



Public Notice For 2019 Helper Service Contract Plan

1. **Scope of Supply**
KPJB needs to procure 2019 Helper Service Contract Plan.
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 2018 Helper Service Contract Plan.
4. **Bid Closing Date and Time: 13.00 January 22, 2019**
5. **Aanwijzing will be held on: 14.00 January 14, 2019 in KPJB meeting room.**
6. **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 : procurement@kpjb.co.id, proc4@kpjb.co.id
7. **Bid submission**
Finance & Administration Division,
PT. Komipo Pembangkitan Jawa Bali (KPJB)
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
8. **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 “**2019 Helper Service Contract Plan**”



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 2019 Helper Service Contract Plan

Target dates	Description
January 8-10, 2019	✓ Approval for Procurement Plan including ITB
January 11, 2019	✓ Public Notice for Bidding through internet (KPJB website)
January 14, 2019	✓ Aanwijzing
January 22, 2019 (13.00)	✓ Bid document submission closing ✓ Receive bidding document and open bidding document
January 22-23, 2019	✓ Negotiation with the 1st Negotiable Bidder ✓ Report the result of negotiation and issue Contract

INVITATION TO BID

2019 Helper Service Contract Plan

KPJB-NR-2019-0002

January 8, 2019

PT. Komipo Pembangkitan Jawa Bali



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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 2019 Helper Service Contract Plan. 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 Helper (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
 - a. Unpriced quotation.
 - b. Bid Bond from Bank / Surety bond with amount 3 % (three percent) from total price (including VAT) with validity until May 31, 2019.
 - c. Copy of Licence of Worker's Service Provider (Surat Ijin Penyedia Jasa Pekerja / Buruh)
 - d. Certificate of Domicile / Sertifikat Domisili.
 - e. Copy of Business license (SIUP).
 - 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) in similar work (Supply Manpower) provide copy Contract or PO as evidence with the minimum amount of IDR 483.000.000,- (Including VAT 10%).
 - k. Tax Payment Evidence (September, October and November 2018).
 - l. Tax return evidence of 2017 (SPT TAHUN 2017).

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: **13.00 WIB January 22, 2019.**
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 March 1, 2019 ~ February 29, 2020.



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 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
 - E. Certificate of Origin : one (1) original and three (3) copies
 - F. Freight Forwarder's Certificate of receipt : one (1) original and three (3) copies
 - 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 complete invoice received by PT. KPJB and attached with delivery or work completion signed by PT. KPJB.
- 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 (0.1) percent of total contract amount for each day of delay unless otherwise provided in the P/O. The liquidated damages shall not exceed five (5) 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, certified check or irrevocable



clean credit in an amount not less than 5 (five) percent of the P/O price. 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 five (5) percent of the total P/O price and work is not expected to be completed within the schedule hereunder; or



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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. Special Terms and Conditions

2.1. Scope of Service

Service to be provided from the contractor are follows:

Mechanical & Jetty & Material helper:

- Conduct maintenance activity support.
- Carrying, cleaning & placing the tools.
- Cleaning in workshop & working area.

Warehouse helper:

- Conduct spare part management activity support.
- Operating forklift & crane.
- Carrying, cleaning & placing the spare part.
- Cleaning in warehouse area.

Finance accounting helper:

- Conduct files management activity support.
- Carrying, cleaning & placing the files.
- Maintenance files room.

IT Officer helper:

- Supporting IT staff resolving internet trouble shooting in KPJB area.
- Supporting IT staff resolving the trouble shooting computer of all KPJB employees.

HSE Staff Administrator helper:

- Conduct files management activity support.
- Carrying, cleaning & placing the files.

Waste Warehouse helper:

- Supporting placing the waste property.
- Cleaning in warehouse area.

Compositor:

- Supporting organic composting.
- Waster segregation (KPJB proper program).



2.2. Service area

No	Division	Manpower			
		Experience : > 5 years	1-5 years	New	Total
1.	Mechanical Division	4	3	1	8
2.	Jetty & Material Division	2	5	-	7
3.	Finance & Accounting Division	2	3	-	4
4.	Engineering Division	-	1	-	1
5.	HSE Division	-	3	-	3

Qualification

- Gender male for all area and female for Finance accounting helper
- Education minimum Vocational High School or Senior High School.
- Communicative passively in English.
- Age 18~45 years old.
- For the warehouse helper should has Crane Operator License (SIO Operator Crane dari Kemenakertrans) which have to be completed by the contractor maximum three month after the contract signing.
- Having experience in Power Plant field.
- Good attitude and be able work in team.
- Good behavior completed with local police certificate (SKCK).

2.3. Manpower management

- Before service beginning, the contractor shall nominate the supervisor and inform PT. KPJB of it so that he or she could manage the persons from it and coordinate with customer regarding the manpower, amount, schedule and qualities.
- All manpower service order from users of the customer shall be handled through the above supervisor by using predetermined request form.
- The personnel of contractor shall work under the supervision of PTW officer, KPJB for the safety purpose.
- PT. KPJB can request the contractor to replace its personnel when they show faithless behavior during work and/or adjust the number of manpower according to the decision of PT. KPJB at any time and the contractor shall follow it.



2.4. Contractor Qualification

- The contractor shall fulfill the legal requirement of Republic Indonesia related to the service as follow :
 - Statement Letter of Comply & Obey the Labor Act to Labor District Governemnt (Disnaker).
 - Agreement letter with employee and Company Regulation
- The Contractor shall follow Indonesian Standards for those respective standards and norm, which are internationally accepted for basis of such services. The representative of KPJB has the right to reject the personnel if they are considered unable to successfully undertake the work and shall be replaced with another personnel by the contractor. as soon as possible. The Contractor can use the subcontractors for full filling its service scope, but they have same obligations for qualifications and experience under this Contract.
- The Contractor should have mechanism of performance assessment for each, personnel in order to monitor work that has been implemented.

2.4. Contractor Qualification

2.4.1. Working Time and Basic Salary.

- The Contractor shall implement the Services during the time frames specified in this Contract. Basic Services including services on weekend and holidays shall be compensated by The Contractor in accordance of Labor Law and Regulation.

2.4.2. Mandatory Report.

- The Contractor shall make the monthly report or regular report of Operational Supporting Personnel works as a basic requirement for invoicing. This report shall be submitted to F&A Division of PT. KPJB not later than the 1stweek of the following month. Delay of the above submission will be the risk of the Contractor for deduction of monthly payment of operational supporting personnel salary as regulated separately by Procurement policy.

2.4.3. Initial inspection to the Contractor.

PT. KPJB will do the initial inspection to the Contractor as below:

- Working Uniform and Transportation in site.

The Contractor shall provide working uniform and Transportation in site to their Employees including the, mandatory requirements for Tanjung Jati B Power Plant. The Contractor shall ensure their Operational Supporting Personnel to wear the uniform during daily work for formal identification in workplace



- Personal Protective Equipment (PPE)

The Contractor shall provide Personal Protective Equipment (PPE) to their Employees including the mandatory requirements for Tanjung Jati B Power Plant. The Contractor's Employees shall be appropriately dressed in the Contractor's uniform, and shall be suitable for the work to be undertaken. In addition, the Contractor shall supply its personnel with all other required PPE, which are detailed in the specific health and safety requirements of the Contract.

Insurance of Jamsostek/BPJS

- In accordance with Indonesian Act which employers must register their workforce in the Social Security program. For initial inspection, the Contractor shall show insurance member card of its employees which is still valid as the evidence.

-

2.5. Evaluation of performance

- The quality of Operational Supporting Personnel will be monitored every month.

The Key Performance Indicators are:

- Routine Report (Monthly report).
 - Zero operational complaint.
- The Contractor has to give report to mechanical division for approval and make work completion for payment every month.
 - The Contractor should have a mechanism of performance assessment for each of personnel for the sake of work implementation monitoring. Performance assessment will be appraised by mechanical division. In the event that the assessment result certifies "satisfaction" over the performance of work, their employment will be continued. Otherwise, in the event that assessment result certifies "dissatisfaction", the Contractor will be replaced with other personnel with good qualification.
 - The Contractor has to find the replacement person with the equal qualification when the operational supporting personnel is not able to work with any reasons.
 - At least in the 1st week of every month, the Contractor shall submit the Monthly Work Report of Operational Supporting Personnel Activity to F&A Division in accordance with KPJB's standard report form after signed by user division previously (checked by senior staff and approved by leader or manager). In the event of tardiness/late of submission of the above report will be the risk of the Contractor for deduction of monthly contract payment by the following deduction formula:

Fixed Amount Monthly Contract - Sum Day of Tardiness (Fixed Amount of Monthly Contract x 0.1%)



- Acceptance and implementation the sanctions will be provided as a consequence of a violation of the contract (default).

2.6. Working Time

- The normal working hour for routine manpower under this contract is 07:30~16:30 from Monday to Friday.
- The contractor shall note that in some cases, work outside normal hours may be needed due to various reasons such as emergency situation and daily work wrap up. In such cases, the contractor shall be willing to support the customer at predetermined overtime rate including holiday work.
- The contractor should record the time card and submit on a monthly basis.

2.7. Payment

- Monthly payment shall be given in full to the helper (Basic Salary & Skill allowance).
- Holiday allowance shall be given once a year according the helper religion.
- PPE & tools shall be given at the beginning of the year the contract agreement begins.
- Insurance (BPJS health & manpower) shall pay paying monthly to the Jepara BPJS representative office.

2.10. The Contractor, Copyright and Language & Law

- The Contractor may not, without the prior consent of PT. KPJB, publish individually in conjunction with any other person, any articles, photographs or other illustrations related to the Services.
- The Contractor must be obeying all decisions of the Republic Indonesian government decisions regarding liabilities to their employees.

2.11. Contract Period

March 1, 2019 ~ February 29, 2020 and it can be extended to maximum 1 year based on good performance evaluation.

CHAPTER III Material List

2. Material List

No	Description	Quantity	
		Order	Unit
1	BASIC SALARY 2018 *(UMK)	23	person
2	SKILL ALLOWANCE*	1	lot
3	JOB TITTLE*	1	lot
4	MEAL ALLOWANCE*	23	person
5	HOLIDAY ALLOWANCE*	23	person
6	INSURANCE (BPJS) *	23	person
7	PPE & TOOLS*	23	person
8	MANAGEMENT COST	1	lot
9	SIO for overhead travelling crane & rigger	2	person

No.	Item	Work experience > 5 years			Work experience >1 -5 years			New helper		
		Qty	Unit cost / month	Total Cost / month	Qty	Unit cost / month	Total Cost / month	Qty	Unit cost / month	Total Cost / month
1. Basic cost										
1	Basic salary (UMK)	8	1,879,031	15,032,248	14	1,879,031	26,306,434	1	1,879,031	1,879,031
2	Skill Allowance	8	160,000	1,280,000	14	80,000	1,120,000	1	10,000	10,000
3	Job tittle	8	160,000	1,280,000	14	80,000	1,120,000	1	10,000	10,000
4	Meal allowance	8	220,000	1,760,000	14	220,000	3,080,000	1	220,000	220,000
5	Holiday Allowance	8	156,586	1,252,688	14	156,586	2,192,204	1	156,586	156,586
6	BPJS	8	295,760	2,366,080	14	295,760	4,140,640	1	295,760	295,760
7	PPE & Tools	8	75,000	600,000	14	75,000	1,050,000	1	75,000	75,000
2. Management cost										
3. SIO (once a year, 2 person)										
		2	7,500,000	15,000,000						

* In case of basic salary (UMK), Holiday allowance, BPJS, was calculated by applying Indonesia govermemnt's minimum labor cost and labor law

- Central Java governor's decision the minimum wage of Jepara Regency no 560/68-2018 is IDR 1.879.031
- Holiday Allowance = basic salary divided 12 months
- BPJS = monthly salary * 15,74% (jaminan pensiun 3%, jaminan hari tua 5,7%, jaminan kecelakaan kerja 1,74%, jaminan kematian 0,3%, jaminan kesehatan 5%)
- PPE and Tools
 - Safety helmet (completeness with brand: MSA & Yellow colour)
 - One set wearpack (uniform & pants) for Power Plant standard
 - Batik uniform
 - Safety shoes (minimum brand: Krisbow)



4.1 Bid Format

CHAPTER IV FORMS

PLTU Tanjung Jati B Unit 3 & 4
Desa Tubanan Kecamatan Kembang
Kabupaten Jepara Jawa Tengah
Indonesia59453
Tel: 0291-427-0491 Fax: 0291-427-0601

Bid Price Format No:

No	Description	Quantity		Total-Monthly (IDR)	Yearly Amount (IDR)
		Order	Unit		
1	BASIC SALARY 2018 *(UMK)	23	person	1,879,031	518,612,556
2	SKILL ALLOWANCE*	1	lot	2,410,000	28,920,000
3	JOB TITTLE*	1	lot	2,410,000	28,920,000
4	MEAL ALLOWANCE*	23	person	220,000	60,720,000
5	HOLIDAY ALLOWANCE*	23	person	156,586	43,217,736
6	INSURANCE (BPJS) *	23	person	295,760	81,629,760
7	PPE & TOOLS*	23	person	75,000	20,700,000
8	MANAGEMENT COST	1	lot		
9	SIO for overhead travelling crane & rigger	2	person	7,500,000	15,000,000
TOTAL					
VAT					
Grand					

Term and Conditions:

1. The salary of manpower is including transportation, annual allowance and another payment as mentioned in government regulation.
2. Payment will be made (Monthly) by Telegraphic Transfer (T/T) within fourteen (14) days after invoice received, attached with delivery or work completion report issued by PT.KPJB.

Place, [Month] [Date] [Year]
SIGN & COMPANY STAMP
DUTY STAMP/MATERAI
'6000
Name
(Title)



PLTU Tanjung Jati B Unit 3 & 4
Desa Tubanan Kecamatan Kembang
Kabupaten Jepara Jawa Tengah
Indonesia59453
Tel: 0291-427-0491 Fax: 0291-427-0601

**Unpriced Format
No:**

No	Description	Quantity		Remark
		Order	Unit	
1	BASIC SALARY 2018 *(UMK)	23	person	
2	SKILL ALLOWANCE*	1	lot	
3	JOB TITTLE*	1	lot	
4	MEAL ALLOWANCE*	23	person	
5	HOLIDAY ALLOWANCE*	23	person	
6	INSURANCE (BPJS) *	23	person	
7	PPE & TOOLS*	23	person	
8	MANAGEMENT COST	1	lot	
9	SIO for overhead travelling crane & rigger	2	person	

Term and Conditions:

1. The salary of manpower is including transportation, annual allowance and another payment as mentioned in government regulation.
2. Payment will be made (Monthly) by Telegraphic Transfer (T/T) within fourteen (14) days after invoice received, attached with delivery or work completion report issued by PT.KPJB.

Place, [Month] [Date] [Year]
SIGN & COMPANY STAMP
Name
(Title)