

REQUEST FOR PROPOSAL

Provision of Security Services for KONEKSI Office

Reference No.	:	001/RFP/KONEKSI/I/2024
Issue Date	:	3 January 2024
Location	:	Indonesia
Submission Deadline	:	19 January 2024

1. Summary – About KONEKSI

The DFAT-funded Knowledge Partnership Programme (KONEKSI) is Australia’s flagship program in the Indonesia knowledge and innovation sector. KONEKSI’s goal is to achieve an enduring relationship between Indonesia and Australia that advances mutual interest and supports Indonesia’s inclusive and sustainable development. The purpose of the program is to increase the use of knowledge-based solutions for inclusive and sustainable policies and technologies. This purpose positions KONEKSI as a vehicle to produce knowledge on complex socio-economic problems, where effective solutions are often beyond a unique sector or category of stakeholders. It will support both the knowledge to policy cycle (K2P) and the knowledge to innovation cycle (K2I), in a complementary and synergistic way. KONEKSI will focus on two End of Investment Outcomes (EOIOs):

- Australian and Indonesian organisations have increased collaboration and mutual understanding through knowledge partnerships; and
- Innovative solutions for inclusive and sustainable policies and technologies are generated by knowledge partnerships.

2. RFP Instruction

Introduction	Interested Supplier shall adhere to all the requirements of this RFP, including any amendments made in writing by KONEKSI. Any Proposal submitted will be regarded as an offer by the Supplier and does not constitute or imply the acceptance of the Proposal by KONEKSI. KONEKSI is under no obligation to award a contract to any Supplier as a result of this RFP. KONEKSI reserves the right to cancel the procurement process at any stage without liability of any kind for KONEKSI, upon notice to the Suppliers.
Proposal Submission	Deadline: Friday, 19 January 2024



Address

Jalan Pandeglang No. 44, RT 1/RW 4, Menteng,
 Kota Jakarta Pusat, DKI Jakarta 10310



Website

www.koneksi-kpp.id

	<p>Method of submission: by email to procurement@koneksi-kpp.id</p> <p>Subject of email: 001/RFP/KONEKSI/I/2024 & KONEKSI Security Service</p> <p>File format: PDF for technical Proposal and MS Excel for financial Proposal.</p>
Cost of preparation of Proposal	KONEKSI shall not be responsible for any costs associated with a Supplier's preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.
Supplier Entity	The Supplier should be an organisation/institution providing services. The contract will be awarded upon the completion of the relevant due diligence to the Supplier.
Currency of Proposal	Financial Proposal shall be quoted in Indonesian Rupiah.
Duties and taxes	All prices must be inclusive of VAT and other applicable indirect taxes.
Language of Proposal	English or Bahasa Indonesia.
Documents to be submitted	<p>Supplier shall include the following documents / information in their Proposal:</p> <ol style="list-style-type: none"> a. Cover letter (1 page), b. Application Form c. Financial Proposal for the services which should be presented as daily rate in IDR only, and inclusive of all taxes include proposal work schedule of the personnel. d. Company Profile, e. Copy of company certificates f. List of past experiences in security services (past 5 years)
Proposal validity Period	Proposals shall remain valid for 90 days from the deadline for the Submission of Proposal.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the Proposal after the Proposal has been received.
Partial Quotes	Not acceptable.
Payment Terms & Conditions for Released Payment	Monthly basis upon approval and invoice submission.



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Contact Person for questions, notifications and clarifications	E-mail address: procurement@koneksi-kpp.id
Evaluation method	The evaluation will be conducted by combining the proposal, portfolio/past work convening the security services, and financial Proposal.
Right to vary requirements at time of award.	At the time of award of Contract or Purchase Order, KONEKSI reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
Expected date for contract award.	1 February 2024
Publication of Contract Award	By email

3. OBJECTIVES

The required services will be for a qualified services provider to provide Security Guard for KONEKSI office, Jl. Pandeglang No. 44 RT.001 RW.004, Menteng, Jakarta Pusat. The total office area (land & building) is approximately 1.500 m².

The required personnel are 3 Security Personnel for 24 hours/7 days shift. We need overage of 2 personnel for evening/night shift.

CONTRACT PERIOD

The service contract period of 10 (ten) months, starting from 01 March 2024 to 31 December 2024 and could be extended based on the company and the assigned personnel performance.

4. DUTIES & RESPONSIBILITIES

1. Duties & Responsibilities of the Company

- a. The company ensure that all contracted personnel are in good condition of health (physically and mentally) and can perform their duties without any risks to KONEKSI during the contract period.
- b. The company ensure that all personnel are properly trained in terms of safety and security and possessing good manners and interpersonal skills.
- c. The company ensure that all security guards hold the security certificate and fully understands the applicable Laws, rules, and regulations of the jurisdiction wherein the services are provided.



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- d. The company ensure that all personnel at least understand basic English verbal communications and speaking is preferable.
- e. The company ensure that all security guards wear security uniform and equipped with required security tools.
- f. The company ensure that all contracted personnel are covered with valid health insurance, provided with the health insurance card/policy, and registered at BPJS Ketenagakerjaan.
- g. The company ensure that all personnel compensation and benefit is fully compliant with all applicable employment Law, rules and regulations including but not limited to current minimum wage regulations.
- h. The company shall provide all the documentations related to personnel’s contract and compensation /benefit.
- i. The company shall apply the mechanism for backup plan in case of failure of presence for security guard in any condition without additional cost to the end-user/customer.
- j. The company should deem responsive in communication with Koneksi’s appointed Officer in related matters.
- k. The company ensures that all security are trained in election security including protection of staff due to large crowds, protests, or other potentially dangerous activities.

2. Duties & Responsibilities of the Security Guard

- a. Safeguard all KONEKSI office within his/her area of responsibility.
- b. Maintaining access control procedures: body and package/bag search, suspected bombs, personal searches, and denial of access to unauthorized persons/visitors.
- c. Maintaining vehicle access control and search procedures: gate control procedure, barrier operations, driver identification, vehicle searches.
- d. Get familiar with duty station emergency plans: role the security guards in case of fire, building evacuations, and lead the emergency actions when there’s a case of emergency.
- e. Responsive with threats to facilities and KONEKSI personnel.
- f. Get familiar with office assets tagging to avoid theft.
- g. Immediately report any incidents involving damage, theft, misuse of KONEKSI property or breaches in personal security to Administration Officer or can be directly to Head of Operations and Grants Management.
- h. Contact Local Police in all instances of criminal activity.
- i. Know location and how to properly operate all fire extinguishers.
- j. Ensuring all offices accesses are locked, beginning at 18:00 – 06:00 and all day on Sundays and Holidays.
- k. Keep post clean and orderly and wear proper attire.
- l. Report within one hour of any criminal incidents or disturbances occurring at KONEKSI office, log all incidents and report to the Head of Operations & Grants or Finance & Administration Officer.
- m. To perform his/her duty on time of the work schedule.
- n. Ensure safety of KONEKSI office with heightened security around the election period. Security guard should ensure protection of staff in case of large crowds or protests.



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5. WORKING DAYS & HOURS

Working schedule for security services will be 24 hours/7 days from Monday to Sunday.

There will be 1 security guard on duty during 08.00 - 20.00 (12 hours) and 2 security guards on duty during 20.00 - 08.00 (12 hours)

Note: Applicant is allowed to propose alternatives of working schedule with description of rationales based on their experience and applicable regulations

6. REQUIRED QUALIFICATION OF THE PERSONNEL

Requirement for 3 Security Guards is:

1. No limitation on gender: either female or male qualified personnel are acceptable.
2. Health: Free from all communicable diseases and in good general health without physical defects or abnormalities, which would interfere with the performance of guard duty.
3. Physical condition: Able to perform physical tasks associated with the guard duties to which he is assigned.
4. Shall not be dependent on alcohol or other drugs; if using prescribed medication, it shall not hinder the performance of assigned guard duties.
5. Good interpersonal skills.
6. Fluency in Bahasa Indonesia.
7. Understand guard orders and maintain guard logs and reports in Bahasa Indonesia.
8. Radio communication: Able to operate UHF hand-held receivers.
9. Possession of the Gada Pratama Security Guard Certificate (copy of certificate must be submitted).
10. Vaccination for COVID-19
11. Must be knowledgeable about physical security systems and deterrents, how to operate an emergency generator, knowledge of alarm systems and bar code systems.
12. Must have the ability to follow instructions, communicate effectively, be reliable, dependable, firm, courteous and tactful. Must be able to comprehend orders and directives quickly. Must have ability to take clear and deceive action especially during emergency situations.
13. Capable of handling telephone call in professional manner after working hours, including unwanted calls such as bomb threats.

7. PROPOSAL

1. The proposal should include the following documents/information:
 - a. Cover letter (1 page),
 - b. Application Form
 - c. Financial Proposal for the services which should be presented as daily rate in IDR only, and inclusive of all taxes include proposal work schedule of the personnel.
 - d. Company Profile,



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- e. Copy of company certificates
- f. List of past experiences in security services (past 5 years)

2. Price terms & conditions:

- a. The Supplier 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 KONEKSI.
- b. The price quoted by the Supplier shall remain firm during the entire period of the contract and shall not be subject to variation on any account.

The Supplier should include justification for all applicable rate in the Proposal as specified in the description of KONEKSI Security Service.

8. GENERAL TERMS and CONDITIONS

1. Supplier shall be aware of the general terms and conditions for an award resulting from this RFP. The selected supplier shall comply with all Representations and Certifications listed on Annex A
2. The contract constitutes the entire compensation and monetary remuneration for the performance of the requested services. KONEKSI assumes no responsibility to the Supplier for professional liability or social benefits, which may include, but are not limited to, health benefits, medical insurance, security, accidents, vacation, employment insurance, social security, or any personal liability the Supplier and its workers may incur.

9. KONEKSI CODE of CONDUCT

KONEKSI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. **KONEKSI does not tolerate the following acts of corruption:**

- Any requests for a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by a KONEKSI employee, Government official, or their representatives, to influence an award or approval decision.
- Any offer of a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by an offeror, supplier, or subcontractor to influence an award or approval decision.
- Any fraud, such as mis-stating or withholding information to benefit the offeror, supplier, or subcontractor.
- Any collusion or conflicts of interest in which a KONEKSI employee, consultant, or representative has a business or personal relationship with a principal or owner of the offeror or subcontractor that may appear to unfairly favour the offeror or subcontractor.



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Subcontractors must also avoid collusion or conflicts of interest in their procurements from vendors. Any such relationship must be disclosed immediately to KONEKSI management for review and appropriate action, including possible exclusion from award.

10. EXPECTED SCHEDULE

Activity	Schedule	Location
RFP issuance	3 January 2024	
Proposal Submission deadline	19 January 2024	
Selection Process	22 – 26 January 2024	
Due diligence process	29 – 31 January 2024	
Announcement	1 February 2024	
Contract Signing	5 February 2024	
Commencement of work	1 March 2024	
Completion	31 December 2024	

11. ANNEXES

- 1) Annex A Representation and Certifications of Compliance



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Annex A: Representation and Certifications of Compliance

1. DFAT's Gender Equality and Women's Empowerment Strategy: [Gender equality and women's empowerment strategy | Australian Government Department of Foreign Affairs and Trade \(dfat.gov.au\)](#)
2. DFAT's Preventing Sexual Exploitation, Abuse and Harassment policy (PSEAH): [Preventing sexual exploitation, abuse and harassment | Australian Government Department of Foreign Affairs and Trade \(dfat.gov.au\)](#)
3. DFAT Child Protection Policy: [Child Protection Policy | Australian Government Department of Foreign Affairs and Trade \(dfat.gov.au\)](#)
4. DFAT Procurement Policy: [DFAT Procurement Policy | Australian Government Department of Foreign Affairs and Trade](#)
5. Australia's Development Program – Performance Assessment: [Australia's development program — performance assessment | Australian Government Department of Foreign Affairs and Trade \(dfat.gov.au\)](#)
6. DFAT's Disability Inclusive Strategy Development for AI 2015-2020 – Strategy for strengthening disability – inclusive development in Australia's Aid Program: [Development for All 2015-2020: Strategy for strengthening disability-inclusive development in Australia's aid program \(remains current\) | Australian Government Department of Foreign Affairs and Trade \(dfat.gov.au\)](#)
7. DFAT's Family Planning and the Aid Program – Guiding Principles Commonwealth's Work Health and Safety Act.: [Family Planning and the Aid Program: Guiding Principles | Australian Government Department of Foreign Affairs and Trade \(dfat.gov.au\)](#)
8. Commonwealth's Work Health and Safety Act: [Work Health and Safety Act 2011 \(legislation.gov.au\)](#)
9. Environmental Management Guide for Australia's Aid Program : [Environment-management-guide-2012-summary-AusAid.pdf \(acfid.asn.au\)](#)
10. Environmental and Social Safeguard Policy: [Environmental and Social Safeguard Policy | Australian Government Department of Foreign Affairs and Trade \(dfat.gov.au\)](#)
11. Partnership for Recovery – Australia's COVID-19 Development Response: [Partnerships for Recovery: Australia's COVID-19 Development Response | Australian Government Department of Foreign Affairs and Trade \(dfat.gov.au\)](#)
12. DFAT Fraud Control Statement and Fraud Control Toolkit: [DFAT's new Fraud Control Toolkit | Australian Government Department of Foreign Affairs and Trade](#)
13. DFAT Ethic, Integrity, and Professional Standard Policy Manual: [Ethics, Integrity and Professional Standards Policy Manual | Australian Government Department of Foreign Affairs and Trade \(dfat.gov.au\)](#)
14. Cowater's Code of Cunduct: [Cowater Ethics and Safeguards - Cowater](#)
15. Organizational Conflict of Interest – The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide KONEKSI with a disclosure statement describing this information.

By submitting a proposal, offerors agree to fully comply with the terms and conditions above and all applicable DFAT and Cowater Policies included herein and will be asked to sign the Representations and Certifications upon award.



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