



Jakarta Office

## CALL FOR OFFERS

### SUBJECT :

**Invitation to submit quotations for the relocation of Italian Trade Agency Office, from Gedung BRI II, Jl. Jend. Sudirman No. 44-46, 29th Floor, Suite 2903 to Jl. HR Rasma Said Blok X5, Kav. No. 1+2, Kel. Kuningan Timur, Kec. Setiabudi, Kota Jakarta Selatan, Provinsi DKI Jakarta, Indonesia, 12950.**

the Italian Trade Agency has to relocate the office in Jakarta. On this occasion, we kindly invite a contractor company to submit the best quotation and design proposal regarding the following activities and matching our following requirements: interior fitting, mechanical, electrical and hydraulic project.

The activities have to be carried out under the coordination of the project manager who will be appointed by the agency. The design of the new office has to minimize the costs by optimizing the use of existing furniture as well by recycling the interior decoration fittings and materials as far as possible.

The quotation must be sent with a design option for the new office space.

**Maximum cost affordable by Italian Trade Agency is the equivalent in Indonesian rupias of 40.000 Euro (BCE exchange rate of today). The task will be entrusted to the company that will offer the lowest price. The deadline to perform mentioned works is 15 January 2023.**

Works cannot start before December the 1st 2022. The quotation must clearly indicate the timing to perform the work.

The new office space, with a size of 200 sq meters will consist of the following spaces: Reception Area, Meeting Room (which can, if necessary, be divided to obtain a room for the deputy trade commissioner), an Open Space for 8 employees, 1 Pantry Room, 1 Filling Room-Server (Computer Room), Photocopyng Room. Each Room has to be furnished with a telephone and computer line per each person.

The offer must indicate, room by room, the existing materials that can be used.

### 1. Detail of the project

In addition to setting up the office, it is necessary to provide for any mechanical, electrical and hydraulic intervention necessary to make the premises of the new headquarters operational.

All services must be provided in good time so that the office can be fully operational by January 15, 2023.

## **2. Deadline for the offers**

Please send your proposal to the responsible for the procedure, Dr. Paolo Pinto, Deputy Director of Italian Trade Agency of Giacarta : [p.pinto@ice.it](mailto:p.pinto@ice.it), [giacarta@ice.it](mailto:giacarta@ice.it) no later than 3.00 pm of August the 5th 2022.

## **3. Criterion for the assignment**

The offering company must present an overall quotation for all the services requested. The Offeror must be in possession of the following requirements:

- a. Have work experience in managing office projects to be documented by exhibiting their work portfolio;
- b. have an understanding of the building regulations of the local code, in particular in the construction work;
- c. Have the ability to communicate in Bahasa Indonesia with local authorities and in English with Client representatives as required;
- d. Having the ability to prioritize and execute activities effectively in a short time, having an adequate staff in number and professionally experienced.

The offering company has to submit a sworn declaration before the competent local authorities that they are not in the conditions indicated in art. 57 of the European Directive 2014/24 / EU, accompanied by the authorization of the agency to carry out any checks with the competent authorities. Infact, all economic operators who find themselves in conditions indicated in Art. 57 of the European Directive 2014/24 / EU are excluded from the present procedure, and notably: a) participation in a criminal organization b) corruption c) fraud d ) money laundering and criminal activities e) child labor and other forms of human smuggling f) if the operator has not complied with the obligations related to the payment of taxes or social security contributions and if this has been established by a judicial or administrative decision, with definitive and binding effect, on the basis of Indonesian and Italian legislation g) it is also not admitted the participation of economic operators sanctioned by the Indonesian and Italian regulations with the prohibition of signing agreements and stipulating contracts with public administrations.

## **4. Content of the services**

The Agency requests services indicatively described below:

**new office outfitting- professional design interior, understand of civil engineering and also mechanical electrical part.**

The scope of the service for new office outfitting services includes, but is not limited to:

1. Preparation of separate internal metrics.
2. Preparation of cost plans in the various stages of project development
3. Prepare a report on the costs of the various projects and an estimate of the overall budget, during design and construction;
4. Active involvement in periodic planning meetings, if necessary;
5. Attending meetings / site inspections as required and attending other miscellaneous meetings such as client introduction, authority, construction or any other meeting as reasonably required;
6. Collaborate and negotiate with any suppliers (including evaluation of variations);
7. weekly reporting of costs to the ITA and financial input in the reporting tool of the project
8. preparation of the cost statement.
9. Cooperate with the project manager appointed by the agency that direct and manage the development of the project from start to finish, especially the execution of the project site;
10. Provide daily on-site informations to the project manager to ensure that the Works are delivered in accordance with the agreed timing;
11. Assistance in supplier procurement processes in accordance with the best practices of the agreed ITA purchasing guidelines;
12. Identify and resolve problems and conflicts within the project team;
13. Produce and submit daily and weekly progress statements to the project manager that detail the status of the project in terms of design, risks and cost variation;
14. Coordinate or collaborate with project manager and the other consultants, groups, building management or government authorities throughout the Project to deliver and complete the Project;
15. Meet with project manager regularly to ensure that all health and safety procedures are applied.

**The Contractor must realize the correct execution of the design and execution of the interior design and electrical and hydraulic design projects (if necessary), providing their compliance with Indonesian law. The specifications asked to the company in charge are as follows:**

#### **A. interior design activity**

1. Supply of all layouts, floor plans, partials, elevations and specifications of the interior design and review of shop drawings, review of construction drawings for New Office Fit- Out with an area of about 200 square meters;
2. Provision of all information so that the Project meets the expectations and requirements of ITA;
3. Control and coordination of executive designs
4. Assistance to ITA to manage the expectations of internal and external stakeholders;
5. Attend meetings as required by ITA and provide reports or make presentations to the management team as required by ITA;

6. Attend any special meetings that may be necessary to coordinate or collaborate with other entities and / or government authorities to finalize the project;
7. Attend on-site meetings during the construction phase to ensure construction works conform to the approved design;
8. Make recommendations for the rectification of any defects and carry out the inspections necessary for the correct management of the project.
9. Provide the 3D visualization of the proposed spaces;
10. Provide moodboards and material specifications.

### **B. Mechanical, electrical and hydraulic**

The mechanical, electrical and hydraulic design services are indicatively described below:

1. Supply of all mechanical, electrical and hydraulic design layouts (if any), floor plan, partial, elevation and revision of workshop drawings, revision as construction drawings for the preparation of new offices with an area of approximately 200 square meters;
2. Provide consultancy services so that the Project meets ITA expectations and requirements;
3. Cooperate with the Project Manager to review the Contractor's material specification proposals
4. Provide assistance to ITA to manage the expectations of internal and external stakeholders;
5. Participate in the project, in the progress of the construction site and in any technical meeting relating to mechanical services directed by the project manager or as requested by ITA.
6. Attend any special meetings that may be necessary to coordinate or collaborate with other consultants, groups, the Construction Management or government authorities throughout the Project to finalize the project;
7. Attend on-site meetings during the construction phase to ensure construction works conform to the approved workshop drawing;
8. Make recommendations for the rectification of defects and carry out the necessary inspections during the liability period for defects and report to the Project Manager accordingly;
9. Verify that any defects that may have occurred during the construction phase have been promptly repaired by the owner of the property;
10. Monitoring of the testing and commissioning process.

### **C. Collaboration with the project manager appointed of the Coordination of all other activities related to the move**

The Contractor has to cooperate, if requested, with the project manager that will follow all the activities related to the move:

1. Relationship with the management of BRI Tower for the release of the old office

2. Relationship with the contractor in charge of restoring the old office
3. Relationship with the management of Karya Tower for the setting up of the new office
4. Relationship with the company in charge of the sale or disposal of old furniture and old equipment
5. Relationship with the company in charge of the move
6. Relationship with the company in charge of wiring the IT and internet equipment

The conformity of the project and its implementation with local regulations must be declared by a qualified professional and documented during the delivery phase.