



ASEAN SECRETARIAT

Request for Proposal

**Provision of IT Equipment
-Retender-**

**PROPOSAL MUST BE RECEIVED BY
Tuesday, 27 February 2018 before 4.30 WIB**

DELIVER/MAIL PROPOSAL TO:

ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia

Prepared by : **Information Technology Systems Division**
Date : **13 February 2018**

I. INTRODUCTION

The ASEAN Secretariat was established on 24 February 1976 by the Foreign Ministers of ASEAN. The existing building of ASEAN Secretariat is located at 70A Jalan Sisingamangaraja, Jakarta. The ASEAN Secretariat's basic function is to provide for greater efficiency in the coordination of ASEAN organs and for more effective implementation of ASEAN projects and activities.

The ASEAN Secretariat's vision is that by 2025, it will be the nerve centre of a strong and confident ASEAN Community that is globally respected for acting in full compliance with its Charter and in the best interest of its people.

The ASEAN Secretariat's mission is to initiate, facilitate and coordinate ASEAN stakeholder collaboration in realizing the purposes and principles of ASEAN as reflected in the ASEAN Charter.

II. OBJECTIVE

To procure 16 Dell Laptops, 12 Dell PC Desktop, 2 HPC Dell Laptops, 1 HPC Dell Desktop for Multimedia, 1 HPC Dell Server, and 1 Dell LTO Auto Loader.

III. SCOPE OF WORK

The successful vendor shall deliver the above mentioned number of IT Equipment in line with the technical specification (Appendix 3) and their associated warranty in a timely basis and consistent with the required standards established by the ASEAN Secretariat. The vendor shall provide emergency supports for repairs or replacement of failed products.

IV. CRITERIA OF COMPANY

Any vendor who will be conducting business with ASEC are required to:

- a. Have a minimum of 3 (three) years experiences in supplying Dell Products.
- b. Possess Authorized Support Letter/ Appointment letter from DELL Principal Indonesia, (please provide an evidence)
- c. Be a registered company in Indonesia by providing evidence of legal documents such as valid business permit, Tax Payer Identification Number, and other supporting documents.

V. RFP REQUIREMENT PROCESS

Interested company should submit a technical proposal and a financial proposal,

V.1 STRUCTURE OF DOCUMENTS

The Technical Proposal should be no longer than 20 pages and contain, among others:

- a. Brief information about the Company and contact information (Company Profile);
- b. SIUP, NPWP etc.
- c. Proposed professional teams to carry out the activities
- d. Work plan to deliver the project and all the expected outputs to be completed by set deadline;
- e. Names and addresses of at least three references (particularly, clients).

V.2 RFP RELATED QUESTIONS / CLARIFICATIONS / SUBMISSION

All questions related to this RFP should be directed to:

Procurement Unit

Administration and General Affairs Division

The ASEAN Secretariat

Jalan Sisingamangaraja 70A

Jakarta 12110.

Contact Person:

Ms. Nella Susilani – nella.susilani@asean.org

Ms. Zummy Rachma Kusumasari – zummy.kusumasari@asean.org

Vendors must ensure that both **Technical & Financial Proposal are delivered in two sets (original and a copy)** and received at the following address before the tender closing date on **Tuesday, 27 February 2018 before 4.30PM.**

Chairman of Sub-Committee on Tender

Administration, Protocol and Conference Services Division

The ASEAN Secretariat

Jl. Sisingamangaraja 70A

Jakarta 12110

Indonesia

V.3 RFP TERMS & CONDITIONS

V.3.1 Bid Expiration Date

Received tender proposal shall be valid until **31 April 2018**

V.3.2 Implementation/Delivery Schedule

Equipment shall be conducted/ installed immediately upon the appointment of the successful vendor and completed by end of April 2018.

VI. COMPLIANCE

In conformance to the ASEAN Secretariat's Financial Rules and Procedures (AFRP), the vendor shall submit Tender Bids in **two** sealed envelopes as follows:

1) First Envelope:

Technical Proposal which shall consist, among others, of the technical specifications of the goods/services/infrastructure to be procured; delivery schedule; after-sales service/parts; manpower requirements; list of contractor's equipment; and

2) Second Envelope:

Financial Proposal which shall consist of the following sets of documents:

a) FIRST SET, which shall contain, among others, the bid amount; recurring and maintenance cost; detailed estimates including a summary sheet indicating the unit prices of construction materials; payments schedule; and

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, track record which includes testimonials from past and present clients on projects similar to the project at hand; capability to undertake the project; and **printed hardcopies of the duly filled Appendix 1 and 1a - Company General Information and List of Clients.**

All documents not submitted in English shall not be entertained and quoted price in the hardcopy submission shall be in Indonesian Rupiah.

Tender offers must be submitted in a sealed envelope clearly indicates the Title of the Tender and the Name and address of the Company in each envelope. Subject to no electronic tenders or tenders via facsimile or telegram will be accepted (Please refer to Appendix.

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	
Project Title	

Customer Details	
Company Name	
Company Address	
Telephone Number	
Fax Number	
Contact Name	
Project Title	

Customer Details	
Company Name	
Company Address	
Telephone Number	
Fax Number	
Contact Name	
Project Title	

Appendix 2

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	Schedule of delivery	
4	Manpower/consultant requirement	
5	List of vendor's equipment (if any)	
6	One original signed copy	
7	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	Company profile	
5	Copy Company Legal Documents, i.e. i. Business Name Registration ii. Valid Business Permit iii. Tax Identification Number iv. List of clients reference v. Customer testimonials on the similar project	
6	Latest audited financial statements	
7	Authority of signatory	
8	One original signed copy	
9	One copy of Financial Proposal Duplicate	

Appendix 3 TECHNICAL SPECIFICATIONS

1. Dell Laptop

QTY: **16**

Latitude 3480– Laptop
Intel(R) Core(TM) i5-7300U Processor Base, Intel(R) HD Graphics 620
7th Generation Intel Core i5-7300U (Dual Core, 2.60Gz, 3MB cache)
eStar 6.1
8GB (1x8GB) 2400MHz DDR4 Memory
500 GB 7.2k RPM SATA 6Gbps Entry 2.5in
14.0" (16:9) Anti-Glare, HD (1366 x 768) WLED
No Fingerprint Reader Palmrest (Single Pointing)
Non-Touch LCD Back Cover with Camera
Dell Latitude 3480 SRV
Document for MUI (English, Khemer, Bahasa Indonesia, Arabic, Spanish)
Setup and Features Guide (English, Khmer, Indonesian)
Warranty Card for Indonesia
APCC Info
System Shipment, Latitude 3480
OS Media Kit Not Included 2.5" 7mm 1TB 5400rpm HDD
No Resource DVD / USB
Power Cord for 3-pin Adapter EUR (SADMG)
42 Whr ExpressCharge Capable (Prismatic)
Intel Core i5 Processor Kabylake Label
65 Watt AC Adaptor
Qualcomm QCA61x4A 802.11ac Dual Band (2x2) Wireless Adapter+ Bluetooth 4.1
Qualcomm QCA61x4A 802.11ac Dual Band(2x2) Wireless Adapter+ Bluetooth 4.1 Driver
No Wireless WAN Card selected
2.5" 7mm HDD Hard Drive Bracket
Standard Keyboard, English
No Operating System or FreeDos
No Software
No Out-of-Band Systems Management
No Backup and Recovery option on N-series
No Anti-Virus Software
No Installation Service Required
Technical Support
No FGA
Limited Warranty:Yr1 Carry-In (Labor)
Limited Warranty:Yr1 Carry-In (Parts)
3Yr ProSupport:(7x24) Technical Support & Assistance

Yr1 ProSupport:Next Business Day Onsite Service
Yr2-3 ProSupport:Next Business Day Onsite Service
3Yr ProSupport:Next Business Day Onsite Service
Battery Carries 1 Year Warranty from Invoice Date
Visit http://www.dell.com/contactdell
FGA NB1-OS-BTO Freight charges (Indonesia)/Seaship
ODM CTO Sea Ship Info MOD

2. Dell PC Desktop

QTY: **12**

Dell OptiPlex 3050 SFF
TPM Enabled
Intel Core i5-7500 (QC/6MB/4T/3.4GHz/65W); supports Windows 10/Linux
No Media Card Reader
No Additional Cable Requested
Palmrest Not Included
No ESTAR
OptiPlex 3050 MT with 240W Standard Power Supply (APFC)
DVD+/-RW Bezel
No Wireless Driver
Document for MUI (English, Khemer, Bahasa Indonesia, Arabic, Spanish)
No Diagnostic/Recovery CD media
Shipping Label
Shipping material for OptiPlex
Warranty Card for Indonesia
Thank You for Choosing Dell
8GB (1x8GB) 2400MHz DDR4 Memory
500 GB 7.2k RPM SATA 6Gbps Entry 3.5in Cabled Hard Drive
2nd Hard Drive: not included
Tray load DVD Drive (Reads and Writes to DVD/CD)
System Power Cord (UK/MY/SG/HK/Bangladesh/Brunei/Pakistan/Sri Lanka/Maldives)
No Chassis Intrusion Switch
Intel Core i5 Processor Kabylake Label
Regulatory Label for OptiPlex 3050 MT, APCC (APFC)
Intel Integrated Graphics, Dell OptiPlex
No PCIe add-in card
No Wireless
No Hard Drive Bracket for Small Form Factor, Dell OptiPlex
Dell Optical Mouse MS116 Black
Dell Multimedia Keyboard KB216 Black (English)
No Operating System or FreeDos
OS-Windows Media Not Included

No Productivity Software
No Out-of-Band
Systems Management
CMS Software not includedNo Dell Backup and Recovery software
No Anti-Virus software
No Installation Service Required
Placemat for OptiPlex 3050MT (English;Bahasa Indonesia;Vietnamese;Arabic;Spanish)
Technical Support
No Intel Responsive
Limited Warranty: Initial Year (Labor)
Limited Warranty: Initial Year (Parts)
3Yr ProSupport: Next Business Day Onsite Service
ProSupport: Next Business Day Onsite ServiceYr 2-3
3Yr ProSupport: (7x24) Technical Support & Assistance
Visit http://www.dell.com/contactdell
Desktop-Small Freight charges (Indonesia)/Seaship
Shipping Information
Bracket for 3.5 inch Hard Drive Disk, Mini Tower, OptiPlex
Fixed Hardware Configuration
Dell 20 Monitor - E2016H
Kit- Power Cord 2M 250V (Euro)
Technical Support
Limited Warranty:Yr1-3 Advanced Exchange Service
3Yr Advanced Exchange Service
Shipping Information
Monitor Freight Charges 19/20FP (Indonesia)/Seaship

3. HPC Dell Laptops

QTY :2

Mobile Precision 3520 CTO BASE
Intel Core i7-7820HQ with Thunderbolt 3, NVIDIA Quadro Graphics
Intel Core i7-7820HQ (Quad Core 2.90GHz, 3.90GHz Turbo, 8MB 35W)
Energy Star 6.1
15.6" FHD IPS Non Touch (1920x1080) Wide View Anti-Glare LED-backlit
Dual Point Palmrest with No Security & USB Thunderbolt Type C
Non Touch WWAN/WLAN LCD Backcover
Document for MUI (English, Khemer, Bahasa Indonesia, Arabic, Spanish)
Placemat for Windows 10/Ubuntu (English/Khmer/Bahasa Indonesia/Arabic/Spanish)
Warranty Card for Indonesia
Non-Touched Bezel with Microphone only
16GB (2x8GB) 2400MHz DDR4 Non-ECC SDRAM

1TB 7.2k RPM SATA 6Gbps Entry 2.5in
No Additional Hard Drive
SSD Bracket for M.2 SATA
Resource DVD not Included
130 Watt A/C Adapter
Power Cord for 3-pin Adapter EUR (SADMG)
68 Whr ExpressCharge Capable (4-cell) (polymer)
Indonesia SDPPI label
Intel Core i7 Processor Label
Nvidia Quadro M620 w/2GB GDDR5
Intel WiFi Link 8265 2x2 802.11ac + BT 4.2
Intel Dual-Band Wireless-AC 8265 Driver
No Wireless WAN Card selected
Internal Dual Pointing Keyboard (US-English)
No Operating System or FreeDos
N-Series Infor
No Productivity Software
No Out-of-Band Systems Management
No Image Restore
System Driver for Mobile Precision 3520
Dell Precision Optimizer Not Included
No Installation Service Required
1Yr Technical Support
No FGA
No Intel Responsive
Limited Warranty:Yr1 (Labor)
Limited Warranty:Yr1 (Parts)
3Yr ProSupport:Next Business Day Onsite Service
Yr2-3 ProSupport:Next Business Day Onsite Service
3Yr ProSupport:(7X24) Technical Support & Assistance
Visit http://www.dell.com/contactdell
Battery Carries 1 Year Warranty from Invoice Date
FGA NB-OS-BTO Freight charges (Indonesia)/Seaship
ODM CTO Sea Ship Info MOD
System Shipment MaterialDell Precision Ship Material, 3520 (TPM Enabled)

4. HPC Dell Server

QTY :1

PowerEdge R640 Server [R640 Rack Mount Server - [ASPER640]]
PowerEdge R640 Motherboard
Intel Xeon Silver 4114 2.2G, 10C/20T, 9.6GT/s 2UPI, 14M Cache, Turbo, HT
(85W) DDR4-2400

iDRAC Group Manager, Disabled
iDRAC,Factory Generated Password
2.5 Chassis with up to 8 Hard Drives and 3PCIe slots
Standard Bezel
Riser Config 4, 2x16 LP
14G OpenManage placemat
PowerEdge R640 Shipping Material for 8 HDD chassis
PowerEdge R640 Shipping(APCC/Taiwan)
No Quick Sync
Dell EMC Luggage Tag
Blank for 1CPU Configuration
Blank for 1CPU Configuration
2666MT/s RDIMMs
Performance Optimized
2X16GB RDIMM, 2666MT/s, Dual Rank
No Additional Processor
iDRAC9, Express
4 X 300GB 15K RPM SAS 12Gbps 512n 2.5in Hot-plug Hard Drive
PERC H740P RAID Controller, 8GB NV Cache, Mini card
5 Standard Fans for R640
Standard 1U Heatsink
DVD +/-RW, SATA, Internal
Dual, Hot-plug, Redundant Power Supply (1+1), 750W
No Trusted Platform Module
Long Jumper Cord, C13-C14,4m,12a (APCC except ANZ)
Broadcom 57416 2 Port 10Gb Base-T + 5720 2 Port 1Gb Base-T, rNDC
No Operating System
No Systems Documentation, No OpenManage DVD Kit
No Installation Services Selected
Power Saving Dell Active Power Controller
ReadyRails Sliding Rails With Cable Management Arm
Unconfigured RAID
Technical Support
Limited Warranty:Yr1-3 (Labor)
Limited Warranty:Yr1-3 (Parts)
5Yr ProSupport: Next Business Day Onsite Service
Yr4-5 ProSupport:Next Business Day Onsite Service
5Yr ProSupport:(7x24) Technical Support & Assistance
No Remote Advisory Services Purchased
Visit http://www.dell.com/contactdell
Mod Specs Info (Indonesia)
PowerEdge-SE02 Freight charges (Indonesia)/Seaship
Shipping Information

5. HPC Dell Desktop for Multimedia
QTY :1

Dell Precision Tower 3620 XCTO BASE
Dell Precision Tower 3620 Up to 85% efficient 290W Chassis, v2
7th Gen Intel Core i7-7700 (Quad Core 3.6GHz, 4.2Ghz Turbo, 8MB, w/ HD Graphics 630)
No Additional Cable Requested
DDPE Accelerator Not Included
Energy Star
Boot drive or boot volume is less than 2TB
Document for MUI (English, Khemer, Bahasa Indonesia, Arabic, Spanish)
Warranty Card for Indonesia
Dell Precision TPM Info
English, Vietnamese, Bahasa Indonesia, Arabic, Spanish Setup and Features Guide
16GB (2X8GB) 2400MHz DDR4 UDIMM Non-ECC
No Media Card Reader
1TB 3.5inch SATA (7,200 Rpm) Hard Drive
No Additional Hard Drive
Integrated Intel SATA Controller
No Intel Rapid Start or Smart Connect
ODD config MOD for no ODD option
No Cyberlink Media Suite
Resource DVD not Included
European/Indonesia/Laos/Mongolia/Vietnam Power Cord
No CompuTrace
Intel Core i7 Processor Label
Quadro P600, 2GB, 4 mDP, FH (PWS 3620)
No PCIe add-in card
External Speaker Not Included
No Additional Network Card Selected (Integrated NIC included)
No Wireless LAN
Mouse not included
Dell KM636 Wireless Keyboard & Mouse English, Black
No Operating System or FreeDos
N-Series Infor
No Productivity Software
No Out-of-Band Systems Management
Dell Precision Tower 3620 Heatsink (65W)
No Dell Backup and Recovery software
Dell Applications for N-SeriesNo Anti-Virus Software
C1 SATA 3.5, 1 HD
No Installation Service Required

Technical Support
Limited Warranty: Initial Year (NBD)
Limited Warranty: Initial Year (POW)
3Yr ProSupport: Next Business Day Service (Parts+Labor)
ProSupport: 7x24 Technical Support & Assistance, 3Yr
None
Not selected in this configuration
ProSupport: Next Business Day Onsite Service Yr 2-3
Visit http://www.dell.com/contactdell
Mod Specs Info (Indonesia)
Desktop-Medium Freight charges (Indonesia)/Seaship
Shipping Information
Precision T3620 MT Packaging (APCC)
Dell 22 Monitor - P2217H
Kit- Power Cord 2M 250V (Euro)
Technical Support
Yr 1-3 Advanced Exchange (Next Business Day)
3Yr Advanced Exchange Service
Shipping Information
Monitor Freight Charges 22/24FP (Indonesia)/Seaship

6. Dell LTO Auto Loader**QTY :1**

PowerVault TL1000, 1U Tape Library, Single LTO7 SAS Drive [TL1000 - [ASTL1000]]
Ship Mod for TL, APCC and Taiwan
LTO7 Tape Media, 1 Pack
Dell(TM) Cleaning Tape Cartridge (1-Pack) for LTO with Barcode Labels
C13 to C14, PDU Style, 10 AMP, 13 Feet (4m), Power Cord
6Gb Mini to HD-Mini SAS Cable, 2M
Tape label, LTO7,1-60
No Installation Services Selected
Technical Support
3Yr ProSupport: Next Business Day Service (Parts+Labor)
Limited Warranty: Year 1-3 (POW)
Next Business Day Onsite Service Year 1-3 (NBD)
ProSupport: 7x24 Technical Support & Assistance: 3Yr
Info Mod - Factory Pass Through Process
No Remote Advisory Services Purchased
Visit http://www.dell.com/contactdell
Mod Specs Info (Indonesia)
PowerVault-05 Freight Charges (Indonesia)/Seaship
Shipping Information

Appendix 4
Template for the Proposal Envelope
First Envelope – Technical Proposal

**Company Name &
Address**

Technical Proposal - Title of the Tender

**Chairman of Sub-Committee on Tender
Administration, Protocol and Conference Services Division
The ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia**

Second Envelope – Financial Proposal

**Company Name &
Address**

Financial Proposal - Title of the Tender

**Chairman of Sub-Committee on Tender
Administration, Protocol and Conference Services Division
The ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia**