



Public Notice
Cleaning Service & Gardening for PT.KPJB
(Period January 1st 2019 – December 31st 2019)
Under Renotification

1. Scope of Supply

KPJB needs to procure Contract Cleaning Service & Gardening for PT.KPJB

2. Bidding Type

- Domestic open bidding to select the lowest priced suppliers and evaluated by total price.
- This bidding is conducted under one stage two cover bidding procedure (1 envelope for unprice document and 1 envelope for price document).

3. Requirement for Qualification of Bidder

- Professional, competent, resourceful and experienced Agency / Company / Distributor / Manufacturer which is able to provide Contract Cleaning Service & Gardening for PT.KPJB

4. Bid Closing Date: November 15, 2018

5. Invitation to Bid (ITB) and Additional Information

- Invitation to Bid (ITB) document copy or soft file is available in website PT. KPJB (www.kpjb.co.id); or
- Email : proc4@kpjb.co.id or procurement@kpjb.co.id

6. Bid submission

Finance & Administration Division,
PT. Komipo Pembangkitan Jawa Bali (KPJB)
PLTU Tanjung Jati B Unit 3 & 4,
Desa Tubanan, Kecamatan Kembang,
Kabupaten Jepra, Jawa Tengah, Indonesia 59453
Tel : 0291-427-0491, Fax : 0291-427-0601

7. Procedure for Submission Bid Document

- Document shall be submitted in a sealed envelope by registered mail or direct submission after KPJB security's check not later than the bid closing date and time.
- Document title shall be marked in the envelope as "**Cleaning Service & Gardening for PT.KPJB (Period January 1st 2019 – December 31st 2019)**"



PLTU Tanjung Jati B Unit 3 & 4
Desa Tubanan Kecamatan Kembang
Kabupaten Jepara Jawa Tengah
Indonesia 59453
Tel: 0291-427-0491 Fax: 0291-427-0601

**Schedule of Procurement for Cleaning Service & Gardening for PT
KPJB (Period January 1st 2019 – December 31st 2019)
Under Renotification**

Target dates	Description
November 8, 2018	✓ Approval for Procurement Plan including ITB
November 8 - November 19, 2018	✓ Public Notice for Bidding through internet (KPJB website)
November 15, 2018	✓ Bid document submission closing ✓ Receive bidding document and open bidding document
November 15 – November 19, 2018	✓ Negotiation with the 1st Negotiable Bidder ✓ Report the result of negotiation and issue purchase order
January 1 st 2019 – December 31 st 2019	✓ Work Period of Contract

INVITATION TO BID

**Cleaning Service & Gardening for PT.KPJB
(Period January 1st 2019 – December 31st 2019)
Under Renotification
KPJB-NR-2018-0290 R01**

November 6, 2018

PT. Komipo Pembangunan Jawa Bali



Contents

CHAPTER I	3
BID NOTICE	3
1. General Notice.....	3
1.1 General	3
1.1.1 Introduction.....	3
1.1.2 Compliance with the ITB	3
1.1.3 Definition of Terms	3
1.1.4 Languages.....	3
1.1.5 Address.....	4
1.1.6 Nullification of Bid	4
1.1.7 Computation of Time.....	4
1.1.8 Miscellaneous	4
1.2 Bidding Procedure.....	5
1.2.1 Qualification of Bidder	5
1.2.2 Application for Participation in Bidding.....	6
1.2.3 Submission of Bid	6
1.2.4 Validity of Bid.....	6
1.2.5 Signature or Affixing a Seal.....	6
1.2.6 Decision on the first negotiable Bidder.....	7
1.2.7 Contract Negotiations and the Award of the Contract.....	7
2. Special Notices.....	7
2.1.1 Bid Currencies.....	7
2.1.2 Pricing Basis.....	8
2.1.3 Delivery Terms	8
2.1.4 Tax, Duties and Tariffs	8
2.2 Procedure and Criteria for Bid Evaluation.....	8
2.2.1 Procedure for Bid Evaluation	8
2.2.2 Criteria for Bid Evaluation.....	8
2.2.2.3 Bidding under Re-notification.....	9
2.3 Notice prior to Award.....	9
CHAPTER II	11
TERMS AND CONDITIONS	11
1. General Terms and Conditions.....	11
Article 1 – Definitions.....	11
Article 2 – Effectiveness of the P/O.....	11
Article 3 – Contract Document and Language.....	12



Article 4 – General Provisions.....	12
Article 5 – Interpretation	12
Article 6 – Terms of Payment	12
Article 7 – Delivery Terms and Shipment	13
Article 8 – Liquidated Damages for Delayed Delivery.....	14
Article 9 – Performance Bond.....	14
Article 10 – Warranty	15
Article 11 – Liabilities	15
Article 12 – Quality Assurance and Inspection	16
Article 13 – Force Majeure	16
Article 14 – Termination.....	16
Article 15 – Arbitration	17
Article 16 – Governing Law.....	17
2. General Terms and Conditions	18
1. Scope of services.....	18
1.1. Basic Services.....	18
1.1.1. Routine Activities of Cleaning Services.....	18
1.1.2. Non Routine and /or Special Cleaning	18
1.1.3. Routine Activities of Gardening.....	18
1.1.4. Special Activities of Gardening	18
1.2. Special Treatment Services	19
1.3. Additional Services.....	19
1.4. Equipment.....	19
1.5. Tools & Consumables.....	20
1.6. Working time.....	20
2. Requirements	21
3. Responsibilities.....	22
3.1. The Station Manager	22
3.2. The HSE Manager	22
3.3. The HSE Leader.....	22
4. Special Terms and Condition	23
6. Conclusion	25
7. Attachment.....	25
CHAPTER III	28
CHAPTER IV.....	29
FORMS.....	29



CHAPTER I

BID NOTICE

1. General Notice

1.1 General

1.1.1 Introduction

The Komipo Pembangkitan Jawa Bali (hereinafter referred to as "KPJB") duly organized by virtue of the law of the Republic of Indonesia and having its head office in Jepara, Indonesia, intends to purchase Contract Cleaning Service & Gardening.

In this regard, KPJB issues this Invitation To Bid (hereinafter referred to as "ITB") to provide the bidder who may participate in this bidding procedure with further information, such as the procedures and requirements for bidding, contractual terms and conditions, the scope of supply, delivery schedule, and technical specifications.

1.1.2 Compliance with the ITB

The bidder shall prepare and submit the bid in strict compliance with the procedures and requirements as provided in this ITB. Any failure to do so may be sufficient reason for KPJB to reject or to unfavorably evaluate the bid. The bidder shall be regarded as having been sufficiently acquainted with and having accepted all the contents of the ITB, unless otherwise stated in the bid.

1.1.3 Definition of Terms

The definition as provided in Article 1 of General Terms and Conditions for the Contract of Chapter II shall be applied to the terms employed in other Chapters, except where the context otherwise specifies.

1.1.4 Languages

The ITB is provided in English language. The bid document, technical specifications and related documents shall be written in English. Bid documents which are written in other languages will not be accepted by KPJB.



1.1.5 Address

The address of KPJB to which the bid should be sent is as follows:

Procurement Team

Finance & Administration Division PT. KPJB
PLTU Tanjung Jati B Unit 3 & 4
Desa Tubanan, Kecamatan Kembang, Kabupaten Jepara
Jawa Tengah, Indonesia 59453

1.1.6 Nullification of Bid

The following bids shall become nullified:

- a. Bid which is submitted by a person not qualified for participation in this bidding;
- b. Bid which deviates from Article 1.2.2, Application for Participation in bidding;
- c. Bid which is made by a person who does not submit a power of attorney by the time of bidding, or is not authorized;
- d. Bid which deviates from Article 1.2.5, Signature or Affixing a Seal;
- e. Bid which is submitted after the closing time for receiving bidders;
- f. Two or more bidders for the same item which are submitted by the same bidder for this bidding (except for alternatives, where permitted);
- g. Bid which does not contain the information and data required by this ITB;
- h. Bid which deviates from other essential requirements of the ITB as deemed by KPJB;

1.1.7 Computation of Time

Unless otherwise provided in the ITB, a period that is stated in the number of days or months will include Saturday and holidays, and in case the last date of the period or any specific day falls on a holiday, the day will be postponed to the closest following business day.

The date and time specified in the ITB is in line with the Western Indonesia Standard Time.

1.1.8 Miscellaneous

The other matters regarding the qualification for participation in bidding and the matters not specified in this ITB shall be determined by KPJB.



1.2 Bidding Procedure

1.2.1 Qualification of Bidder

1. Applicants which can participate in this bidding shall meet all of the following requirements :
 - a. Professional, competent, resourceful and experienced Agency/Company/Distributor which is able to provide/supply of Contract Cleaning Service & Gardening (Detail list of materials are specified in Chapter III).
 - b. Domestic Professional company which participates in this bidding shall submit a copy of contract/purchase order confirming that the company has an experience in supplying of materials and submit the consumables and/or list to be provided by this bidding with the evidence document.
 - c. Any business entity on the PLN Black List is not allowed to participate in this Bidding.
2. Submission Documents (Unpriced Document Required)
 - a. Unpriced quotation.
 - b. Bid Bond from Bank / Surety bond with amount 3 % (three percent) from total price (including VAT) with validity until January 31, 2018.
 - c. Copy of operating license as Labor Supply Company issued by *Dinas Tenaga Kerja & Transmigrasi*. (Surat Ijin Penyedia Jasa Pekerja / Buruh)
 - d. Certificate of Domicile / Sertifikat Domisili.
 - e. Copy of Business license (SIUP) as Cleaning Service & Gardening Services Work Scope.
 - f. Copy TDP (Company's register).
 - g. Copy of Tax ID (NPWP).
 - h. Copy of Taxable Company Certificate (SPPKP).
 - i. Copy of Deed of establishment (Akta Perusahaan).
 - j. Copy of Work experience (Pengalaman kerja).

The cleaning service company shall experience in 2 years row for contract at least IDR 2.500.000.000,- (proved by PO, and must be attached as evidence) in one single contract. Cleaning service provider must have experience 2 years in a row in power plant or similar industries, and /or food industries with export product, hotel, or mall.
 - k. Tax Return Evidence of 2017 (SPT TAHUN 2017).
 - l. Tax Payment Evidence (3 Months of June, July, August 2018).



- m. Copy kepesertaan BPJS Ketenagakerjaan and Jaminan Kesehatan evidence.
- n. Company regulation which is legal authorized by Dinas Tenaga Kerja.

1.2.2 Application for Participation in Bidding

Applicants for this bidding shall meet all of the following requirements:

1. Closing date and time of application for participation in this bidding :
November 15, 2018
2. Address for participating in this bidding to the address set forth in article 1.1.5.

1.2.3 Submission of Bid

1. The bid shall be submitted by hand or by mail including courier service. The bid shall be received by KPJB on or before the closing date and time as provided in Article 1.2.2. No late bid will be accepted. The bid which is submitted by a method other than those noted above shall not be accepted. It shall be the bidder's responsibility to assure that KPJB has duly received the bid.
2. Quotation shall be submitted addressed to Procurement Team, F & A Division PT. KPJB PLTU Tanjung Jati B Unit 3&4 Tubanan, Jepara, in sealed envelopes for priced quotation and unpriced quotation separately.

1.2.4 Validity of Bid

The bid, including the Price, shall be bound as a firm offer and valid unconditionally for a period of **one (1) month** after the closing date for receiving the bid document. In case that KPJB requests the bidder to change some contents of his/her bid in connection with bid evaluation or contract negotiation, KPJB's request shall not be regarded as a rejection of the bid. KPJB, if necessary, may request the bidder to extend the validity of the bid.

1.2.5 Signature or Affixing a Seal

The bid shall be signed by a duly authorized representative or sealed by the company or business firm seal, and the power of attorney or a certificate of a seal impression shall be attached thereto.

However, the signature of the person who is to be mandated can be accepted for the foreign bidders, in case that the company or business firm seal and the power of attorney are attached to the bid.



1.2.6 Decision on the first negotiable Bidder

In case where the competitive bidding is effectuated by two (2) valid bidders or more, KPJB will decide as the first negotiable bidder the person whose bid meets the essential requirements of the ITB and is the most advantageous to KPJB.

1.2.7 Contract Negotiations and the Award of the Contract

1. If it is deemed necessary, KPJB shall have the right to open the contract negotiations including the contract price with the first negotiable bidder. In such a case, if the result of the negotiations is satisfactory to KPJB, the first negotiable bidder will be the successful bidder who is awarded the contract, but, if the result of the negotiations with the first negotiable bidder is not satisfactory, KPJB may proceed in the negotiations with the next placed bidder without any liabilities to the first negotiable bidder.
2. KPJB is entitled to adjust scope of supply, technical specifications, contract conditions and contract price during the negotiation period.
3. The successful bidder shall submit the required documents for entering into a contract and a list breaking down the calculations for a contract price within three (3) days after being informed of having been awarded the contract and enter into a contract by KPJB's issuing the Purchase Order (P/O) and the contractor's confirmation signing on the P/O sheet within ten (10) days. However, if the successful bidder cannot enter into a contract due to incidents of Force Majeure or cases which KPJB deems acceptable, those days where such incidents occurred shall not be calculated.
4. If KPJB issues a written Authorization to Proceed (ATP) to Contractor with respect to all or part of the Work hereunder prior to the effective date of the contract, all provisions hereof shall apply to the Work to the extent of such ATP, and Work shall be deemed to have been performed under the contract.

2. Special Notices

2.1 Requirement for Bid Price

2.1.1 Bid Currencies

The bid price shall be denoted in **Rupiah (IDR)**.



2.1.2 Pricing Basis

In consideration of a price increase or a price decrease during the contract period, the bid price shall be the fixed price based on the scope of delivery and contract conditions as specified by this ITB. Thus, any and all possible fluctuations to be incurred during the contract period shall be reflected in the bid price.

2.1.3 Delivery Terms

The bid price shall be quoted as delivery under **DDP (INCOTERMS 2010)**, unloaded at PLTU Tanjung Jati B Unit 3 & 4 Site with contract period January 1, 2019 ~ December 31, 2019.

2.1.4 Tax, Duties and Tariffs

Bid prices shall include all the taxes, including the value-added tax (VAT), customs duties and other official charges in connection with the supply of the Goods and/or Services in the case of DDP. The VAT shall be excluded from the price of each item but included in the total bid price.

2.2 Procedure and Criteria for Bid Evaluation

2.2.1 Procedure for Bid Evaluation

1. The bid evaluation will be conducted in 1 step.
2. Any of the following bidders as a result shall be excluded from the Detailed Evaluation Procedure for Bid Evaluation.
 - a. Bidders as specified in Article 1.1.6 and 1.2.1 of general notice of CHAPTER I
 - b. Bidders with a delivery schedule which KPJB cannot accept
 - c. Bidders which cannot satisfy the major technical requirements
 - d. Bidders with deviations and exceptions to the major contents of the ITB.
3. After conducting the Preliminary Evaluation, KPJB will inform bidders who do not pass of their failure to meet requirements of the bid.

2.2.2 Criteria for Bid Evaluation

2.2.2.1 General Criteria

1. In the preliminary evaluation, KPJB will evaluate as to whether the bid is included with deviations and exceptions not acceptable by KPJB, if any, the bid will not be acceptable.



2. In the Detailed Evaluation, KPJB will select the most advantageous bid by economic evaluation of the bid price and the relevant costs. In this regard, the evaluation factors shall be as provided in Article 2.2.2.2.

2.2.2.2 Bid Evaluation and Evaluation Factors

Major factors of bid evaluation are as follows:

1. Technical Evaluation
 - Completeness of bid requirement
 - Delivery Schedule of Equipment
 - Scope of work and Technical Differences
 - Acceptable Deviations and Exceptions to ITB's technical specifications
 - Other Required Matters
2. Commercial Evaluation
 - Deviations and Exceptions to GTC and STC
 - Other required Matters
3. Bid Price and Overall Economic Evaluation
 - Bid Price will be evaluated under Estimate Price prepared by PT. KPJB and if there are no Bidders price below estimate price re-notification will be applied.
 - Other required Matter

2.2.2.3 Bidding under Re-notification

In the event that there is no more than two (2) qualified bids or KPJB cannot decide the successful bidder, or in the event the successful bidder does not enter into the contract, KPJB may put up for bidding under the public re-notification. However, if the successful bidder refuses to enter into the Contract without any other justifiable reason, KPJB is entitled to exclude such bidder in the application for participation for re-bidding or bidding under the re-notification.

2.3 Notice prior to Award

The bidder's inquiry about the ITB and clarification of his bid in regard to commercial matters and technical matters including, but not limited to, price, bid



PLTU Tanjung Jati B Unit 3 & 4
Desa Tubanan Kecamatan Kembang
Kabupaten Jepara Jawa Tengah
Indonesia 59453
Tel: 0291-427-0491 Fax: 0291-427-0601

validity and contractual terms and conditions shall be made to the following address and attention :

**Procurement Team,
Finance & Administration Division
PT. KPJB PLTU Tanjung Jati B Unit 3 & 4
Desa Tubanan Kecamatan Kembang Kabupaten Jepara
Jawa Tengah Indonesia
59453**



CHAPTER II TERMS AND CONDITIONS

1. General Terms and Conditions

These General Terms and Conditions (GTC) are applicable to the Purchased Order (P/O) placed by PT. KOMIPO PEMBANGKITAN JAWA BALI (PT. KPJB) the purchase of Materials and/or Services as specified in the P/O , to which PT. KPJB and Supplier shall be bound.

Article 1 – Definitions

The following terms used herein shall have the meanings as set forth below:

- A. "PT. KPJB" means PT. KOMIPO PEMBANGKITAN JAWA BALI Which purchases the Equipment and/or Services hereunder, and which expression shall include its legal representatives, authorized agents, successors, and assignees.
- B. "Supplier" means the person, corporation, legal representatives and/or authorized agents that provide the Equipment and/or services under contract.
- C. "Contract" means the contract entered into by and between the parties, which concludes the P/O placed by PT. KPJB and acknowledged by Supplier and/or the Contract signed between PT. KPJB and supplier for the purchases of the Equipment and/or services. Hereinafter, "Contract " is regarded as same as "Contract".
- D. "Party" means either PT. KPJB or Supplier as the case may be. "Parties" means both PT. KPJB and Supplier.
- E. "Equipment and/or services" means the machinery, components, parts, devices, appliances, apparatus, tools, goods and/or related services to be provided by the Supplier under contract.
- F. "Supply" means all of the obligations and responsibilities to be performed by supplier hereunder, including the supply of the Equipment and/or services.
- G. "Local procurement" means procurement from the supplier in Indonesia.
- H. "Foreign procurement" means procurement from the supplier out of Indonesia

Article 2 – Effectiveness of the P/O

The P/O becomes effective when Supplier acknowledged the acceptance of the P/O placed by PT. KPJB, which constitutes the Contract between the Parties. Unless Supplier acknowledged the acceptance within ten (10) days after receipt of the P/O, PT. KPJB may withdraw the P/O without any liabilities thereafter.



Article 3 – Contract Document and Language

- 3.1 The Contract documents consist of the P/O including the document attached thereto and this GTC. In case of any inconsistency between them, the P/O shall govern.
- 3.2 All documents and communications hereunder shall be in Bilingual (English language and Bahasa Indonesia) or English language.

Article 4 – General Provisions

- 4.1 The trade terms shall be subject to INCOTERMS 2000 and its amendments, unless otherwise provided in the contract.
- 4.2 The number of days shall be calculated based on the actual calendar days including Saturdays, Sundays and official holidays in Indonesia, and if any specific day falls on Saturday, Sunday or a holiday, the day shall be postponed to the immediately following business day.
- 4.3 The Equipment and/or Services to be provided hereunder shall conform to the applicable laws, regulations, codes, standards and the specifications hereof. Supplier shall provide the new and unused products suitable in all respects for the purposes intended herein and shall use the best possible design and engineering. The specifications not adequately described herein shall be in accordance with the best commercial practices.
- 4.4 Supplier shall be fully responsible for the work performed by its Sub-supplier.
- 4.5 All fittings necessary to complete the Equipment shall be provided by Supplier at no additional charge beyond the price specified in the P/O. No additional payment for ancillary items shall be made unless such items and prices thereof have been authorized by PT. KPJB in the P/O.

Article 5 – Interpretation

In the event of any disagreement between the Parties with respect to the provisions of the Contract, the interpretation of PT. KPJB shall govern, until an arbitration award is rendered in accordance with Article 15.

Article 6 – Terms of Payment

- 6.1 The P/O price specified in the Contract is fixed and is not subject to price fluctuations.
- 6.2 The P/O price shall be paid by means of bank account transfer or telegraphic transfer (T/T) or irrevocable letter of credit (L/C), as agreed to between the



- Parties, to Supplier against the Supplier's presentations of certificate of delivery of equipment or certificate of completion of supply for local procurement, or the following transport documents for the foreign procurement :
- A. Commercial Invoice: one (1) original and three (3) copies.
 - B. Clean on Board Ocean Vessel Bill of Lading or Air Waybill consigned to PT. KPJB : one (1) full set of original and three (3) copies
 - C. Packing List : one (1) full set of original and three (3) copies
 - D. Certificate of Origin : one (1) original and three (3) copies (not applicable)
 - E. Certificate of Origin : one (1) original and three (3) copies (not applicable)
 - F. Freight Forwarder's Certificate of receipt : one (1) original and three (3) copies (not applicable)
 - G. Other documents as required by the Contract.
- 6.3 In case of T/T payment for foreign procurement, Supplier shall promptly send the transport documents listed above to PT. KPJB and the payment shall be made within thirty (30) days after the delivery date, unless otherwise provided herein.
- 6.4 In case L/C payment, Supplier shall submit the original copy of the transport documents listed above to the bank according to the L/C conditions and the copies of them shall be sent to PT. KPJB promptly. One (1) copy of the above documents shall be additionally enclosed in each package of the Equipment.
- 6.5 In case of Bank Account Transfer Payment for local procurement, the payment will be made by PT. KPJB within fourteen (14) days after invoice received by PT. KPJB after delivery or work completion.
- 6.6 Unless otherwise provided in the P/O, supplier shall bear any kind of banking charges and other expenses incurred in connection with the payment.

Article 7 – Delivery Terms and Shipment

- 7.1 Unless otherwise provided in the P/O, the delivery of the Equipment shall be effected hereunder in terms of Delivery to the designated place of the Power Plant site for local procurement, or FCA named place by PT. KPJB or a freight forwarder selected by PT. KPJB for the foreign procurement. Supplier shall arrange shipment of the Equipment through PT. KPJB's freight Forwarder, if Supplier fails to do so and excess expenses are incurred to PT. KPJB thereby, he/she shall reimburse such expenses within thirty (30) days after PT. KPJB's request for payment.
- 7.2 Supplier shall notify PT. KPJB and the freight forwarder of delivery or shipping



- readiness by telefax or by any other official letter at the latest fifteen (15) days prior to readiness so that PT. KPJB may arrange the shipment and insurance coverage. Such notice shall include a port of loading, shipping items, total tonnage, cubic measurement, invoice amount and expected delivery date.
- 7.3 For foreign procurement, Supplier shall pack the Equipment in accordance with the best export-packing practices to prevent physical and environmental damage. Supplier shall be liable for any loss or damages caused by inadequate packing.
- 7.4 Any proper handling caution marks or instructions and the following information shall be durably marked on the surface of the package.
- A. Consignee (PT. KPJB) and Consigner (supplier Name)
 - B. P/O No. and L/C No. (if applicable)
 - C. Port of Export and Destination
 - D. Item No. and Description specified in the P/O and Quantity
 - E. Net and Gross Weight and Cubic Measurement
 - F. Origin
 - G. Caution Marks such as Fragile (if applicable)
 - H. Other Markings as required
- 7.5 Unless requested or approved by PT. KPJB, Supplier shall not deliver the Equipment early than one (1) month prior to the delivery schedule hereunder. In case of a breach thereof, PT. KPJB is entitled to delay the payment or claim interest to Supplier if already paid by L/C.

Article 8 – Liquidated Damages for Delayed Delivery

- 8.1 In the event that, for reasons attributable to Supplier and not excusable under Article 11, the delivery of any item of the Equipment is delayed beyond the delivery date provided in the P/O, Supplier shall pay liquidated damages to PT. KPJB, not as a penalty, in an amount of zero point one five (0.15) percent of total contract amount for each day of delay unless otherwise provided in the P/O. The liquidated damages shall not exceed ten (10) percent of the total Contract price.
- 8.2 PT. KPJB is entitled to deduct liquidated damages from any payment due supplier.

Article 9 – Performance Bond

- 9.1 Unless exempted by the P/O or approved by PT. KPJB, within twenty (20) days after the effective date of the P/O, Supplier shall establish a performance bond in favor of PT. KPJB in a form of a bank guarantee in an amount five (5) percent of



- the P/O price including VAT. The bond shall be valid until one (1) month after the expiry date of the warranty period or any extension thereof as provided in Article 10.
- 9.2 The bond shall be an absolute and unconditional guarantee and payable to PT. KPJB forthwith on PT. KPJB's simple demand of payment in the event that Supplier fails or refuses to promptly cure any default of its obligations hereunder.
- 9.3 A performance bond is not required on the following conditions
- Purchase Order amount is below **\$ 50,000** or its equivalent currencies

Article 10 – Warranty

- 10.1 Supplier shall warrant that the Equipment and/or Services provided hereunder are free from defect in design, materials, workmanship, packing, title and patent. This warranty shall remain valid until twelve (12) months after the actual delivery date.
- 10.2 Upon receipt of PT. KPJB's notice of any defect, Supplier shall promptly correct the defect by repair, replacement, modification and/or re-performance at its own cost including transportation charges, duties, labor costs and removal costs incurred by such correction.
- 10.3 In the event that PT. KPJB decides not to correct or partially correct the defect, Supplier shall refund an equitable amount to PT. KPJB through mutual agreement.
- 10.4 If supplier fails to correct the defect as provided herein, PT. KPJB may reject the defective Equipment and procure the similar equipment elsewhere. In such event, Supplier shall return the amount paid by PT. KPJB and be liable for any excess costs incurred by PT. KPJB for such procurement.
- 10.5 The warranty period for the Equipment or Services corrected shall be extended by twelve (12) months from the completion date of such correction.
- 10.6 The warranties provided herein are exclusive and no other warranties shall apply.

Article 11 – Liabilities

- 11.1 Supplier shall be liable to and indemnify PT.KPJB for any injuries to person or property and, at its own expense, defend and hold PT. KPJB harmless against and from any claims or court actions raised by a third party, arising in connection with the performance of the Contract, to the extent they are derived from any fault, negligence, omission or willful action of Supplier or Sub-supplier.
- 11.2 Supplier's total liability for all claims hereunder, except those based on the title and patent infringement, shall not exceed the total P/O price.



11.3 Supplier shall not be liable for consequential or indirect damages.

Article 12 – Quality Assurance and Inspection

12.1 Supplier shall maintain a quality assurance program and be responsible for the testing and inspection of the equipment, at its own cost, in accordance with the applicable codes and standards and the requirement hereunder. Supplier shall retain quality – related records for the minimum retention period as required by the applicable codes and standards.

12.2 Supplier's inspection of the Equipment is to be final, unless otherwise provided in the P/O. However, PT. KPJB reserves the right to inspect the Equipment and/or witness the testing upon reasonable advance notice to Supplier.

12.3 Supplier shall deliver the Equipment which has complied with testing and inspection and issue a duly signed certificate of inspection for the Equipment.

Article 13 – Force Majeure

13.1 Neither Party shall be responsible to the other Party for failure or delay to perform all or any part of the Contract due to force majeure events beyond the reasonable control and without the fault or negligence of the affected Party such as (i) acts of God (ii) acts of the government or the public enemy (iii) fires (iv) floods (v) epidemics (vi) quarantine restrictions (vii) freight embargoes (viii) strikes or (ix) unusually severe weather. In such event, the affected Party is entitled to such extension of time to fulfill its obligations as may be reasonably necessary in the circumstances as agreed to between the Parties.

13.2 The affected Party shall promptly notify in writing the other Party of occurrence of the force majeure event with the documents proving its occurrence.

13.3 If the Force Majeure event continues for sixty (60) days or more, then either party may terminate the Contract in whole or in part, and both parties shall settle outstanding liabilities, except for any claims of either party in connection with the termination.

Article 14 – Termination

14.1 PT. KPJB may terminate the contract, in whole or in part, if;

- A. The liquidated damages to be imposed under Article 8 aggregate to ten (10) percent of the total P/O price and work is not expected to be completed within the schedule hereunder; or



PLTU Tanjung Jati B Unit 3 & 4
Desa Tubanan Kecamatan Kembang
Kabupaten Jepara Jawa Tengah
Indonesia 59453
Tel: 0291-427-0491 Fax: 0291-427-0601

B. Supplier materially fails to perform any of its obligations hereunder and does not cure the default promptly.

14.2 In such event, PT. KPJB may procure similar equipment or services from another vendor and Supplier shall be liable to PT. KPJB for the excess costs incurred by such procurement.

14.3 The rights and remedies of PT. KPJB in this Article shall be in addition to any other rights and remedies hereunder.

Article 15 – Arbitration

All disputes, controversies or differences which may arise between the Parties, out of or in connection with the Contract, or for the breach thereof, shall be finally settled by arbitration in Jakarta, Indonesia in accordance with the Commercial Arbitration Rules of the Indonesian Commercial Arbitration Board and under the law of Republic of Indonesia.

The award rendered by the arbitrator(s) shall be final and binding upon the Parties.

Article 16 – Governing Law

The contract shall be governed and interpreted by the laws of the Republic of Indonesia.



2. General Terms and Conditions

1. Scope of services

1.1. Basic Services

Basic Services are continuous or regular services and non-routine to be provided by the Contractor at power plant. Detail work scope of cleaning service refers on attachment, where the outline is as follows:

1.1.1. Routine Activities of Cleaning Services

- a) Cleaning the administration and amenity building, control central building, all local control room from any kind of dust and dirt.
- b) Cleaning power plant area, control central building, and all local control room.
- c) Floor treatment: Sweeping, mopping, brushing, and drying from stagnant water.
- d) Dusting and spotting furniture's, accessories, wall, window, all equipment, piping, rack, etc.
- e) Pantry and facilities cleaning: eating utensil, drinking utensil and preparing lunch and drinking for manager and leader.
- f) Cleaning whole toilet in all area.
- g) Cleaning all waste bins to be emptied and collecting the domestic waste from KPJB activities to PLN TJB waste segregation and end disposal area (TPA) Bandengan Jepara.
- h) Assist KPJB's employees who are in a certain area in his work at whole power plant area
- i) Routine monitoring for the cleaning service activity.

1.1.2. Non Routine and /or Special Cleaning

Special cleaning is irregular cleaning which ordered by KPJB to contractor, every case of incidental or periodically case on working hour. Mobilize by the existing personal of cleaning service, i.e.:

- a) Ventilation cleaning on boiler building
- b) Incidental coal spillage cleaning on boiler area.
- c) Chemical or material spillage in whole power plant area.

1.1.3. Routine Activities of Gardening

- a) Maintain the gardening and landscaping based on mapping area of gardening & landscaping which responsible by KPJB, picture attached.
- b) Drainage cleaning all around unit 3&4 area.
- c) Watering plant, trimming, fertilization the plantation to keep the gardening and landscaping is green and fertile.
- d) Road cleaning and watering with water truck
- e) Cleaning the gravel stone, from the wilding

1.1.4. Special Activities of Gardening

The special activity of gardening is irregular activities which ordered by KPJB to contractor, every case of incidental or periodically case on working hour. The special activity is usually needed permit to work (PTW) and safety supervision to conduct, i.e.:

- a) Grass cleaning on 500KV and 150 KV
- b) Grass cleaning on Generator Transformer area
- c) Grass cleaning on IBT transformer area

1.2. Special Treatment Services

As a procedure of cleaning services, the cleaning service (CS) provider should be concerned and attention for cleaning methods as following:

- a. Total toilet facility on TJB 3&4 are followings:

WC	Urinoir	Wastafel
32	14	32

- b. Waste Bin & garbage plastic

- Waste bin must be in closed position
- Waste bin should be routine cleaned/emptied to waste collecting pickup every day.
- Garbage plastic should not be used repeatedly.
- Waste segregation. KPJB will provide facility for waste segregation (domestic & non domestic). CS provider shall be routine managed the waste segregation especially for non-domestic waste (paper, carton box, plastic, etc.) and sent to waste segregation PLN facility.
- Domestic waste shall be sent to end disposal area (TPA) Bandengan.

- c. Mopping

- Mopping equipment for toilet should be used for toilet purpose only, not other.

- d. Consumable

- CS provider shall be managed and provide any chemical consumable for cleaning, including consumable non chemical, i.e. tissue and its kind.
- List of chemical cleaning and other consumable will describe on 4.4. Equipment

- e. Intake waste

- CS provider shall be dispatch 2 persons in shift working hour to handle intake waste.
- Intake waste shall be routine cleaning using drum 200 liter "*blung*" provided by CS provider, and dispose to laydown area using pick-up intake 24 hours every day.
- To avoid odors, intake area shall be clean in good housekeeping, no water spoiled on road, drainage.

1.3. Additional Services

Additional Services are irregular services which are ordered by KPJB from the Contractor every case. Those activities conduct at out of the scope service, out of the working hour, and additional personnel out of the existing personnel. Normally services are charged based on agreed unit price list. Services might include, but are not limited.

1.4. Equipment

The Contractor shall provide tools and equipment requested by PT KPJB to undertake the work. The cleaning provider tools shall be clearly identified as their own and shall be in good condition and fit for the purpose.

- a) Cleaning services mandatory equipment's.

No.	Equipment	Brand	Quantity
1.	Floor brushing	Krisbow	1
2.	Water jet sprayer	Krisbow	1
3.	Vacuum cleaner wet & dry	Krisbow	1
4.	Cleaning sign	Krisbow	4

b) Gardening services mandatory equipment

No.	Equipment	Brand	Quantity
1.	Lawn mower, complete with: - Machine blade - Grindstone	Tasco Lawn Mower TLM 18-E (1 pcs), Honda UMK 453 T (4 pcs)	5
2.	Pesticide sprayer	Swan or Dragon star 17 ltr	2

1.5. **Tools & Consumables**

The Contractor shall be responsible for supplying their consumables needed to undertake the work. The type and amount of supporting equipment and chemical each month at least, are as follows.

a) Cleaning services mandatory tools

No.	Equipment	Brand	Quantity
1.	Cleaning tools equipments, i.e.: hoe, window squeegee, broom, floor mop, dust pan, else	Not specified	Detail on attachment.

b) Cleaning services consumables usage

- Chemical consumables usage shall be available based on area condition, all consumable must be checked and stored in FA storage room. The form of goods received must be sign by FA/HSE division and attached in invoice monthly. If the form of goods received is not attached, the payment will not proceed. Chemical Cleaning Consumable is attach on Attachment.

All chemical cleaning should be has MSDS.

c) Transportation and waste mobilization

No	Equipment	Min Quantity /month	Remark
1	Pick Up Car	1	Good condition and maintained. All expenses regarding maintenance and repairmen is on duty of selected CS supplier
2	Gasoline Pick Up	15 L/days	For intake waste and to TPA Bandengan or Krasak
3	Gasoline Water Truck	65 Lt/15 days	
4	Gasoline Water Pump Truck	10 Lt/day	
5	Gasoline Lawn Mower (Sea)	6 Lt/day @lawn mower	Tasco Lawn Mower TLM 18-E (1 pcs), Honda UMK 453 T (4 pcs)

d) Gardening services mandatory tools & consumables

Detail in attachment

1.6. **Working time**

The Contractor shall implement the Services during time frames indicated this Contract.

- a) There are three kinds of cleaning service working time. Cleaning service person el in main building, cleaning service personnel on site plan, and personnel on daily shift time.

- Cleaning service on office building working hours.

Weekdays: Monday to Friday, working hours 07.00-16.30 WIB

- Cleaning service on site plan working hours



Weekdays: Monday to Friday, working hours 07.00-16.30 WIB

- Cleaning service on daily shift operation working hours

Working hour as agreed between the KPJB and the Contractor, based on shift hours operation working time.

- b) Gardening services working time

Weekdays: Monday to Friday, working hours 07.00 – 16.30 WIB

- c) KPJB can be adjusted working hour for special cleaning purpose.

- d) During one month, the contractor shall be having one day for general special cleaning services.

- 1.7. To monitoring the presence of personnel, the provider shall be using **finger print**. In condition of abnormal finger print, the monitoring of presence will be monitor by supervisor area. Additional Services will be compensated according to agreed unit prize list which include charges for hours outside normal working hours and works, refers to Man power Government regulation. If there are personnel not present, cleaning services provider shall be **replace with temporary additional personnel** without any additional cost to KPJB

In period of time, vendor shall be rotating cleaning service personnel, based on their work evaluation, work place, and performance. According to rotation personnel, vendor shall be coordination with HSE division.

2. Requirements

2.1. Company

- a. The cleaning service company shall fulfill the legal requirements of Cleaning Service Provider such as TDP, SIUP as cleaning service & gardening services work scope.
- b. The cleaning service company shall experience in 2 years row for contract at least IDR 2.500.000.000,-include VAT, (proved by PO, and must be attached as evidence) in one single contract.
- c. Taxation evidence.
- d. The cleaning service company shall have operating license as Labor Supply Company issued by *Dinas Tenaga Kerja & Transmigrasi*.
- e. Cleaning service provider must have experience 2 years in a row in power plant or similar industries, and /or food industries with export product, hotel, or mall.
- f. The Contractor shall have the supervisor (technicians) who have sufficient knowledge & expertise to undertake the work.
- g. Cleaning service provider has company regulation which is authorized by *Dinas Tenaga Kerja*.

2.2. Personnel

- **CS & Gardening Supervisor**

The requirements for operational supporting personnel are:

- a. Male
- b. Age range 35 – 45
- c. Graduation of Diploma (Minimum)
- d. English Skill : minimum fair (speaking, reading and listening)
- e. Good behavior completed with local police certificate (SKCK)
- f. CV have to submitted
- g. Familiar with ISO standard for documentation and management
- h. Experience as a supervisor of cleaning service minimum 2 years



- i. The Cleaning provider personnel shall work under the direction of the Cleaning provider Supervisor. The Respective Employees of KPJB is entitled to direct the Cleaning provider Supervisor to undertake work if he feels there is a need due to Safety, Program or Quality.
- **CS & Gardening Team Leader**
The requirements for operational supporting personnel are:
 - a. Male
 - b. Age range 30 – 45
 - c. Graduation of Senior High School
 - d. English Skill : minimum fair (speaking, reading and listening)
 - e. Good behavior completed with local police certificate (SKCK)
 - f. CV have to submitted
 - g. Experience as a team leader of cleaning service minimum 1 years
 - **Cleaning service & Gardening personnel**
The requirements for operational supporting personnel are:
 - a. Male/ Female
 - b. Age range 22 – 45
 - c. Graduation of Junior High School
 - d. English Skill : minimum fair (speaking, reading and listening)
 - e. Good behavior completed with local police certificate (SKCK)
 - f. CV have to submitted
 - g. Power plant experience will be respected

3. Responsibilities

3.1. The Station Manager

As the chief officer of the Expansion Operator who will be responsible for whole management of the Expansion Plant, including the Safety.

3.2. The HSE Manager

The Environment, Health and Safety Manager shall be undertaken all safety management responsibilities to ensure plant safety pursuant to O&M Agreement with taking into consideration of Safety & Risk Management System responsibilities is managed in a professional and responsible manner in accordance with Good Utility Practice, The Environmental, Health and Safety Manager shall report to the Station Manager.

3.3. The HSE Leader

As a practical management person who shall be responsible for the day by day management of the Expansion Plant, including the safety, The Environmental, Health and Safety Leader shall report to the HSE Manager.

3.4. Company

- h. The cleaning service company shall fulfill the legal requirements of Cleaning Service Provider such as TDP, SIUP as cleaning service & gardening services work scope.
- i. The cleaning service company shall experience in 2 years row for contract at least IDR 2.500.000.000,- (proved by PO, and must be attached as evidence) in one single contract.
- j. Taxation evidence.
- k. The cleaning service company shall have operating license as Labor Supply Company



issued by *Dinas Tenaga Kerja & Transmigrasi*.

- l. Cleaning service provider must have experience 2 years in a row in power plant or similar industries, and /or food industries with export product, hotel, or mall.
- m. The Contractor shall have the supervisor (technicians) who have sufficient knowledge & expertise to undertake the work.
- n. Cleaning service provider has company regulation which is authorized by *Dinas Tenaga Kerja*.

4. Special Terms and Condition

- 4.1. The cleaning service company must be fulfilling the legal requirements of Cleaning Service Provider such as TDP, SIUP.
- 4.2. Cleaning service & gardening provider is must be *Perseroan Terbatas "PT"*
- 4.3. Cleaning service & gardening provider shall be submitted taxation evidence and BPJS *Ketenagakerjaan (JKK, JK, JHT)* evidence.
- 4.4. The cleaning service & gardening company must have operating license as Labor Supply Company issued by *Dinas Tenaga Kerja & Transmigrasi* Province.
- 4.5. The Cleaning service & gardening provider must give salary based on applicable regional minimum wage (UMR) and the salary of each personnel needed is attached.
- 4.6. The Cleaning service & gardening provider are preferred have experience in 2 row years in power plant/similar industries, hotel, mall. With single PO order at least IDR 3.000.000.000,- (proved by PO, and must be attached as evidence)
- 4.7. The cleaning service & gardening provider shall using surrounding community for developing relationship between company and surrounding community.
- 4.8. The cleaning service & gardening (employee) should be approved by PT KPJB & considering to surrounding community or Jepara Resident.
- 4.9. The cleaning service & gardening should have mechanism of performance assessment from each of personnel in order for the monitoring work that has been implemented.
- 4.10. The cleaning service & gardening shall submit the item and quantity of tools and consumable of their services in a month and total in a year at their bid, as mention on attachment.
- 4.11. The cleaning service & gardening shall submit template of their standard procedure, checklist of their work activity including management personnel, chemical usage, and equipment.
- 4.12. To improve and upgrading personnel skill, the provider shall be have related training program, schedule and target implementation.
- 4.13. The cleaning service provider shall be follow the Government Man Power/Disnakertrans regulation for followings:
 - All cleaning service personnel shall be registered to *BPJS Kesehatan & BPJS Ketenagakerjaan (JKK, JK, JHT)*
 - *BPJS Ketenagakerjaan (JKK, JK, JHT) & BPJS Kesehatan* payment receipt should be submitted at worked completion.
- 4.14. The cleaning service provider already active registered on *BPJS Ketenagakerjaan & Kesehatan*.
- 4.15. Cleaning service provider has company regulation which is legal authorized by *Dinas Tenaga Kerja*.
- 4.16. Cleaning services personnel has rights of annual leave based on cleaning services provider



company regulation. If there are cleaning personnel not present, cleaning services provider shall be **replace with temporary additional personnel** without any additional cost to KPJB

- 4.17. PT KPJB provide job duties to the cleaning service provider to implement job safety service area PT KPJB, Given the location of the job is Vital National object, the Safety Company prohibited from hiring workers who caught the crime / criminal and must give priority to labor around the location of PT KPJB with qualifications and competence of the Safety Unit, in accordance with a sufficient number of needs.
- 4.18. Technical Documentation
KPJB provides necessary technical documentation (after contract signed). The contractor should inform the activity and KPJB makeup date plant documentations.
- 4.19. PT KPJB supply
The KPJB will supply whenever available the following:
- Access means, e.g.: pass area
 - Water Supply, compressed air supply (6-8 bars) in power house.
 - Electrical Supply
- 4.20. Reporting
The Contractor shall make by the 7th business day after completion of the service works the Service Report, in which he shall indicate works done during the service, used equipment and Quality control issues.
- 4.21. Inspections
After the Contractor has fulfilled either Basic Services or Additional Services if necessary there shall be made work report, he shall acquire inspection by Respective Engineer. The inspection shall be commenced within a week from request. If KPJB representative has not conducted inspection in a week, The Contractor is entitled to invoice the works and his obligations can be seen finalized in that matter.
- 4.22. Using existing personnel, if any changes must be approved by HSE Leader division.
- 4.23. The Contractor shall provide Personal Protective Equipment (PPE) to their employees includes the mandatory requirements for Tanjung Jati B Power Plant. All personnel must use uniform (2 sets / year) and must use standard ANZ PPE(Personal Protective Equipment) which is related to their work place. Standard requirement PPE is mention in paragraph below;
- Safety helmet is defined as OSHA that refer to the regulation of ANZI-Z89, 1-1986 (29 CFR-1910.135), OSHA (Washington, D.C, July 1,1994).
 - Safety shoes must meet ANSI minimum compression and impact performance standard in ANSI Z41-1991 (American National Standard for PPE).

To easier defined PPE standard, in the paragraph below is mentioned the brand of PPE which is needed in every personal:

- Site coordinator: safety helmet (MSA), safety shoes (krisbow/kings)& PVC Boots for garden (APP), rain coat (Penguin).
- Cleaning Supervisor: safety helmet (MSA), safety shoes (krisbow/kings), earplug, rain coat (Penguin).
- Gardening Supervisor: safety helmet (MSA), PVC Boots for garden (APP), rain coat (Penguin).
- Cleaning Daily Office: safety helmet (MSA), safety shoes (krisbow/kings).
- Cleaning daily site and Jetty: safety helmet (MSA), safety shoes (krisbow/kings), rain coat (Penguin).



6. Cleaning shift: safety helmet (MSA), safety shoes (krisbow/kings).
7. Gardening: safety helmet (MSA), PVC Boots for garden (APP), rain coat (Penguin).

5. Procurement Process

5.1. Procurement

- The bidding process will be carried out by F&A Division with HSE Division support according to PT KPJB Procurement Procedure. HSE division recommendation to using existing personnel for maintains competencies.
- HSE Division together with Procurement team conduct contractor evaluation every year, if there is any performance decreasing the contract will be reviewed again for repeated.

5.2. Evaluation of performance

The quality of Cleaning Service provider will be monitored for every month.

5.3. Payment

- Payment will be done every month according to signed contract agreement between PT KPJB and Cleaning Service & Gardening Company.
- Payment will be pay every month after the contractor submitted the monthly report consist of program planning, schedule action plan, consumable and tools.
- Monthly report will be evaluated from each user from KPJB as follows:

No.	Area	PIC Evaluation
1.	Admin building, Warehouse	FA Division
2.	Central Control Building	Operation Division
3.	Coal Handling, Transfer Tower, Crusher, Tripper	J&M Division
4.	Boiler, Turbine, Auxiliary Plant, and other area	HSE Division

6. Conclusion

- Contractor shall provide **68** personnel (male or female) of cleaning service & gardening for plant area not later than January 1st, 2019.
- Cleaning Service & Gardening Contract period is valid from January 1st, 2019 until December 31, 2019 under the condition of automatic extension of contract term or increasing of the cleaning service space by mutual agreement.
- Finance and Admin Manager will sign on contract of cleaning service as a representative of PT. KPJB after final approval for this purchase order decision making.

7. Attachment

- Detail tools cleaning and gardening by monthly/yearly usage
- Basic salary and allowance for personnel.

Attachment:

- Detail Tools of Cleaning

NO	ITEMS	Quantity	Life Time Estimation
1	Floor Squeege Set	10	6
2	Window Squeege Set 35 CM	5	12
3	Window Squeege Refill	10	6
4	Window Washer	18	12
5	Lobby Duster Set 60 CM Acrilic	18	12
6	Lobby Duster Refil 60 cm Acrilic	18	6
7	Wet Mop Set	36	12
8	Wet Mop Refil	18	6
9	Telescopic set 6 m	1	12
10	Warning Sign	4	12
11	Pad Merah	1	12
12	Pad Putih	1	12
13	Ember Kecil	15	6
14	Gayung	10	6
15	Kanebo	18	3
16	Lap Kotak	24	3
17	Dust Pan (Ektrak)	18	6
18	Sapu Lawa lawa (spider broom)	12	12
19	Sikat Closet	10	6
20	Sikat Tangan Panjang	10	6
21	Sarung tangan Karet	20	6
22	Sikat kecil	18	6
23	Sapu Lantai (broom)	18	6
24	Wiper Karet Dragon (Sapu Karet)	18	3
25	Kabelrol	1	12

- Detail tools of Gardening

NO	ITEMS	JUMLAH	USIA PAKAI
1	Cangkul	5	12
2	Sabit	10	12
3	Selang	100	12
4	Sapu Lidi Tangkai	10	6
5	Sprinkler	5	12
6	Gunting taman besar	5	12
7	Sekop / shovel	10	6
8	Artco Cart	3	6

- Detail Used Gardening Consumable Monthly

NO	ITEMS	JUMLAH	Unit
1	Senar Pemotong Rumput (Blade String)	16	Roll
2	Dramazon (Grass pesticide)	5	L
3	Karung 25 kg	200	pcs
4	Round up (grass pesticide) (Liter)	10	L



PLTU Tanjung Jati B Unit 3 & 4
 Desa Tubanan Kecamatan Kembang
 Kabupaten Jepara Jawa Tengah
 Indonesia 59453
 Tel: 0291-427-0491 Fax: 0291-427-0601

- Detail Used Chemical Monthly

NO	Chemical	Quantity	Unit	Brand
1	Toilet Camper Ball Swallow	30	pack	Swallow
2	Creolin / Disinfectant Toilet	10	L	No Frill
3	Tile Floor Cleaner	20	L @2.5L	No Frill
4	Drinking glass cleaner Sunlight	50	PCS @400ML	Sunlight
5	Window Glass cleaner	8	L	No Frill
6	Handsoap	16	L	Yuri
7	Tissue roll	510	ROLL	Livi
8	SponCucupiring	10	PCS	Not Specified
10	Plastik sampah MEDIUM	750	PCS	Not Specified
11	Plastik sampah LARGE	450	PCS	Not Specified
12	Sabun Colek	10	pcs	Wings WB 500
13	Air Refreshner Solid/Gel	10	Pcs @ 70 gr	Stella 70 gr
14	Air refreshner Aerosol	5	Pcs @ 400ml	Stella 400 ml
15	Corrosion or plag cleaner (for Porcelain/ceramic)	3	1000 ml	Yuri Porstex



CHAPTER III Material List

1. Material List

*The salary of manpower is including Transportation, OT, Annual allowance, BPJS and another payment as mentioned in government regulation.

No	Component	Site Coordinator	Cleaning Spv.	Cleaning Daily Office	Cleaning Daily Site	Cleaning Daily Jetty	Cleaning Shift	Gardening Spv.	Gardening	Remark
A	Basic Component									
1	Basic Salary			UMK Jepara	UMK Jepara	UMK Jepara	UMK Jepara		UMK Jepara	
2	Job Title / Allowance									
3	Holiday Allowance	-	-	-	-	-	125,000	-	-	
4	Annual Allowance (THR)	Based on Take Home Pay Salary	Based on Take Home Pay Salary	Based on Take Home Pay Salary	Based on Take Home Pay Salary	Based on Take Home Pay Salary	Based on Take Home Pay Salary	Based on Take Home Pay Salary	Based on Take Home Pay Salary	
B	BPJS Kesehatan & Ketenagakerjaan									
1	BPJS Kesehatan (5%)									Full Ditanggung oleh Supplier Penyedia Jasa (Tidak ada pemotongan kepada karyawan)
2	BPJS Ketenagakerjaan JHT (5.7%)									
3	BPJS Ketenagakerjaan JKK (1.27%)									
4	BPJS Ketenagakerjaan JKM (0.30%)									
C	Personal Protective Equipment (PPE)									
1	Uniform (2 sets)									
2	Safety Helmet MSA									MSA Original (1x per tahun)
3	Safety Shoes or PVC Boots for Gardening									Krisbow original, APP (1x per tahun)
4	Cotton gloves									Sarung tangan kerja kain katun rajut @60 pcs /bulan
5	Rain Coat (ex Penguin)									1 x dalam 1 tahun
D	Man Power	1	3	6	25	10	12	1	10	
E	Sub Total I									
F	Equipment									
1	Pickup Car									Grand Max
2	Floor Polisher									Krisbow Polisher 17 Inch, 154 rpm, 1100 W
3	Vacuum Cleaner Wet&Dry (Min 30Ltr)									Krisbow Wet/Dry Vacuum 30L : 3,500,000
4	Water Jet Sprayer									Krisbow High Press Cleaner 100 Bar 1300 Watt
5	Lawn Mower (5 sets)									Tasco Lawn Mower TLM 18-E (1 pcs), Honda UMK 453 T (4 pcs)
6	Sprayer 17Lt (2 sets)									Swan Hand Sprayer or dragon star 17L
7	Gardening Tools					Based on attachment (unpriced)				
8	Cleaning Tools (detail on attachment)					Based on attachment (unpriced)				
9	Retribution Fee to TPA Krasak and/or Bander							250,000		fee per month
G	Consumable									
1	Gasoline Pick Up							3,600,000		for intake waste and to TPA Bandengan
2	Gasoline Water Truck							1,040,000		65 Lt/ 15 days
3	Gasoline Water Pump Truck							2,080,000		10 Lt/day
4	Gasoline Lawn Mower (5ea)							6,240,000		30 Lt/day (for 5 lawn moyer)
5	Cleaning Chemical & Consumable					Based on attachment (unpriced)				
6	Gardening Consumable					Based on attachment (unpriced)				
I	Sub Total II									
J	Total EH									
K	Managemant Fee (10%)									
L	Grand Total (exclude VAT)									Monthly
										12 months (exclude VAT)
	Total									12 months (Incl. VAT)



CHAPTER IV
FORMS
Bid Price Format
No:

*The salary of manpower is including Transportation, OT, Annual allowance, BPJS and another payment as mentioned in government regulation.

No	Component	Site Coordinator	Cleaning Spv.	Cleaning Daily Office	Cleaning Daily Site	Cleaning Daily Jetty	Cleaning Shift	Gardening Spv.	Gardening	Remark
A	Basic Component									
1	Basic Salary			UMK Jepara	UMK Jepara	UMK Jepara	UMK Jepara		UMK Jepara	
2	Job Title / Allowance									
3	Holiday Allowance						125,000			
4	Annual Allowance (THR)	Based on Take Home Pay Salary	Based on Take Home Pay Salary	Based on Take Home Pay Salary	Based on Take Home Pay Salary	Based on Take Home Pay Salary	Based on Take Home Pay Salary	Based on Take Home Pay Salary	Based on Take Home Pay Salary	
B	BPJS Kesehatan & Ketenagakerjaan									Full Ditanggung oleh Supplier Penyedia Jasa (Tidak ada pemotongan kepada karyawan)
1	BPJS Kesehatan (5%)									
2	BPJS Ketenagakerjaan JHT (5.7%)									
3	BPJS Ketenagakerjaan JKK (1.27%)									
4	BPJS Ketenagakerjaan JKM (0.30%)									
C	Personal Protective Equipment (PPE)									
1	Uniform (2 sets)									
2	Safety Helmet MSA									MSA Original (1x per tahun)
3	Safety Shoes or PVC Boots for Gardening									Krisbow original, APP (1x per tahun)
4	Cotton gloves									Sarung tangan kerja kain katun rajut @68 pcs /bulan
5	Rain Coat (ex Penguin)									1 x dalam 1 tahun
D	Man Power	1	3	6	25	10	12	1	10	
E	Sub Total I									
F	Equipment									
1	Pickup Car									Grand Max
2	Floor Polisher									Krisbow Polisher 17 Inch, 154 rpm, 1100 W
3	Vacuum Cleaner Wet&Dry (Min 30ltr)									Krisbow Wet/Dry Vacuum 30L : 3.500,000
4	Water Jet Sprayer									Krisbow High Press Cleaner 100 Bar 1300 Watt
5	Lawn Mower (5 sets)									Tasco Lawn Mower TLM 18-E (1 pcs), Honda UMK 453 T (4 pcs)
6	Sprayer 17Lt (2 sets)									Swan Hand Sprayer or dragon star 17L
7	Gardening Tools				Based on attachment (unpriced)					
8	Cleaning Tools (detail on attachment)				Based on attachment (unpriced)					
9	Retribution Fee to TPA Krasak and or Banden								250,000	fee per month
G	Consumable									
1	Gasoline Pick Up							3,600,000		for intake waste and to TPA Bandengan
2	Gasoline Water Truck							1,040,000	65 Lt/ 15 days	
3	Gasoline Water Pump Truck							2,080,000	10 Lt/day	
4	Gasoline Lawn Mower (See)							6,240,000	30 Lt/day (for 5 lawn moyer)	
5	Cleaning Chemical & Consumable				Based on attachment (unpriced)					
6	Gardening Consumable				Based on attachment (unpriced)					
I	Sub Total II									
J	Total E+I									
K	Managament Fee (10%)									
L	Grand Total (exclude VAT)									Monthly
										12 months (exclude VAT)
	Total									12 months (Incl. VAT)



**Unpriced Format
No:**

The salary of manpower is including Transportation, OT, Annual allowance, BPJS and another payment as mentioned in government regulation.

No	Component	Site Coordinator	Cleaning Spv.	Cleaning Daily Office	Cleaning Daily Site	Cleaning Daily Jetty	Cleaning Shift	Gardening Spv.	Gardening	Remark
A	Basic Component									
1	Basic Salary			UMK Jepara	UMK Jepara	UMK Jepara	UMK Jepara		UMK Jepara	
2	Job Title / Allowance									
3	Holiday Allowance						125,000			
4	Annual Allowance (THR)	Based on Take Home Pay Salary	Based on Take Home Pay Salary	Based on Take Home Pay Salary	Based on Take Home Pay Salary	Based on Take Home Pay Salary	Based on Take Home Pay Salary	Based on Take Home Pay Salary	Based on Take Home Pay Salary	
B	BPJS Kesehatan & Ketenagakerjaan									
1	BPJS Kesehatan (5%)									Full Ditanggung oleh Supplier Penyedia Jasa (Tidak ada pemotongan kepada karyawan)
2	BPJS Ketenagakerjaan JHT (5.7%)									
3	BPJS Ketenagakerjaan JKK (1.27%)									
4	BPJS Ketenagakerjaan JKM (0.30%)									
C	Personal Protective Equipment (PPE)									
1	Uniform (2 sets)									
2	Safety Helmet MSA									MSA Original (1x per tahun)
3	Safety Shoes or PVC Boots for Gardening									Krisbow original, APP (1x per tahun)
4	Cotton gloves									Sarung tangan kerja kain katun rajut @60 pcs /bulan
5	Rain Coat (ex Penguin)									1 x dalam 1 tahun
D	Man Power	1	3	6	25	10	12	1	10	
E	Sub Total I									
F	Equipment									
1	Pickup Car									Grand Max
2	Floor Polisher									Krisbow Polisher 17 Inch, 154 rpm, 1100 W
3	Vacuum Cleaner Wet&Dry (Min 30Ltr)									Krisbow Wet/Dry Vacuum 30L : 3,500,000
4	Water Jet Sprayer									Krisbow High Press Cleaner 100 Bar 1300 Watt
5	Lawn Mower (5 sets)									Tasco Lawn Mower TLM 18-E (1 pcs), Honda UMK 453 T (4 pcs)
6	Sprayer 17Lt (2 sets)									Sivan Hand Sprayer or dragon star 17 L
7	Gardening Tools									Based on attachment (unpriced)
8	Cleaning Tools (detail on attachment)									Based on attachment (unpriced)
9	Retribution Fee to TPA Krasak and/or Banden								250,000	Fee per month
G	Consumable									
1	Gasoline Pick Up								3,600,000	for intake waste and to TPA Bandengan
2	Gasoline Water Truck								1,040,000	65 Lt/ 15 days
3	Gasoline Water Pump Truck								2,080,000	10 Lt/day
4	Gasoline Lawn Mower (5ea)								6,240,000	30 Lt/day (for 5 lawn moyer)
5	Cleaning Chemical & Consumable									Based on attachment (unpriced)
6	Gardening Consumable									Based on attachment (unpriced)
I	Sub Total II									
J	Total E&I									
K	Managemant Fee (10%)									
L	Grand Total (exclude VAT)									Monthly
										12 months (exclude VAT)
Total										12 months (incl. VAT)