.

#### (4) Complete certificate:

- a. The contractor shall submit a certificate of the completion of the work within one month after the date of completion.
- b. ERIA makes a lump-sum payment after it certifies the completion.

#### (5) Performance Guarantee:

- a. The contractor is obliged to submit a performance guarantee amounting to 10% of the total contract value. This performance guarantee shall be commenced from the completion 100% of work (1<sup>st</sup> Handover) and to be valid until the completion of guarantee period (Final Handover).
- b. The guarantee period should be 6 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 costs by the contractor at their own costs and risk.

#### (6) Access

- a. The access of the workers to the building will be guided by the ASEAN Secretariat.

#### (7) Workers

- a. The contractor shall be obliged to provide relevant workers that are experienced and qualified to perform and complete the work as requested by the ERIA.
- b. Any award to the contractor shall not be caused any works relation to the contractor's workers. The ERIA shall have no obligation or employment relationship to the contractor's workers.

The contractor shall be responsible for the coverage and the safety work of its workers.

#### 4. Proposal

- a. A design including at least the following functions, which are eligible for a headquarter office of the ERIA, shall be included. Each function is not necessary to be separated and could be integrated to use the space effectively. It is preferred to propose materials for building construction.
  - i. An entrance with a signboard of the ERIA.
  - ii. A reception space to receive guests. (There is a possibility to add a signboard of ERIA.)
  - iii. Workspace for 10 people: President, Deputy Director General (ERIA Representative to ASEAN), Assistant for the Deputy Director General, 2 Policy Fellows, 4 senior officials/economists and 1 Research Associate will work at the renewed office. At least 2 private rooms are necessary for the President and the Deputy Director General.
  - iv. A meeting room
  - v. A common (working/discussion) space with a library
  - vi. Storages
  - vii. A dry Pantry including a refrigerator and a shelf
- b. A project schedule with detailed work items to satisfy the time period of completion shall be included.
- c. A project organizational structure with explanations of sufficient human resources and efficiency in terms of the time and cost of the project shall be included. It is preferred to specify the partner companies in the organizational structure.
- d. It is more preferred to explain safety management and emergency response during the construction.

#### 5. Quotation

- a. If individual contract between ERIA and each partner company is suggested, a breakdown with the companies' names shall be attached to the quotation.
- b. The contractor shall be obliged to pay any applicable taxes and charges including income tax, levies, excise duties, transit, insurance and freight and any other statutory levies etc. which may be imposed by any law in relation to any amount payable by the ERIA. All tax expenses are considered to be included in the price quoted to the ERIA.
- c. The price quoted by the bidder shall remain firm during the entire period of contract and shall not be subjected to variation on any account.
- d. The bidder should quote the rate as specified in the scope of work. Any bids submitted other than in the specified scope of work shall be summarily rejected.

6. Bidder's qualifications

- a. To fill in a form, "Bidder Information Sheet", Annex 1.
- b. To submit the previous project of renovation especially on office or working space projects.

7. Evaluation method

The contractor will be decided by the evaluation of the proposal, quotation and the bidder's information.

8. Prohibition of Commission

The bidders shall guarantee that none of the ERIA's personnel shall or will receive any commissions in any form (gratuities) or other illegitimate benefits, directly or indirectly, for any performance under this tender. Any violation of these conditions constitutes a fundamental violation and may cause the withdrawal of the tender award.

9. Expected Schedule

In March: Finalize the design and make a contract(s)

In April: Start the renovation

In June: Complete the renovation

## Bidder Information Sheet

1. Legal Name
  
2. Year of Constitution
  
3. Legal Address
  
4. Legal License
  
5. Legal Ownership
  
6. Authorized Representative:
  - a. Name
  - b. Address
  - c. Telephone number
  - d. Email address
  
7. Relevant Experience:
  - a. Duration of project
  - b. Client' name
  - c. Location
  - d. Description of work