

BAGIAN 3 - FORMAT PENAWARAN
PART 3 - FORM OF BID

SECTION 1 – ADMINISTRATION DATA

If Bidder holds a valid SLKA, Bidder is to submit only A.1, A.2 (8), A.4, A.5, A.6 and A.7 if applicable. However, if Bidder does not hold a valid SLKA then all of items below are required to be fulfilled.

No.	Descriptions
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A.1	Acceptance of Form of Contract
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	Bidder's acceptance to COMPANY Form of Contract and other Enquiry Document requirements shall be stated clearly using STATEMENT OF CONFORMITY form shown in Appendix 1 .
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A.2	Licences, Permit and Other Requirement
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	Bidder must provide the following documents in the order given below:
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| | (1) Copy of Akte Notaris (Article of Incorporation) and the Amendments (if any) |
| | (2) Copy of SIUP (Surat Ijin Usaha Perdagangan), foreign investment / PMA or similar documents |
| | (3) Copy of SKT from Ditjen EBTKE (Energy Baru, Terbarukan dan Konservasi Energi) Ministry of ESDM / BKPM or replace with statement letter which mention that Bidder will apply for SKT from Ditjen EBTKE or BKPM after Contract award and provide the SKT/application evidence before commencement of the Services. |
| | (4) Copy of valid Tax Payer Identification Number (NPWP) and PKP |
| | (5) Evidence of the last three (3) months tax deposit |
| | (6) The list of Bidder shareholder |
| | (7) The list of Bidder Board of Directors & Management |
| | (8) Original Bank Reference using format shown in Appendix 8 . |
| | (9) BPJS Certificate |
| | (10) N/A |

A.3	Financial Report
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	Bidder should provide the latest year of its Financial Reports. For the Bid Price above Rp 2 Billions, the Financial Report should be audited by Public Accountant.
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A.4	Bidder's Overall Organisational Structure
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	Bidder shall provide an overall organisation chart, which shows its relationship with any Parent COMPANY, Joint Venture Partners, subcontractor and any other participants in this particular work.
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A.5	Group Company Guarantee
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	Bidder shall confirm that a Group Company Guarantee as required in the Exhibit A of the Contract will be available after Contract awarded to the successful Bidder and shall be issued in accordance with format shown in Appendix 4 .
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A.6	Bidder's Authorized Person to Sign Contract
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	Bidder shall, when submitting its Bid Proposal, give the name(s) of the person(s) authorized to sign the CONTRACT and/or the Invoices should Bidder be successful.
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A.7	Cover Letter (only for 2 Envelope or 2 Stage bidding) – N/A
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SECTION 2 – TECHNICAL DATA

Technical evaluation will be conducted at sole discretion of COMPANY to get the best technical capability in performing and completing the project. Therefore Bidder is required to provide thorough explanation of how to complete for every task outlined in the Exhibit of the Scope of Work.

In addition to the Exhibit of the Scope of Work, Bidder shall submit Technical Data in the format shown below which demonstrate their capability to perform the work for technical evaluation. The technical proposal shall consist of all required information listed hereunder.

No.	<u>Descriptions</u>
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B.1	Proposed Organisation Chart
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Bidder shall provide their Organization Chart identifying Bidder's representative and key personnel dedicated to the performance of the work. The chart shall also show the relationship of Bidder's representative and his project team to the other parts of Bidder's organization together with the relationship proposed with major subcontractors or joint venture participants.

Bidder shall provide job descriptions of its key personnel in the organization chart specifying areas of responsibility, reporting relationships and levels of authority.

B.2	N/A.
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B.3	N/A.
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B.4	Work Method and Proposed Work Flow Completion
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Bidder shall outline the method or expected approach to complete the work (to show COMPANY that Bidder understands the work). The Bidder should emphasize in the discussion where and why his approach provides innovative efficiency improvements, cost or time saving methods for COMPANY to consider.

- If using subcontractor, Bidder shall explain also its subcontracting plan.

(1) Bidder shall provide Bidder's SHE Procedures applicable and implemented within Bidder's operation.

B.5	Proposed Equipment and Personnel
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Bidder shall propose equipment needed and/or its personnel to satisfactorily complete the overall works as stipulated in the Exhibit of the Scope of Work. Be noted that the equipment proposed and/or all personnel nominated shall refer to the Exhibit of Scope of Work specified therein.

If not specifically requested in the Exhibit of the Scope of Work, Bidder shall provide a list of equipment proposed for these services including its detailed technical specification, especially the main equipment. This list shall include - as a minimum - brand/manufacturer, manufacturer year, type, detail specification, current location of equipment, ownership of the equipment (rental or own) and other specific technical characteristics of the equipment. COMPANY shall have the right to inspect Bidder's proposed equipment. Except stated otherwise in Exhibit of Scope of Work, Bidder shall responsible for certificate of SKPP (Surat Kelayakan Penggunaan Peralatan) for their site equipment and SKPI (Surat Kelayakan Penggunaan Instalasi) from BKPM.

If not specifically requested in the Exhibit of the Scope of Work, Bidder shall provide a detailed resume/CV for each personnel proposed for these services, especially for the key persons. This resume shall include - as a minimum - the name, age, nationality, company and industry training, current position, background / qualifications / educational profile, related work experience, location of work, years with the company, photograph, and notable achievements in the candidates' career to date. COMPANY shall have the right to interview Bidder's proposed personnel.

B.6	Deviation (if any)
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If applicable, Bidder to submit Deviation Form (unpriced) shown on **Appendix 7.**

SECTION 3 - COMMERCIAL DATA

The Commercial Data shall comprise the following information.

No.	<u>Descriptions</u>
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C.1	Bid Proposal Letter
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The Bid Proposal letter shall be submitted on Bidder's letter head with authorised signature over Rp 6,000.00 duty stamp, the form of which is shown in **Appendix 2** hereinafter. The Bid Price shall be stated clearly and consistently in figures and words.

C.2	Detailed Remuneration
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- (1) Bidder shall insert breakdown of rates, sums or prices against each item listed in Attachment 2 to Exhibit C – Schedule of Prices. Any items which do not have rates, sums or prices inserted shall be deemed to be nil cost.
- (2) Currency used for prices shall refer to Exhibit C - Compensation and Payment.
- (3) Bid Proposal shall also state the unit rates and calculate the Bid Price according to the form stated Exhibit of Compensation and Payment thereof. The Exhibit C is not a commitment, and will be used for evaluation purpose only.

C.3	Bid Bond
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N/A.

C.4	Local Content
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Bidders should optimize using of local products and personnel which meet technical requirements. Bidders must complete the attached Local Content Form hereafter shown on **Appendix 5** and Exhibit D – Local Content Calculation for each individual service with back up calculation and documentation supporting Bidder's statement of foreign and domestic content and submit it with the Bid Proposal. The successful Bidder is solely responsible for financial sanctions imposed by the applicable regulations, if there is a difference between actual local content and local content calculated in the Bid Proposal. The total price of each item shall be consistent with the Breakdown of the Price. The Indonesian/local Content proposed by the successful Bidder will be subject to COMPANY and/or Government audits during and after the performance of the Contract.

C.5	Price List
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During performance of the Work/Services, COMPANY may require CONTRACTOR to supply Goods, CONTRACTOR's Equipment and or CONTRACTOR's Personnel, out of those explicitly stipulated in the Schedule of Prices of Exhibit C. To anticipate this requirement, Bidder may submit their Price List (sometime called Shopping List) and/or Price List Book (or Price Book). Bidder to complete form as refer to Attachment 3 to Exhibit C – Price List.

Price List is subject to negotiation prior and during Contract execution. CONTRACTOR shall provide discount to COMPANY for the submitted Price List Book.

C.6	Deviation (if any)
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If applicable, Bidder to submit Deviation Form (priced) shown on **Appendix 7**.

**Section 4 – Additional Requirements
APPENDIX 1**

STATEMENT OF CONFORMITY

PT. Supreme Energy Rantau Dedap

Menara Sentraya, 23rd Floor
Jl. Iskandarsyah Raya No. 1A
Kebayoran Baru, Jakarta 12160

Attention: Procurement Committee

Gentlemen:

TITLE: PROVISION OF WELL TESTING INSTALLATION SERVICES
Ref. No. : 18000023-OQ-10103

Having examined the Enquiry Document for the above named Work, we offer to perform, complete and warrant the whole Work in full conformity with the said Enquiry Document for fixed prices and rates as submitted in this Bid Proposal.

We confirm that our Bid Proposal is valid for **6 (six) months** from the Closing Date of the submittal stated in your Enquiry Document.

- ☐ Our Bid Proposal is in strict accordance with the Enquiry Document.*
- ☐ Our Bid Proposal is not in accordance with the Enquiry Document and we propose new and/or rejected exceptions.*
- ☐ We attach technical deviation list in Administration and Technical Proposal **
- ☐ We attach commercial deviation list in Commercial Proposal **

* Check one of the boxes as appropriate.

Note: any Bid Proposal not in accordance with the Enquiry Document may be subject to rejection.

** Check one or both of the boxes if Bidder Proposal is not in accordance with the Enquiry Document.

Enquiry Document Parts 3 and 4 are enclosed herewith and together with this letter comprise our Bid Proposal.

We the Bidders understand that PT. Supreme Energy Rantau Dedap are not bound to accept any Bid Proposal received, and may reject all or any Bid Proposal(s) received without giving reason for the rejection.

Should you have questions or require any clarifications regarding this bid, please direct enquiries to:

Name/Title: _____ (Contact Person)/_____

Phone/Fax No: _____

E-mail Address: _____

Duty Stamp
Rp. 6.000,-

Signed: _____

Company: _____

Typed Name: _____

Address: _____

Position: _____

Date: _____

**Section 4 – Additional Requirements
APPENDIX 2**

BID LETTER

No.
Date.....

PT. Supreme Energy Rantau Dedap
Menara Sentraya, 23rd Floor
Jl. Iskandarsyah Raya No. 1A
Kebayoran Baru, Jakarta 12160

For the attention of Procurement Committee

Dear Sirs

PROVISION OF WELL TESTING INSTALLATION SERVICES
Ref. No. : 18000023-OQ-10103

We have read the Enquiry Document relating to the above work and:

1. We acknowledge receipt of your Enquiry Document and confirm that the contents have been taken into consideration in the preparation of our Bid Proposal.
2. We confirm that we have fully satisfied ourselves as to the extent and nature of the work to be provided.
3. We hereby offer our best price to perform the work in accordance with the Scope of Work and in conformity with the other documents which comprise this Enquiry Document.

IDR _____ (Say : _____)

4. The bid price above is the lowest and best of our company can offer and shall be firmed and binding and will not be subject to revision for a period of **6 (six) months** from the bid closing date.
5. We undertake in the event of your acceptance to execute a formal CONTRACT with you embodying all the terms and conditions contained within this offer. Unless and until a formal CONTRACT is prepared and executed, this Bid Proposal together with your written or telexed acceptance thereof shall constitute a binding CONTRACT between us.
6. We undertake that if our Bid Proposal is accepted, we shall commence the work in accordance with COMPANY instructions.
7. We hereby declare that only the persons or firm interested in the Bid Proposal as principals are named herein, and that no other persons or firms other than herein mentioned have any interest in this proposal, and that it is made without connections with any other persons, company, or parties likewise submitting a tender or proposal: and that is in all respect and in good faith, without collusion or fraud.

(Rp 6,000.00 stamp duty)

Date/Signature: _____

Name of Authorised Signatory: _____

Position in Company: _____

Full Registered Name of Company: _____

Address: _____

Telephone/Faximile Number: _____

Section 4 – Additional Requirements
APPENDIX 3

N/A

Section 4 – Additional Requirements
APPENDIX 4

N/A

Section 4 – Additional Requirements
APPENDIX 5

LOCAL CONTENT FORM – EXAMPLE ONLY

Goods & Services

Uraian Pekerjaan Work Description	Goods and Services Cost Combination Biaya Gabungan Barang dan Jasa (IDR)			TKDN Local Content (%)	
	KDN – Local Component (a)	KLN – Overseas Component (b)	Total (c=a+b)	Goods or Services (g=a/d)	Combination (i=Σ a / f)
Barang / Goods					
I. <u>Material Langsung (Bahan Baku)</u> Direct Material (Raw Material)					
II. <u>Peralatan (Barang Jadi)</u> Equipment (Finished Product)					
A. Sub-Total Barang / Goods					
	Σ(a) Goods	Σ(b) Goods	(d=Σc Goods)		
Jasa / Services				(h=a/e)	
I. <u>Manajemen Proyek dan Perekayasaan</u> Project Management and Engineering					
II. <u>Alat Kerja / Fasilitas Kerja</u> Working Equipment / Facility					
III. <u>Konstruksi dan Fabrikasi</u> Construction and Fabrication					
IV. <u>Jasa Umum</u> General Services					
B. Sub Total Jasa / Services					
	Σ(a) Serv.	Σ(b) Serv.	(e=Σc Serv.)		
C. Total Biaya / Cost (A + B)	Σ(a) Goods + Serv.		(f=d+e)		
D. Komponen Bukan Biaya / Non Cost Component (overhead, profit)					
E. Total Nilai Penawaran / Quoted Price (C+D)					

Formula:

$$\% \text{ TKDN Jasa (\% Services Local Content)} = \frac{\text{Biaya Total Jasa (Total Services Cost)} - \text{Biaya KLN Jasa (Services Overseas Cost)}}{\text{Biaya Total Jasa (Total Services Cost)}}$$

Section 4 – Additional Requirements
APPENDIX 6

FINAL EVALUATION FORMULA

$$HEA = \left(\frac{1}{1 + KP} \right) \times HP$$

HEA Barang:

$$HEA_{Barang} = \left(\frac{1}{1 + KP_{Barang}} \right) \times HP_{Barang}$$

HEA Jasa:

$$HEA_{Jasa} = \left(\frac{1}{1 + KP_{Jasa}} \right) \times HP_{Jasa}$$

HEA Gabungan Barang dan Jasa:

$$HEA_{Gabungan\ barang\ dan\ Jasa} = HEA_{Barang} + HEA_{Jasa}$$

HEA Pekerjaan Konstruksi:

$$HEA_{Kontraktor\ Nasional} = HEA_{Gabungan\ Barang\ dan\ Jasa} - \{Pref \times HP_{Kontraktor\ Asing\ Terendah}\}$$

Remarks

HEA	:	Harga Evaluasi Akhir/Final Evaluation Price
HP	:	Harga Penawaran/Bid Price
KP	:	Koefisien Preferensi/Coefficient Preference
KP _{Barang}	:	Koefisien Preferensi barang, yang diperoleh dari TKDN Barang (%) dikali Preferensi tertinggi barang (%) = 15 % x Kandungan Lokal (%)
HP _{Barang}	:	HP Barang
KP _{Jasa}	:	Koefisien Preferensi Jasa, yang diperoleh dari TKDN Jasa (%) dikali Preferensi tertinggi Jasa (%) = 7.5 % x Kandungan Lokal (%)
HP _{Jasa}	:	HP Jasa
Pref	:	Preferensi bagi Perusahaan Kontraktor Nasional terhadap Perusahaan Kontraktor Asing

Note:

Goods: If the Local Content of a Bid Proposal is less than 25%, preference index shall not be applied or Coefficient Preference (KP) will be deemed equal to "0".

Services: If the Local Content of a Bid Proposal is less than 30%, preference index shall not be applied or Coefficient Preference (KP) will be deemed equal to "0".

Section 4 – Additional Requirements

APPENDIX 7

DEVIATION FORM

Unpriced

[illegible]

Priced

[illegible]

Section 4 – Additional Requirements
APPENDIX 8

BANK REFERENCE

(Bank's Letterhead including name and address)
(Date Issued)

PT. Supreme Energy Rantau Dedap

Menara Sentraya, 23rd Floor
Jl. Iskandarsyah Raya No. 1A
Kebayoran Baru, Jakarta 12160

Attn.: **Procurement Committee**

We hereby have the pleasure to inform you that:

PT.
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.....
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.....

Who has maintained an account with us since _____, which have been properly conducted, and that during our relationship we have never come to know anything unfavourable regarding the standing of this client.

This reference is issued according to the written request from PT. _____ dated _____ in order to fulfill the COMPANY requirements for tender on _____ (stated the TITLE and NUMBER of the tender for this services) and does not constitute as a gurantee nor any other liability on the part of this Bank, or the hereunder signing mandatories.

The information in this letter provided to you as an accommodation to [name of the Bidder], and any information provided in connection herewith is furnished on the condition that it is strictly confidential and that no liability or responsibility whatsoever in connection herewith shall attach to the [name of the Bank] or any of its officers, employees or agents and that this report makes no representations regarding the general condition of the subject, its management, or its future ability to meet its obligation and that any information provided is subject to any change without notice.

Yours faithfully,

NAME : _____

POSITION : _____