



Public Notice

U4POB The Purchasing of Mechanical Seal for Absorber Agitator

1. Scope of Supply

U4POB The Purchasing of Mechanical Seal for Absorber Agitator

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, administration requirements and technical requirements and 1 envelope of price document for the vendor who can pass the qualification).

3. Requirement for Qualification of Bidder

It is mentioned in document of INVITATION TO BID, Bidding Schedule of U4POB The Purchasing of Mechanical Seal for Absorber Agitator, Section 1.2.1.

4. Bid Closing date and Time on 11.00 WIB, August 7, 2025.

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 : procurement34@kpjb.co.id or ulfa.lutfiana@kpjb.co.id

6. Bid submission

To : Ulfa Nikmatul Lutfiana
Finance & Administration Division (K19247)
PT. Komipo Pembangkitan Jawa Bali (KPJB)
PLTU Tanjung Jati B Unit 3 & 4,
Desa Tubanan, Kecamatan Kembang,
Kabupaten Jepara, Jawa Tengah, Indonesia 59475
Tel : 0291-4270493, Fax : 0291-4270601

7. Procedure for Submission Bid Document

- The bidding 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 "U4POB The Purchasing of Mechanical Seal for Absorber Agitator"



PLTU Tanjung Jati B Unit 3 & 4
Desa Tubanan Kecamatan Kembang
Kabupaten Jepara Jawa Tengah
Indonesia 59475
Tel: 0291-427-0491 Fax: 0291-427-0601

Bidding Schedule of U4POB The Purchasing of Mechanical Seal for Absorber Agitator

Target dates	Description
August 4, 2025	✓ Approval for Procurement Plan including ITB
August 4, 2025	✓ Public Notice for Bidding through KPJB website (www.kpjb.co.id)
August 7, 2025 (11.00 WIB)	✓ Bid document submission closing ✓ Receive bidding document and open bidding document

	PT. KOMIPO PEMBANGKITAN JAWA BALI	Doc. Ref	: KPJB-0951-02
	PLTU TANJUNG JATI B #UNIT 3&4	Form No.	: KPJB-0951-02-ZZ-FM-03
	REQUEST FOR QUOTATION	Design Div.	: Finance and Administration
		Revision No.	: 00

Date	RFQ No:	PRF No:
July 31, 2025	K19247 R01	K19247
SUBJECT : (Requotation) U4POB The Purchasing of Mechanical Seal for Absorber Agitator		

KPJB on behalf of PT. PLN hereby request your quotation for material/services below :

No	Item Code	Description	Quantity		Remark
			Qty	Unit	
As per the attachment					
- The quotation shall be submitted in one sealed envelope containing both the priced and unpriced proposals, addressed to Procurement Team, F&A Division PT. KPJB. The original documents should be received by KPJB not later than 11.00 WIB date 07 AUG 2025 by registered mail or direct submission after PLTU Tanjung Jati B security check and registration. - Validity of Quotation price should be minimum 3 months. - Prices and detailed information should be specified about the materials and services in the quotation by strictly following the quotation form attached hereto. - Payment will be made by Telegraphic Transfer (T/T) within forty five (45) days after invoice received, attached with delivery or work completion report (Invoice, Good receive form, MOV, BAPP, etc.) issued by PT. KPJB. - Performance Bond is applicable for PO ≥IDR 500.000.000: minimum 5% from PO price including VAT. Validity of Bank Guarantee is covering delivery period + 130 calendar days. - Warranty period is 12 months (365 calendar days). Delivery time: not later than May 30, 2026. Delivery should be completed to PT. KPJB’s warehouse, PLTU Tanjung Jati B Unit #3&4. Original Certificate should be submitted at the delivery time: Original Certificate of Manufacture (issued by manufacturer) and Original Certificate of Origin (issued by the chambers of commerce) are required at the delivery time. - Warranty letter that state “The material is genuine, no defect, new and can be used properly” should be submitted at the time of delivery. - All documents and communications shall be in English. - All terms and conditions of this contract must be subject to and governed by PT. KPJB’s Terms and Conditions for Contract attached hereto. - In case of hazardous material, Material Safety Data Sheets (MSDS) and other related document for hazardous material shall be submitted at the time of delivery. - For hand powered tools / powered tools: must be attached with tools certificate from manufacturer. - For chemicals: All material delivery must be completed with symbol & label as required on regulation in every containers/other packaging. - For service: All personnel must have appropriate certification as required on local HSE Regulation.					
Sincerely Yours,					
 Hendang Suroso F&A. Manager					
Date					

Attachment :

1. Material list
2. Quotation format
3. Unprice document required
4. Pakta Integritas Form
5. Surat Pernyataan Keaslian Dokumen Form
6. KPJB Contractor Safety Rules
7. PT. KPJB's General Terms and Conditions for Contract
8. Term of Reference
9. Drawing
10. DPJT list and Bid Bond format

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Attachment 1: RFQ No. K19247

MATERIAL LIST

Item No	Item Code	Description	Quantity	
			Order	Unit
1	206556 /	SET OF MECHANICAL SEAL, AGITATOR TYPE HWL2080N, MECH. SEAL TYPE ESD42L080R31V6, POS 5000	5,00	PC

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Quotation format

A. Price Quotation

<COMPANY LOGO>

Quotation

No:

Item No	Item Code	Description	Quantity		Price (IDR)	
			Order	Unit	Unit Price	Total
1	206556 /	SET OF MECHANICAL SEAL, AGITATOR TYPE HWL2080N, MECH. SEAL TYPE ESD42L080R31V6, POS 5000	5,00	PC		
		TOTAL				
		VAT				
		GRAND TOTAL				

Term and Conditions:

1. The above price are included delivery cost to warehouse of PT. KPJB
2. Please mention Certificate is required at the delivery time
3. Payment will be made by Telegraphic Transfer (T/T) within forty five (45) days after invoice received, attached with delivery or work completion report issued by PT.KPJB.
4. Please mention Bank Account that will be use for payment (including Bank Name, Bank Address)
5. Please mention Name of Director

Place, [Month] [Date] [Year]

SIGN & COMPANY STAMP

DUTY STAMP / MATERAI (10000)

Name

(Title)

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B. Unpriced Quotation

<COMPANY LOGO>

Quotation

No:

Item No	Item Code	Description	Quantity		Delivery Time
			Order	Unit	
1	206556 /	SET OF MECHANICAL SEAL, AGITATOR TYPE HWL2080N, MECH. SEAL TYPE ESD42L080R31V6, POS 5000	5,00	PC	not later than May 30, 2026

Term and Conditions:

1. The above price are included delivery cost to warehouse of PT. KPJB
2. Please mention Certificate is required at the delivery time
3. Payment will be made by Telegraphic Transfer (T/T) within forty five (45) days after invoice received, attached with delivery or work completion report issued by PT.KPJB.
4. Please mention Bank Account that will be use for payment (including Bank Name, Bank Address)
5. Please mention Name of Director

Place, [Month] [Date] [Year]
SIGN & COMPANY STAMP

Name
(Title)

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Unprice Document Required

No.	Syarat Administrasi (Administration Requirement)
A.	
	Asli Surat Penawaran (Original Unprice quotation) yang:
1	1. Description sesuai permintaan
	2. Bertanggal (dated)
	3. Bertanda tangan dan Cap Perusahaan (Company stamped)
	4. Menyebutkan waktu pengiriman sampai gudang sesuai permintaan (Time Delivery)
2	Pengalaman Pekerjaan dengan total harga kontrak senilai minimal IDR 390.000.000 – menyerahkan copy kontrak atau PO (Work Experience for contract amount minimum IDR 390.000.000 – submitting the copy of the contract or PO)
3	Copy pembayaran pajak SSP (PPN) 3 bulan terakhir periode: Maret, April, Mei 2025 (Copy of last 3 month payment tax or period of: March, April, May 2025)
4	Copy of financial report audited by public accountant minimum year of 2023. Fotokopi laporan keuangan teraudit oleh Kantor Akuntan Publik minimum tahun 2023
5	Copy of SPT Tahunan year of 2023
6	Original Pakta Integritas
7	Surat Pernyataan Keaslian Dokumen
8	Original Bid bond 1% up to 3% from price quotation (including VAT) with the validity until 31 OCT 2025 - Bid bond should be issued by Bank based on DPJT list and format issued by PLN - Beneficiary of Bid bond to: PT. Perusahaan Listrik Negara (Persero) UIK Tanjung Jati B Desa Tubanan, Kecamatan Kembang, Jepara Jaminan Penawaran asli 1% sampai dengan 3% dari Penawaran Harga (termasuk PPn) dengan validitas sampai dengan 31 OCT 2025
9	Vendor participant must have registered CSMS Certificate (minimum : Low Risk Level) issued by PT. PLN (Persero) - submitting the copy of the document
B.	
1	Copy Surat Ijin Usaha Perusahaan – SIUP / BKPM (PMA) (copy of Business License)
2	Copy Surat Ijin Tempat Usaha – SITU / DOMISILI / HO (Copy of Domicile Certificate)
3	Copy Nomor Pokok Wajib Pajak - NPWP (Copy Tax ID number of company)
4	Copy Surat Pengukuhan Perusahaan Kena Pajak - SPPKP (Copy of Taxable Company Certificate)
5	Copy Tanda Daftar Perusahaan – TDP / NIB (Copy of Certificate Company Registration)
6	Copy Akte pendirian perusahaan/perubahan *jika ada (Deed of Incorporation)

Note: Administration Requirement point B 1-6 is not required to be submitted if your company already registered in our SAP and the Company data submitted still valid until closing time. If any document not submitted by the suppliers or the submitted document do not meet the requirement, we will regard that the supplier fails and we will not open the price quotation document (price evaluation)

Catatan: Syarat Administrasi no. B 1-6 tidak perlu di kirimkan jika perusahaan anda sudah terdaftar di SAP kami dan data yang dahulu di kirimkan masih berlaku sampai dengan waktu penutupan bidding. Jika ada dokumen yang tidak diserahkan atau dokumen yang diserahkan tidak sesuai dengan persyaratan, kami akan menganggap bahwa supplier gagal dan kami tidak akan membuka dokumen penawaran harga (evaluasi harga).

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(KOP PERUSAHAAN/BADAN/LEMBAGA)

PAKTA INTEGRITAS

Saya yang bertanda tangan di bawah ini, dalam rangka Pengadaan (diisi Nama Pengadaan) dengan nomor (diisi nomor RFQ/PR), pada satuan kerja PT KPJB yang dalam hal ini mewakili PT PLN (Persero) Unit Induk Pembangkitan Tanjung Jati B Jepara dengan ini menyatakan bahwa saya:

1. Akan mentaati peraturan tentang Pedoman Pengadaan Barang/Jasa di Lingkungan PT KPJB dan PT PLN (Persero), dan peraturan perundang-undangan yang terkait dengan pengadaan;
2. Tidak akan melakukan persengkokolan/pengaturan/kerjasama diantara para Peserta Pengadaan/Jasa lain dan/atau Pengguna Barang/Jasa dan/atau Pelaksana Pengadaan yang dapat mengakibatkan terjadinya persaingan usaha tidak sehat;
3. Mendukung prinsip **4 NO's** yang dijunjung tinggi oleh PT KPJB dan PT PLN (Persero) yaitu:
 - a. **No Bribery** (tidak boleh ada suap menyuap dan pemerasan)
 - b. **No Kickback** (tidak boleh ada komisi, tanda terimakasih baik dalam bentuk uang dan dalam bentuk lainnya);
 - c. **No Gift** (tidak boleh ada hadiah atau gratifikasi yang bertentangan dengan peraturan
 - d. **No Luxirious Hospitality** (tidak boleh ada penyambutan dan jamuan yang berlebihan).
4. Tidak akan melakukan komunikasi yang mengarah dan/atau melakukan praktek Korupsi, Kolusi dan Nepotisme (KKN)
5. Akan melakukan proses pengadaan secara bersih dan transparan agar menghasilkan pekerjaan sesuai ketentuan peraturan perundang-undangan yang berlaku.

Apabila saya melanggar hal-hal yangtelah saya nyatakan dalam Pakta Integritas ini, saya bersedia dikenakan sanksi sesuai dengan ketentuan peraturan perundang-undangan yang berlaku.

_____ [Tempat], _____ [Tanggal]

[Tanda Tangan & Cap Perusahaan & Materai 10.000]

_____ [Nama Jelas]

_____ [Jabatan]

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(KOP PERUSAHAAN/BADAN/LEMBAGA)

SURAT PERNYATAAN KEASLIAN DOKUMEN

Yang bertanda tangan di bawah ini :

Nama :

Jabatan :

Alamat :

Sehubungan dengan pekerjaan :

Judul Pekerjaan :

RFQ No. :

Menyatakan dengan sesungguhnya bahwa segala dokumen yang kami sampaikan adalah benar dan apabila dikemudian hari ditemukan bahwa dokumen – dokumen yang telah kami sampaikan tidak benar dan ada pemalsuan, maka kami bersedia dikenakan sanksi sesuai peraturan perundang – undangan yang berlaku.

_____ [Tempat], _____ [Tanggal]

[Tanda Tangan & Cap Perusahaan & Materai 10.000]

_____ [Nama Jelas]

_____ [Jabatan]

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Attachment 6 : RFQ No. K19247



KPJB CONTRACTOR SAFETY RULES

ATURAN KESELAMATAN KERJA KONTRAKTOR KPJB

Revision 00

06 – 03 - 2020

1. CONTRACTOR SAFETY PLAN

Prior to beginning work, Contractor shall prepare and submit Contractor's Health and Safety Plan to HSE of KPJB according to Site Safety Rule and KPJB Policies. Contractor shall submit the following requirements:

- 2.1. Copy of signed PO/Work Order/Appointment Letter.
- 2.2. Company Permit or License by Government.
For special work (such as: underwater, radiography), contractor shall be completed with valid Company Permit or License by Government.
- 2.3. Work Instruction/Standard Operating Procedure (SOP).
- 2.4. Contractor should prepare work instruction or SOP which are detailed steps of how to conduct a specific job task and approved by KPJB Engineer's Representative.
- 2.5. Organization Chart.
Contractor should prepare Organization Chart including contact number of related personnel involved on project.
- 2.6. Schedule of Project.
Contractor should prepare work schedule approved by KPJB's Engineer Representative. In case there are any changes, updated schedule should be submitted.
- 2.7. List of Manpower.

- The contractor attaches list of workers and copy of workers' ID involved on the project (KTP/SIM). Copy of Passport, Working Visa for Expatriate workers.
- Minimum age of worker is 17 years old.
- SKCK (Police record) is required during Maintenance and Planned Outage of KPJB.

2.8. Health Statement Letter.

Hospital Record/Health Statement Letter from Hospital or Puskesmas is required for all involved workers; with statement letter's minimum validity is 1 (one) month.

2.9. Insurance.

All workers must be protected by insurance, at least BPJS Ketenagakerjaan and/or BPJS Jasa Konstruksi for certain time and specific work contract, complete with its payment evidence.

2.10. Personnel Competency and Certification.

Copy of workers' certificate shall be attached in accordance with the provisions:

- Driver License: SIM A, B, C.
- Operator License: forklift, lifting, gondola, rigger, crane, radiography.
- Welder.
- Scaffolding technician/operator and supervisor.

2.11. List of PPE, Tools and Emergency Equipment.

- Contractor is required to identify and prepare appropriate PPE. PPE must be in accordance with applicable standards and conditions in KPJB.
- Contractor shall provide safe and feasible tools and equipment's based on contract and scope of work.

- Contractor shall provide safety line/barricade, and safety sign refer to hazard identification.
- Contractor shall prepare emergency equipment to assist handling in certain conditions, i.e.: first aid box and initial fire handling, and so on.

2.12. Drawing / P & ID Diagram.

Contractor shall prepare project drawings or equipment's which have been approved by KPJB's Engineer Representative.

2.13. Risk Assessment.

Contractor shall conduct risk assessment and specific hazard control of conducted work in form of Job Safety Analysis (JSA). This document shall be approved by KPJB Engineer's Representative and HSE. JSA Document shall be informed to all involved workers.

2. SAFETY INDUCTION

- 2.1. Contractor shall ensure that all works have obtained KPJB's Safety Induction.
- 2.2. Safety Induction is conducted only after all Health and Safety Plan requirements have been fulfilled. Safety Induction is conducted based on designated schedule by KPJB's HSE.
- 2.3. Workers which have attended Safety Induction will get "Pass Safety Induction" sticker to easily identify.

3. PERSONAL PROTECTIVE EQUIPMENT

The contractor shall provide Personal Protective Equipment and long sleeve wear pack with contractor identification. Personal Protective Equipment shall be complying with relevant and applicable standards, including:

- 3.1. Safety helmets with chin strap, long sleeve wear pack/vests, safety shoes, and industrial safety glasses. Safety helmet color regulation in KPJB is:

Red	HSE
Blue	Technical Advisor
Yellow	Contractor

- 3.2. Fall protection, safety body harness double hooks should be used for contractor's work in height risk or falling hazards area.

- 3.3. Other items of personal protective equipment shall be worn as required by risk assessment.

4. SECURITY AND ACCESS CONTROL

- 4.1. Enter and Exit access to Tanjung Jati B unit #3&4 Site is via Post Main Gate (PLN) and Security 2nd Gate (KPJB).

- 4.2. Contractors shall conduct registration for:

Yellow Visitor	Permitted only on Admin Building area;
Red Visitor	Permitted to enter site accompanied by KPJB's Employee (not permitted to conduct any works);
Workers' ID Card	Permitted to enter site and work according to approved PO

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- 4.3. Enter and Exit is permitted only in Daily working hour (Monday to Friday from 07.30 until 16.30).
 - 4.4. Contractor shall apply Notification of Overtime which approved and signed by PLN and KPJB for any works conducted outside daily working hours.
 - 4.5. For works which conduct in 24 hours' time schedule, Contractors shall regulate it into shift work system.
 - 4.6. Contractor is permitted to enter the site only if have fulfilled following items:
 - In a good/healthy condition.
 - Attended Safety Induction,
 - Obtain and/or change over the ID,
 - Wearing proper PPE,
 - 4.7. In case that Contractor need to enter or passing other Units aside from KPJB, they need to inform KPJB's MSE Division and follow the applicable procedures.
 - 4.8. All vehicles must meet the requirements of applicable State Laws concerning safe operation (i.e. driver license, brakes, lights, etc.).
 - 4.9. All personal cars must be parked in designated parking area, which is PLN parking area.
 - 4.10. Three wheels, pickup, and other such vehicles are prohibited from being used to transport of people.
 - 4.11. All vehicles shall be driven at speeds not to exceed the posted speed limit (20 km/h).
 - 4.12. All entry and exit material shall be carried to KPJB Procedure's KPJB-0956-10 Security Procedure:
 - All entry materials to KPJB should be completed with Delivery Instruction / PO / Delivery Order,
 - All exit materials should be completed with Material Gate Pass,
 - Documents and materials will be checked by Security Post Main Gate (PLN) and Security 2nd Gate (KPJB),
 - Material entry and exit to/from KPJB should be on daily working hour Monday to Friday 08.00 until 15.00. In case material in/out is not in daily working hour, contractor should prepare notification.
 - 4.13. Contractor shall be submissive and obedient to KPJB and PLN's applicable Security procedure.
 - 4.14. Workers and Visitors are prohibited to carry or conduct: smoking, any weapons, narcotics and alcoholic beverages.
- 5. MECHANICAL & ELECTRICAL TOOLS**
- 5.1. Contractor must ensure all tools and equipment's must be certified in good and safe condition. All safety devices are installed on all equipment's.
 - 5.2. Contractor ensures equipment's operation shall be in accordance with manufacturer instructions.
 - 5.3. Contractor ensures all broken equipment/tools are tagged or remove from working area so that it will not be used.
 - 5.4. The Contractor's portable lights shall be not more than 50V and provided with transformers.
 - 5.5. Portable Electric Tools and Equipment shall be double pole switched and generally shall be of Very Low Voltage type (less than 110V AC). Alternatively, if it is not possible for Portable Tools and Equipment to operate at Very Low Voltage and they are operated at 220-240V AC then protection by a Residual Current Device (RCD) shall be provided.
 - 5.6. All portable tools and equipment utilized on outdoor construction / installation sites shall be protected by Residual Current Device (RCD).
 - 5.7. RCD's shall be regularly tested to ensure correct operation and shall be provided with a test system for easy testing.
 - 5.8. The Contractor's mechanical & electrical tools shall be registered to Engineer's Representative, and have passed a Portable Mechanical & Electric Tools Test and be suitably tagged before allowed to use on site refers to KPJB Procedures Mechanical Electrical Tools Inspection.
 - 5.9. Installation of leads and cord shall be in proper installed to avoid tripping hazard and run over by vehicle/equipment.
 - 5.10. Prohibited to use double adaptor/plug, piggyback adaptor, and non-industrial electric multi socket (without fuse protection).
 - 5.11. Portable mechanical & electric tools test carried out by KPJB Mechanical & Electrical tools inspector and contractor engineer.
 - 5.12. Portable electric panel distribution board must be equipped with RCD, waterproofing, industrial type plug socket, refers to Indonesian PUIL standard.
 - 5.13. Electric Tools and Equipment that are not in use shall be unplugged and the cables tied to ensure no tripping hazards.
 - 5.14. If a fuse blows or an RDC is tripped, the Contractor's shall investigate the root cause and report the incident to the Engineer's Representative. If the problem is repeated, the Contractor's personnel shall cease work using the tools and equipment and Contractor's Supervisor shall request an electrician to attend and repair the fault.
 - 5.15. The contractor shall ensure that all gas cylinders for cutting and welding are placed on rack and fitted with suitable Flashback Arresters.
 - 5.16. Lifting tool and lifting tackle shall comply with Indonesian regulation in respect of the examination, test and maintenance record requirements.
- 6. SAFETY OFFICER / SAFETY MAN**
- 6.1. Contractors are mandatory to appoint Safety Officer/Safety Man which responsible during

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period of work to ensure all works are conducted safely and based on procedure. For specific work regulated as follows:

- One safety man for 20 employees is under the control of the contractor (either directly or as sub-contractors). This is also applies into multiples employees amount under control of the contractor.
- Working condition is conducted within 24 hours.
- Working condition which categorized as high risk work such as:
 - Confined space work;
 - Work on flammable area such as on Crusher, Tripper, H2 Plant, and Fuel Oil.
 - Work on hot and high pressure pipe.
 - Under water work.

6.2. The Safety Man / Safety Officer should be:

- Minimum certificated of AK3 Umum.
- Understand with the relevant safety, health and environment regulation in Power Plant or Similar Industry.
- Be capable of advising the contractor on the most appropriate control measures and systems of work in order to minimize risk.

7. GENERAL SITE SAFETY

- 7.1. Contractor is obligated to complete all Permits to Work (PTW) and Safety Permit Form.
- 7.2. Contractor is obliged to conduct briefing before start working. Risk and potential hazard on working area shall be informed to all workers during briefing session.
- 7.3. Contractor shall prepare barriers that prevent unauthorized personnel from entering the work site.
- 7.4. Contractors prepare sign, PPE instruction, and requirements needed to enter the work area.
- 7.5. Contractor shall ensure machines and equipment are operated only by those who have been authorized and trained.
- 7.6. Contractor must prepare safe and adequate lighting and ventilation at work site.
- 7.7. Contractor shall ensure work area clean, tidy and safe. Loose materials, rubbish, tools and equipment placed around the work site shall be kept to a minimum to reduce of hazards.
- 7.8. Contractor must protect the material/tools from falling while working at height and install warning signs.
- 7.9. Contractor must ensure no exposed holes be left unattended at any time unless a fence can be erected strong enough to prevent a person falling into the hole.
- 7.10. Contractor must ensure the walk way and stairways kept clean and free from obstructions. In addition, free access must always be maintained to safety showers, eyewash, and fire protection systems.
- 7.11. Contractor shall ensure all equipment's/tools shall be inspected periodically and maintained in proper working condition. Any defect must

be tagged: "do not use" and remove from service.

- 7.12. Where the Contractor is required to perform welding, it is responsible for ensuring adequate screens are provided and maintained to protect passers-by from the electric arc and also from spatter produced by the welding process.
- 7.13. Contractor should equip fire extinguisher at work place as well as should training to easily utilize by any kind of contractor employees.
- 7.14. Contractor should thoroughly check and make a plan against any gas leakages before and after work prior to in connection with gas work, hermetical place work, welding work, to prevent fire from flammable hazard.
- 7.15. Contractor should not use firefighting system as any other purposes during work period, such as cleaning, etc.
- 7.16. KPJB does not permit the smoking of tobacco, in any form, by its workers, contractors in KPJB workplaces. Smoking permitted only in designated / permitted areas.
- 7.17. Prohibited to take picture and/or video without permission on work location. Picture and video only permitted only for work report.
- 7.18. Equipment and tools must be returned to their designated storage areas after use.
- 7.19. Contractor shall be responsible for any damage or loss of the TJB 3&4 asset that is caused by the Contractors, its personnel and its sub-contractors.
- 7.20. Contractor must complete the Safety Permit Form before performing high risk work, including:
 - Confined Space Work
 - Welding / Hot Work
 - Work at Height
 - Lifting Material
 - Excavation Work
 - Work Surface Water and Under Water
 - Radiography
 - Work with Chemical Hazard
 - Work with Electrical Hazard

8. MATERIAL HANDLING AND STORAGE

- 8.1. Contractor has responsibility to ensure maximum safety in handling, moving, loading, and unloading materials.
- 8.2. Special lifting tools shall be operated by authorized as well as competence personnel and based on its function.
- 8.3. All materials stored in tiers shall be secured to prevent sliding, falling, or collapse.
- 8.4. Flammable and Combustible Materials shall be stored with due in regard to their fire characteristics. Flammable and combustible material shall only be stored in approved containers and in appropriate quantities for the job site use.

9. HAZARDOUS MATERIALS AND MATERIAL SAFETY DATA SHEETS (MSDS).

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KPJB CONTRACTOR SAFETY RULES

Revision 00

ATURAN KESELAMATAN KERJA KONTRAKTOR KPJB

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- 9.1. Contractor shall provide a Materials Safety Data Sheet (MSDS) for all chemicals, and lubricants that will be intend to use in the performance of work.
- 9.2. Contractor shall follow the requirements for storage, handling, and disposal of materials as set by the Engineer's Representative (Chemist/Warehouse/HSE) Division.
- 9.3. Contractor ensures all chemicals must be stored, labeled, covered or inside at all times in approved containers and labeled as to contents.
- 9.4. All contractor employees must use proper protective clothing and equipment to prevent contact with hazardous chemicals.

10. DISPOSAL OF HAZARDOUS AND NON-HAZARDOUS WASTE

- 10.1. Contractor shall be responsible for the correct disposal of all waste generated in undertaking the work.
- 10.2. Contractor shall analyze any waste generated by his work to identify and determine whether the waste is to be categorized as B3 or not, based on the B3 waste table listed in Government Regulation PP 101 of 2014 concerning B3 waste management.
- 10.3. Contractor shall handle all B3 class wastes in a proper way that shall not contaminate the environment refer to KPJB Waste Handling Procedure KPJB-0957-03 Waste Management (Hazardous and Non Hazardous) and shall be actively coordinate with Environment Engineers of KPJB HSE Division.

11. SAFETY AND ENVIRONMENT CLEARANCE

Work is considered complete only if contractors have fulfilled following items:

- 11.1. Conduct Safety Clearance including prepare OSH report covering PTW Clearance, total working hours and Unsafe/Near-miss/Injuries (If any).
- 11.2. Clean work area from residual work activity including dispose trash/waste accordance with KPJB's Procedure KPJB-0957-03 Waste Management.
- 11.3. All equipment's, materials and other facilities belong to Contractors shall be immediately removed from working site.

12. EMERGENCY CONDITION

In an emergency condition, the contractor must play an active role in handling the initial emergency condition to prevent greater damage to assets and prevent accidents or fatality in accordance with their capabilities. Steps that can be taken by the contractor include:

- 12.1. Immediately notify Central Control Room (Ext: 20000). Inform clearly:
 - Reporter's identity,
 - Location,
 - Emergency condition (incident, fire, equipment failure, victims, etc.).

- 12.2. Contractor performs emergency handling if have ability and safe to do (activate fire alarm, initial fire extinguishing, basic first aid, etc.).
- 12.3. Contractor ensures their employee immediately go to the nearest assembly point, follow the sign or directive of evacuation officer.
- 12.4. Contractor ensures that their workers get adequate first aid if any of their workers have a work accident, and help refer them to the hospital if needed.

13. HEALTH, SAFETY AND ENVIRONMENT VIOLATION SANCTION

Sanctions will be given to Contractors who violate the regulation of Safety and Environment Procedure, during normal or emergency working activity in KPJB area. Sanction as follows:

- 13.1. Direct Warning (1st Warning).
Direct Warning & 1st warning letter is given to Contractor who violates Health, Safety and Environment regulation stated on KPJB Contractor Safety Rules.
- 13.2. 2nd Warning.
Official 2nd Warning Letter will be issued to Contractor in which during the same contract period, Contractors violate the regulation as stated on KPJB Contractor Safety Rules. Contractors also obliged to replace work supervisor and workers are given sanction and shall be put into blacklist workers/contractors and not allowed to conduct any works in KPJB area for 1 (one) Year.
- 13.3. 3rd Warning Letter and Black List
Third Warning Letter and Black List will be issued to contractors in which on the same contract period have conducted violation toward these regulations for the 3rd times and reinforced by valid violation evidences, KPJB will give sanction in form of Black List Contractors and not allowed to conduct any work/procurement of Service or Material in KPJB for 1 (one) Year.

14. ATTACHMENT

- 14.1. KPJB – 0956 – 05 – 10 – FM – 01 Checklist Contractor Document Requirement

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Lampiran Point 3, Hasil Pembahasan

KATEGORI SERTIFIKAT

No	Sertifikat Original	Sertifikat Elektronik (harus bisa di-trace)	Independent Lab Test
1	Tanda tangan, cap, atau label asli yang jelas dari penerbit dokumen	Barcode	Copy/ original
2	Ditulis, diketik, dicap oleh tangan penerbit dokumen, atau menyatakan bahwa itu asli	Digital sign	
3	Tanda tangan asli (basah), dengan cap/stempel perusahaan "printed"	Signature electronic/ digital sign	
4	Tanda tangan "printed", dengan cap/stempel perusahaan asli (basah)	Tanda Tangan print, stamp print, ada link tracing	
5	Tanda tangan "printed", stamp "printed", cap/stempel perusahaan original asli (basah)		
6	Tanda tangan asli, stamp asli, tapi ada redaksi sertifikat copy (duplicate, triplicate dst)		
7	Tanda tangan dengan stamp basah dan perforated (lubang-lubang kecil) nomer seri		
8	Tanda tangan asli		

- Sertifikat Electronic dianggap setara dengan sertifikat Original untuk keperluan verifikasi data
- Dokumen pendukung seperti MSDS, COA, dan Mill Certificate dapat diterima dalam bentuk salinan (tidak perlu mencantumkan kata "copy" pada PO)

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TERMS AND CONDITION
Lampiran

PO NO : K19247
Description : U4POB The Purchasing of Mechanical Seal for Absorber Agitator

**SYARAT - SYARAT DAN KONDISI
KETENTUAN UMUM**

Singkatan dan istilah umum :

"Purchase Order/PO" adalah Surat Pesanan Pembelian (*Purchase Order* atau PO).
"ASET OPERATOR" adalah PT Komipo Pembangkitan Jawa Bali (PT. KPJB)
"PLN TJB" adalah PT PLN (Persero) Unit Induk Pembangkitan Tanjung Jati B.
"PPN" adalah Pajak Pertambahan Nilai.

1. SURAT MENYURAT

Setiap surat menyurat harus menggunakan Kop Surat Perusahaan yang mencantumkan Nomor *Purchase Order/PO* , Nomor Surat Penawaran, Tanggal dan ditandatangani di atas meterai oleh Penyedia Barang/Jasa (oleh Direktur atau yang dikuasakan berdasarkan Anggaran Dasar Perusahaan), dan dialamatkan kepada: **ASET OPERATOR**, Procurement, Jepara.
Korespondensi antara **ASET OPERATOR** dan Penyedia Barang/Jasa dapat dilaksanakan melalui surat, faksimili, atau *e-mail* dan ditujukan kepada alamat masing-masing Pihak sebagaimana yang tercantum dalam *Purchase Order/PO*.
Salah satu Pihak dapat mengganti alamat, nomor telepon, faksimili dan/atau *E-mail* dengan memberikan pemberitahuan terlebih dahulu kepada Pihak lainnya.

2. PROSES PENGADAAN

Proses Pengadaan diadakan dengan sistem yang diputuskan oleh **ASET OPERATOR Procurement** dan **PLN TJB**, dimana prosedur yang berlaku yaitu sebagai berikut:

- 2.1 Penyedia Barang / Jasa yang diundang untuk Pengadaan adalah yang telah terdaftar di daftar Penyedia Barang/Jasa **ASET OPERATOR** dan telah disetujui oleh **PLN TJB** dengan diterbitkan "SAP CODE" oleh **PLN TJB**.
- 2.2 Menyerahkan Jaminan Penawaran untuk Surat Penawaran di atas Rp.500.000.000,- (Lima Ratus Juta Rupiah) dan/atau dipersyaratkan pada Undangan Pengadaan Barang / Jasa dengan nilai jaminan minimal 1% (satu persen) dan maksimal 3% (tiga persen) dari Harga Penawaran dari Penyedia Barang/Jasa termasuk PPN sesuai peraturan yang berlaku, kepada **ASET OPERATOR** dengan masa berlaku adalah 90 (Sembilan Puluh) hari kalender terhitung dari tanggal yang tertera di Surat Penawaran Harga. Jaminan Penawaran Harus diterbitkan oleh Bank sesuai dengan Daftar Penyedia Jaminan Terseleksi (DPJT) PLN yang telah disetujui oleh **ASET OPERATOR** dan/atau **PLN TJB**.
- 2.3 Penyedia Barang/Jasa wajib memenuhi persyaratan yang diminta oleh **ASET OPERATOR Procurement** dan tercantum dalam Surat Penawaran Harga, yaitu sebagai berikut:
 - 2.3.1 Jadwal Pengiriman/pekerjaan yang diajukan dalam Surat Penawaran Harga adalah dalam hitungan "HARI KALENDER atau TANGGAL yang disepakati".
 - 2.3.2 Sertifikat dan/atau dokumen lainnya yang dipersyaratkan dalam permintaan barang/jasa yang akan diserahkan, maka harus tercantum dalam Surat Penawaran Harga dan itu adalah "SERTIFIKAT/DOKUMEN ASLI", kecuali ada ketentuan dan persetujuan lain yang disepakati Para Pihak (Penyedia Barang/Jasa dan **ASET OPERATOR Procurement**).
 - 2.3.3 Harga Yang ditawarkan adalah dalam "RUPIAH" sesuai dengan peraturan yang berlaku, kecuali ada ketentuan dan persetujuan lain yang disepakati Para Pihak (Penyedia Barang/Jasa dan **ASET OPERATOR Procurement**).
 - 2.3.4 Surat Penawaran Harga yang diserahkan ke **ASET OPERATOR Procurement** harus menggunakan kop surat resmi perusahaan, bertanggal, bermeterai dan ditandatangani oleh Penyedia Barang/Jasa (oleh Direktur atau yang dikuasakan berdasarkan Anggaran Dasar Perusahaan).
 - 2.3.5 Masa berlaku Surat Penawaran Harga adalah 90 (Sembilan Puluh) Hari Kalender sejak tanggal Surat Penawaran Harga dibuat.
 - 2.3.6 Syarat dan Kondisi penyerahan barang/jasa adalah "DDP Tanjung Jati B" (*incoterms* 2000), kecuali ada ketentuan dan persetujuan lain yang disepakati Para Pihak (Penyedia Barang/Jasa dan **ASET OPERATOR Procurement**).
 - 2.3.7 Syarat dan Kondisi Pembayaran adalah 45 (empat puluh lima) Hari Kalender sejak barang/atau bukti penyelesaian pekerjaan dan dokumen lainnya yang dipersyaratkan dalam *Purchase Order/PO* lengkap diterima oleh **ASET OPERATOR** dan **PLN TJB**.
 - 2.3.8 Penyedia Barang/Jasa dipersyaratkan mencantumkan kesanggupan untuk menerbitkan "Surat Pernyataan Jaminan/Warranty Letter", yang menyatakan bahwa barang yang dikirimkan adalah Asli, Baru dan Tidak ada cacat. *Purchase Order/PO* lengkap diterima oleh **ASET OPERATOR** dan dapat digunakan, dan ditandatangani di atas meterai oleh Penyedia Barang/Jasa (oleh Direktur atau yang dikuasakan berdasarkan Anggaran Dasar Perusahaan). Jika dipersyaratkan dalam PO
- 2.4 Surat Penawaran Harga dan Dokumen pengadaan lainnya yang telah diterima oleh **ASET OPERATOR Procurement** adalah mutlak milik **ASET OPERATOR Procurement** dan keputusan yang dibuat oleh **ASET OPERATOR Procurement Komite** adalah mutlak dan tidak dapat diganggu gugat.
- 2.5 Adapun Syarat dan Ketentuan lainnya yang ditetapkan terpisah adalah satu kesatuan dari Syarat – Syarat dan Kondisi pada lampiran 2.

3. PERSETUJUAN PURCHASE ORDER/PO

Sebagai konfirmasi persetujuan Pesanan atau syarat-syarat *Purchase Order/PO*, Nomor Referensi Rekanan wajib menandatangani Surat *Purchase Order/PO* di atas meterai yang cukup pada kolom yang tersedia dan mengembalikan kepada Procurement **ASET OPERATOR**.

3.1 PROSES PURCHASE ORDER/PO

Proses *Purchase Order/PO* diberlakukan dalam tahap sebagai berikut:

- 3.1.1 *Purchase Order/PO* atas nama **PLN TJB** lebih besar dari Rp.500.000.000,- (Lima Ratus Juta Rupiah), maka Penyedia Barang/Jasa diwajibkan menyerahkan Jaminan Pelaksanaan ditujukan ke **PLN TJB**, bernilai minimal 5% (lima persen) dari total harga barang/ jasa yang tercantum dalam *Purchase Order/PO* termasuk PPN sesuai dengan peraturan yang berlaku.
- 3.1.2 *Purchase Order/PO* Asli yang telah lengkap ditandatangani oleh **ASET OPERATOR** atas sepengetahuan dan persetujuan **PLN TJB** terlebih dahulu, dan wajib ditandatangani di atas meterai oleh Penyedia Barang/Jasa (oleh Direktur atau yang dikuasakan berdasarkan Anggaran Dasar Perusahaan) dan dikembalikan kepada Procurement **ASET OPERATOR**.
- 3.1.3 Aktivasi Surat *Purchase Order/PO* adalah 7 (tujuh) Hari Kalender sejak *Purchase Order/PO* dikirimkan melalui surat tertulis dan/atau surat elektronik (surel/*email*) oleh Procurement **ASET OPERATOR**.
- 3.1.4 Jangka Waktu berlakunya *Purchase Order/PO* ditetapkan dalam *Purchase Order/PO*, pada kolom "Start Date" dan "End Date".
- 3.1.5 Pada ketentuan Pasal 3.1.1 dimana **ASET OPERATOR** akan mengirimkan surat "Appointment of awarded Supplier" melalui surat tertulis dan/atau Surat Elektronik (surel/*email*) kepada Penyedia Barang/Jasa, dan selambat-lambatnya dalam waktu 14 (empat belas) Hari Kalender setelah tanggal dikirimkan surat "Appointment of awarded Supplier", maka Jaminan Pelaksanaan harus diterima oleh Procurement **ASET OPERATOR**, apabila telah melewati jangka waktu yang telah ditetapkan dan pihak Penyedia Barang/Jasa belum memberikan Jaminan Pelaksanaan, maka **ASET OPERATOR** mempunyai hak membatalkan perikatan hukum (*Purchase Order/PO*) dengan Penyedia Barang/Jasa. Penyedia Barang/Jasa dianggap mengundurkan diri dan Jaminan Penawaran dicairkan tanpa syarat. Penyedia Barang/Jasa dianggap telah melakukan Wanprestasi dan akan dikenakan sanksi sesuai dengan peraturan yang berlaku di **ASET OPERATOR** dan **PLN TJB**.

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- 3.2 **ASET OPERATOR** dan Penyedia Barang/Jasa sepakat dalam hal **ASET OPERATOR** membatalkan *Purchase Order/PO* maka **ASET OPERATOR** dan **PLN TJB** tanpa terkecuali dibebaskan dari segala bentuk gugatan dan laporan hukum, sanksi, ganti rugi, penggantian biaya-biaya maupun ongkos-ongkos apapun sehingga Penyedia Barang/Jasa tidak memiliki hak dan wewenang untuk menuntut pertanggungjawaban apapun lagi dari **ASET OPERATOR** dan **PLN TJB**.
- 3.3 *Purchase Order/PO* dan Ketentuan lainnya yang ditetapkan terpisah adalah satu kesatuan dari Syarat –Syarat dan Kondisi lampiran 2.

4. JANGKA WAKTU PELAKSANAAN

Jangka Waktu Pelaksanaan adalah Jangka Waktu yang tertera dalam *Purchase Order/PO* sesuai pada ketentuan Pasal 3.1.4, kecuali adanya pengakhiran atau perpanjangan berdasarkan kesepakatan Para Pihak.

5. PERPANJANGAN WAKTU PELAKSANAAN

Setiap perpanjangan waktu pelaksanaan akan diterbitkan Amendemen *Purchase Order/PO* dengan Jangka Waktu yang disepakati Para Pihak.

6. PERUBAHAN *PURCHASE ORDER/PO* (AMENDMENT *PO*)

Setiap perubahan atas *Purchase Order/PO* mengenai Masa berlaku *Purchase Order/PO*, sebagaimana ketentuan pada Pasal 3.1.4 dan syarat-syarat dan kondisi lain hanya akan mengikat apabila disetujui secara tertulis dari **ASET OPERATOR** atas nama **PLN TJB** dengan diterbitkannya *Amendment PO* yang diterbitkan 2 (dua) rangkap yang masing - masing rangkap ditandatangani diatas meterai oleh **ASET OPERATOR** dan Penyedia Barang/Jasa.

7. BARANG-BARANG

7.1 Semua barang yang dipasok/disuplai harus sesuai dengan perincian yang tercantum dalam *Purchase Order/PO*.

7.2 Penyimpangan dari ketentuan-ketentuan di atas tidak diperkenankan tanpa persetujuan tertulis/tanpa *Amendment PO* dari **ASET OPERATOR**.

8. KEMASAN

Kemasan harus dibuat kuat (dalam wujud kayu atau karton) dan layak laut atau udara sesuai dengan standar yang berlaku bagi kemasan. Semua harga bahan kemasan telah termasuk dalam harga yang telah disetujui. Pada setiap kemasan harus dicantumkan nama barang.

PEMERIKSAAN

9.1 Pemeriksaan sebelum pengapalan: apabila pemeriksaan sebelum pengapalan diperlukan, maka **ASET OPERATOR** dan/atau **PLN TJB** akan melakukan pemeriksaan barang di tempat Penyedia Barang/Jasa atau tempat lain yang disetujui Para Pihak.

9.2 Barang akan diperiksa pada waktu penyerahan dilaksanakan setelah lengkap dengan dokumen yang dipersyaratkan pada *Purchase Order/PO*. Barang yang tidak memenuhi syarat-syarat yang ditentukan dalam *Purchase Order/PO* akan dikembalikan kepada Penyedia Barang/Jasa, dan semua biaya dan kerugian akan ditimbulkan menjadi risiko dan tanggung jawab Penyedia Barang/Jasa.

10. SERTIFIKASI

Sertifikat untuk barang (-barang) tertentu yang ditetapkan oleh **ASET OPERATOR** dan **PLN TJB** adalah sebagai berikut:

- Sertifikat Asal Usul Barang (*Certificate of Origin/COO*);
- Sertifikat dari Pabrik (*Certificate of Manufacture/COM*);
- Surat Keaslian Barang;
- Sertifikat Hasil Uji Pabrik (*Factory Acceptance Test Certificate*);
- Salinan Dokumen Impor Barang (*Copy Bill of Lading*);
- Sertifikat Analisa (*Certificate of Analysis/COA*);

ataupun dokumen-dokumen pendukung lainnya (sebagaimana dipersyaratkan khusus di *Purchase Order/PO*).

11. PENYERAHAN

11.1 Penyedia Barang/Jasa harus menyerahkan barang (-barang) dalam jangka waktu dan tempat sesuai dengan syarat-syarat yang telah ditentukan dalam *Purchase Order/PO*.

11.2 Dalam jangka waktu paling lambat 7 (tujuh) Hari Kalender sebelum pengiriman barang (-barang), Penyedia Barang/Jasa harus memberitahukan **ASET OPERATOR** mengenai jadwal pengiriman.

11.3 Waktu Penyerahan barang(-barang) dihitung efektif sejak 7 (tujuh) Hari Kalender sejak *Purchase Order/PO* dikirimkan melalui surat tertulis dan/atau Surat Elektronik (surel/ email) oleh Procurement **ASET OPERATOR** ditambah jangka waktu pengiriman yang tercantum pada *Purchase Order/PO* sebagaimana ketentuan pada Pasal 3.1.5 dan lengkap disertai dengan penyerahan dokumen pendukung yang dipersyaratkan dalam *Purchase Order/PO*.

DENDA SANKSI

12.1 Sanksi atas pencairan Jaminan Penawaran tanpa syarat apabila Penyedia Barang/Jasa membatalkan *Purchase Order/PO* secara sepihak, tanpa persetujuan **ASET OPERATOR** dan **PLN TJB**, sebagaimana ketentuan pada Pasal 2.2 dan Pasal 3.1.6. Penyedia Barang/Jasa dianggap telah melakukan Wanprestasi dan mendapatkan sanksi *blacklist* di lingkungan **ASET OPERATOR** dan **PLN TJB** minimal 2 (dua) tahun.

12.2 Denda atas keterlambatan menyelesaikan pekerjaan atau memasok Barang adalah setiap hari keterlambatan dikenakan 1/1000 (satu per seribu) dengan maksimal denda keterlambatan adalah 5% (lima persen) dari total nilai *Purchase Order/PO* belum termasuk PPN sesuai dengan peraturan yang berlaku dan/atau sama dengan maksimal keterlambatan pengiriman maksimal adalah 50 (lima puluh) Hari Kalender, kecuali ada kesepakatan lain antara Para Pihak. Serta melakukan pemotongan pembayaran kepada Penyedia Barang/Jasa dengan menggunakan nilai denda yang sudah ditetapkan **ASET OPERATOR** tersebut sebagai dasar pemotongan.

12.3 Batas maksimal Penyedia Barang/Jasa dalam keterlambatan adalah 3 (tiga) *Purchase Order/PO* dan Penyedia Barang/Jasa akan di tangguhkan ("*suspend*") atau tidak dapat turut serta dalam proses pengadaan berikutnya. Pemberian Penangguhan ("*suspend*") kepada Penyedia Barang/Jasa adalah hak mutlak **ASET OPERATOR** atas persetujuan **PLN TJB**, dan tanpa pemberitahuan resmi kepada Penyedia Barang/Jasa.

12.4 Penyedia Barang/Jasa tidak dapat membatalkan *Purchase Order/PO* sepihak kepada **ASET OPERATOR** dan/atau **PLN TJB**. Bila Penyedia Barang/Jasa tidak sanggup menyerahkan atau menyelesaikan pekerjaannya dalam waktu yang telah ditentukan, **ASET OPERATOR** dan/atau **PLN TJB** sebagaimana ketentuan pada Pasal 11.3, maka **ASET OPERATOR** memiliki hak dan wewenang penuh untuk:

- 12.4.1 Mengenakan denda maksimal sebesar 5% (lima persen) dari Total Nilai pada *Purchase Order/PO* atau mencairkan Jaminan Pelaksanaan tanpa syarat;
- 12.4.2 Dan/ Atau memesan barang/ jasa tersebut kepada sumber lain dan bila ada kelebihan harga yang dibayarkan **ASET OPERATOR** maka Penyedia Barang/Jasa wajib menanggung kelebihan harga tersebut;
- 12.4.3 Penyedia Barang/Jasa dianggap telah melakukan Wanprestasi dan mendapatkan sanksi *black list* di lingkungan **ASET OPERATOR** dan **PLN TJB** minimal 2 (dua) tahun disertai dengan membatalkan atau mengakhiri PO beserta pengakhiran ikatan Kerjasama dengan Penyedia Barang/Jasa.

12.5 Denda atau Sanksi dapat diabaikan dan/atau dihilangkan apabila keterlambatan atas suatu Pengadaan Barang atau Jasa yang dianggap oleh **ASET OPERATOR** dan/ atau **PLN TJB** adalah dikategorikan sebagai suatu "*Force Majeure*" sebagaimana ketentuan pada Pasal 16.

13. TAHAPAN SURAT PEMBERITAHUAN, PERINGATAN, DAN PEMUTUSAN *PURCHASE ORDER/PO* KARENA WANPRESTASI

13.1 Peristiwa-peristiwa yang digolongkan sebagai Wanprestasi adalah:

- a. Peristiwa Wanprestasi yang mengakibatkan *Purchase Order/PO* berakhir tanpa melalui surat peringatan dari **ASET OPERATOR** terhadap Penyedia Barang/Jasa adalah sebagai berikut:

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- i. Penyedia Barang/Jasa terbukti melakukan tindak pidana antara lain adanya pemalsuan surat/dokumen, praktek korupsi, penyuapan, pemberian gratifikasi, persekongkolan, kecurangan dan pemalsuan yang berkaitan dengan proses pengadaan, *Purchase Order/PO* dan/atau pelaksanaan Pekerjaan.
 - ii. Penyedia Barang/Jasa terbukti melakukan pelanggaran atas peraturan internal **ASET OPERATOR** dan/atau **PLN TJB** terkait *fraud*.
 - iii. Berdasarkan putusan Pengadilan yang telah mempunyai kekuatan hukum tetap, Penyedia Barang/Jasa dinyatakan dalam keadaan pailit, pembubaran, likuidasi atau diberikan penundaan pembayaran hutang yang menyebabkan Penyedia Barang/Jasa tidak dapat melakukan kewajibannya berdasarkan *Purchase Order/PO*.
 - iv. Penyedia Barang/Jasa terbukti dikenakan Sanksi Daftar Hitam (*blacklist*) sebelum penandatanganan *Purchase Order/PO*.
 - v. Apabila Jaminan Penawaran dan/atau Jaminan Pelaksanaan yang diserahkan oleh Penyedia Barang/Jasa kepada **ASET OPERATOR** dan/atau **PLN TJB** selama jangka waktu *Purchase Order/PO* terbukti palsu/tidak benar.
 - vi. Setiap pernyataan yang dibuat oleh Penyedia Barang/Jasa di dalam *Purchase Order/PO* yang berkaitan dengan proses pengadaan *Purchase Order/PO* dan/atau pelaksanaan Pekerjaan terbukti tidak sah dan/atau tidak dilaksanakan oleh Penyedia Barang/Jasa.
 - b. Peristiwa Wanprestasi yang mengakibatkan *Purchase Order/PO* berakhir melalui surat peringatan dari **ASET OPERATOR** terhadap Penyedia Barang/Jasa adalah sebagai berikut:
 - i. Penyedia Barang/Jasa mengalihkan Pekerjaan baik sebagian atau seluruhnya atau hak atau kewajiban yang diatur dalam *Purchase Order/PO* tanpa persetujuan tertulis dari **ASET OPERATOR**;
 - ii. Apabila denda yang diatur dalam *Purchase Order/PO* tidak dibayar oleh Penyedia Barang/Jasa kepada **ASET OPERATOR**.
 - iii. Apabila Penyedia Barang/Jasa tidak melakukan perpanjangan Jaminan Pelaksanaan sebagaimana diatur dalam *Purchase Order/PO*.
 - iv. Penyedia Barang/Jasa tidak memenuhi baik sebagian atau seluruh kewajiban sesuai ketentuan yang diatur dalam *Purchase Order/PO*.
- 13.2 Dalam hal terjadi Peristiwa Wanprestasi oleh Penyedia Barang/Jasa sebagaimana dimaksud Pasal 13 ayat 13.1 butir b Syarat Umum *Purchase Order/PO*, **ASET OPERATOR** berhak mengakhiri *Purchase Order/PO* dengan memberikan surat peringatan, dengan ketentuan sebagai berikut:
- a. Surat Pemberitahuan (*Notification Letter*): dikirimkan secara tertulis dan/atau melalui *Email* ke Penyedia Barang/Jasa maksimal 14 (empat belas) Hari Kalender sebelum jangka waktu pengiriman jatuh tempo yang tertera pada *Purchase Order/PO*.
 - b. Surat Peringatan Resmi (*Official Warning Letter*): dikirimkan secara tertulis dan/atau melalui *Email* ke Penyedia Barang/Jasa yang mengalami keterlambatan pengiriman dengan ketentuan sebagai berikut:
 - i. Surat Peringatan Pertama (*Warning Letter 1*): 1- 10 hari setelah masa berlakunya *Purchase Order/PO* berakhir (*end date*), dan Penyedia Barang/Jasawajib merespon dalam waktu 10 hari setelah Surat Peringatan Pertama (*Warning Letter 1*) diterima.
 - ii. Surat Peringatan Kedua (*Warning Letter 2*): 21- 30 hari setelah masa berlakunya *Purchase Order/PO* berakhir (*end date*), dan Penyedia Barang/Jasawajib merespon dalam waktu 10 hari setelah Surat Peringatan Kedua (*Warning Letter 2*) diterima.
 - iii. *Warning Letter 3* ((Surat Pengakhiran/Pemutusan (*Termination Letter*)): 51 hari setelah masa berlakunya *Purchase Order/PO* berakhir (*end date*).
 - c. Surat Pengakhiran/Pemutusan (*Termination Letter*): dikirimkan secara tertulis dan/atau melalui *Email* ke Penyedia Barang/Jasa setelah 2 (dua) surat pada Pasal 13.2.a dan 13.2.b di atas dikirimkan dan tidak tercapainya kesepakatan antara Para Pihak dalam penyelesaian permasalahan yang dimaksud dalam jangka waktu masa berlakunya *Purchase Order/PO*, maka secara sepihak yaitu **ASET OPERATOR** atas persetujuan **PLN TJB**, akan membatalkan *Purchase Order/PO* dengan mengirimkan Surat Pemutusan (*Termination Letter*) kepada Penyedia Barang/Jasa.
 - d. Apabila Penyedia Barang/Jasa tidak menyelesaikan pekerjaan serta tidak tercapainya kesepakatan antara Para Pihak dalam penyelesaian pekerjaan yang dimaksud dalam jangka waktu masa berlakunya *Purchase Order/PO* dalam waktu sebagaimana disebutkan pada Pasal 13 ayat 13.2 butir c, maka **ASET OPERATOR** berhak mencairkan Jaminan Pelaksanaan Penyedia Barang/Jasa pada periode berjalan, dan mengakhiri *Purchase Order/PO* secara sepihak.
- 13.3 Dalam hal Penyedia Barang/Jasa telah melakukan pemulihan atau perbaikan sebagaimana dimaksud pada bab ini, dan pemulihan atau perbaikan tersebut disetujui oleh **ASET OPERATOR** maka peringatan tertulis yang telah diterbitkan tersebut tidak akan diperhitungkan sebagai pemberian peringatan yang berkelanjutan atau tidak berlaku kumulatif pada pemberian peringatan berikutnya.
- 13.4 Atas setiap pengakhiran dari *Purchase Order/PO*, seluruh kewajiban-kewajiban masing-masing Pihak berdasarkan *Purchase Order/PO* wajib berhenti, kecuali:
- a. Sehubungan dengan kewajiban-kewajiban pembayaran yang ditimbulkan dari tindakan-tindakan yang diambil sebelum pengakhiran tersebut (termasuk namun tidak terbatas pada hak normatif Pekerja Penyedia Barang/Jasa);
 - b. Sebagaimana ditentukan lain dalam *Purchase Order/PO*;
 - c. Bahwa ketentuan terkait Jaminan Pelaksanaan akan tetap berlaku walaupun *Purchase Order/PO* telah diakhiri; dan/atau
 - d. Pengakhiran tersebut tidak akan mengurangi setiap hak ganti rugi atau setiap perbaikan lainnya yang mungkin dimiliki oleh masing-masing pihak berdasarkan *Purchase Order/PO*.
- 13.5 Dalam hal terjadi Peristiwa Wanprestasi Penyedia Barang/Jasa, maka Penyedia Barang/Jasa akan dikenakan hukuman/denda sesuai ketentuan pada *Purchase Order/PO*.
- 13.6 **ASET OPERATOR** akan memberlakukan hukuman daftar hitam (*blacklist*) bagi setiap pengakhiran *Purchase Order/PO* yang disebabkan karena wanprestasi Penyedia Barang/Jasa sebagaimana diatur lebih lanjut dalam ketentuan yang berlaku pada **ASET OPERATOR**.
- 13.7 Terhadap pengakhiran *Purchase Order/PO*, Para Pihak sepakat untuk tidak memberlakukan ketentuan Pasal 1266 Kitab Undang-Undang Hukum Perdata.
- 13.8 Akibat-akibat Pemutusan *Purchase Order/PO*:
- a. **ASET OPERATOR** dan/atau **PLN TJB** dibebaskan dari segala tuntutan hutang-hutang Penyedia Barang/Jasa kepada pihak ketiga yang harus ditanggung oleh Penyedia Barang/Jasa;
 - b. **ASET OPERATOR** dan Penyedia Barang/Jasa segera mengadakan pemeriksaan bersama yang dituangkan dalam Berita Acara Pemeriksaan Pekerjaan dan/atau *Good Receipt* (GR) dan/atau *Join Inspection* (JI) yang meliputi beberapa prestasi yang telah selesai dikerjakan oleh Penyedia Barang/Jasa. Apabila Penyedia Barang/Jasa tidak bersedia mengadakan pemeriksaan bersama, maka **ASET OPERATOR** akan mengadakan pemeriksaan terakhir dan hasilnya dianggap sebagai hasil pemeriksaan bersama;
 - c. Penyedia Barang/Jasa hanya berhak mendapatkan pembayaran sesuai kemajuan pekerjaan yang telah dilaksanakan dan disetujui **ASET OPERATOR**. Peralatan dan bahan-bahan yang belum dipergunakan tidak termasuk dalam penilaian kemajuan pekerjaan;
 - d. **ASET OPERATOR** akan mengambil alih pekerjaan untuk diselesaikan dengan *Purchase Order/PO* lain atau dengan cara lain;
14. **HARGA**
- 14.1 Harga yang tercantum dalam *Purchase Order/PO* ini adalah tetap, tidak berubah dan mengikat.
 - 14.2 Bagi Pengusaha Kena Pajak ("PKP") harga yang tercantum dalam *Purchase Order/PO* tidak termasuk PPN sesuai dengan peraturan yang berlaku. PPN harus dinyatakan terpisah dari harga barang(-barang) yang dipesan.
15. **JAMINAN PENAWARAN DAN JAMINAN PELAKSANAAN**
- Jaminan dipersyaratkan untuk Pengadaan sebagai berikut :
- 15.1 Jaminan Penawaran adalah bernilai minimal 1% (satu persen) maksimal 3% (Tiga persen) dari Total Nilai Perkiraan Sendiri (HPS) atau Surat Penawaran Harga dari Penyedia Barang/Jasa termasuk PPN sesuai dengan peraturan yang berlaku, untuk nilai Penawaran lebih besar dari Rp.500,000,000,- (lima ratus juta rupiah), sebagaimana ketentuan pada Pasal 2.2 .
 - 15.2 Jaminan Pelaksanaan adalah bernilai minimal 5% (lima persen) dari Total Nilai pada *Purchase Order/PO* termasuk PPN sesuai dengan peraturan yang berlaku untuk nilai Pembelian lebih besar dari Rp.500,000,000,- (lima ratus juta rupiah), sebagaimana ketentuan pada Pasal 3.1.1 di atas. Dengan ketentuan masa berlaku Jaminan Pelaksanaan adalah sebagaimana ketentuan pada Pasal 3.1.4 ditambah sekurang-kurangnya 50 (Lima Puluh Hari) Hari Kalender.

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- 15.3 Jaminan yang disertakan harus mengikuti persyaratan yang diminta oleh **ASET OPERATOR** dan/atau **PLN TJB** dengan ketentuan sebagai berikut :
- 15.3.1 Mengikuti format yang sudah dibakukan oleh **ASET OPERATOR** dan/ atau **PLN TJB**.
- 15.3.2 Menggunakan mata uang dalam "Rupiah", kecuali ada ketentuan dan persetujuan lain yang disepakati Para Pihak (Penyedia Barang/ Jasa dan **ASET OPERATOR** Procurement).
- 15.3.3 Harus diterbitkan oleh Bank sesuai dengan Daftar Penyedia Jaminan Terseleksi (DPJT) PLN yang telah disetujui oleh **ASET OPERATOR** dan/atau **PLN TJB**.
- 15.4 Jaminan Pelaksanaan diserahkan kepada **ASET OPERATOR** maksimal 14 (empat belas) Hari Kalender setelah "Surat Penunjukan Pemenang / *Appointment of Awarded Supplier*" dikirimkan melalui surat tertulis dan/atau Surat Elektronik (Surel/ Email) oleh **ASET OPERATOR** kepada Penyedia Barang/Jasa, sebagaimana ketentuan pada Pasal 3.1.5.
- 15.5 Asli dari Jaminan akan dikembalikan ke Penyedia Barang/Jasa apabila semua kewajiban dari Penyedia Barang/Jasa telah dinyatakan selesai oleh **ASET OPERATOR** atas persetujuan **PLN TJB**.
- 15.6 Jaminan dapat dimungkinkan untuk diperpanjang masa berlakunya atas permintaan dari **ASET OPERATOR** dan/atau **PLN TJB** kepada Penyedia Barang/Jasa.

16. FORCE MAJEURE

- 16.1 Peristiwa, kejadian atau keadaan berikut ini adalah *Force Majeure*: Kehendak Tuhan (*Act of God*) meliputi namun tidak terbatas pada gempa bumi, dari banjir, epidemi, kebakaran, perang, huru-hara, pemogokan dan/atau pemberlakuan peraturan pemerintah yang mengatur atau berhubungan dengan pelaksanaan/ pengiriman di dalam *Purchase Order/PO*.
- 16.2 Dalam hal terjadi suatu peristiwa, kejadian atau keadaan *Force Majeure*, Penyedia Barang/Jasa wajib memberitahukan secara tertulis dan/atau email dengan melampirkan bukti-bukti dari instansi yang berwenang kepada **ASET OPERATOR** selambat-lambatnya 3 (tiga) hari sejak terjadinya suatu peristiwa, kejadian atau keadaan *Force Majeure*.
- 16.3 Dalam hal pemberitahuan sebagaimana ketentuan Pasal 16.2 di atas terlampaui atau tidak dilaksanakan maka Para Pihak sepakat bahwa kejadian tersebut bukan merupakan keadaan *Force Majeure*.
- 16.4 Baik Penyedia Barang/Jasa maupun **ASET OPERATOR** dan **PLN TJB** dibebaskan dari setiap dan semua tanggung jawab yang timbul sebagai akibat terjadinya suatu peristiwa, kejadian atau keadaan *Force Majeure*.

17. TUNTUTAN DARI PIHAK KETIGA

Penyedia Barang/Jasa harus membebaskan dan melindungi **ASET OPERATOR** dan **PLN TJB** dari segala tuntutan dari pihak ketiga yang timbul atau akan timbul sehubungan dengan *Purchase Order/PO*.

18. GARANSI (Apabila Dipersyaratkan di dalam *Purchase Order/PO*)

Penyedia Barang/Jasa menjamin ke **ASET OPERATOR** dan/ atau **PLN TJB**, bahwa barang-barang yang dikirim sesuai dengan spesifikasi yang disepakati sebagaimana ketentuan pada Pasal 2.3.8. Barang tidak cacat atau rusak material atau teknis, baru (bukan barang bekas pakai) dan digaransi oleh Pabrik dan/atau Penyedia Barang/Jasa. Garansi harus berlaku selama jangka waktu 18 (delapan belas) bulan sejak tanggal pengiriman barang atau 12 (dua belas) bulan sejak tanggal pemasangan atau operasi awal atas barang ("*Masa Garansi*"). Apapun yang terjadi terlebih dahulu dalam Masa Garansi, ditemukan kerusakan atau kecacatan barang, **ASET OPERATOR** berkewajiban untuk memberitahukan secara tertulis dan/atau melalui email atas hal tersebut kepada Penyedia Barang/Jasa. Dan dalam waktu 3 x 24 jam setelah diterimanya pemberitahuan tersebut, Penyedia Barang/Jasa wajib memperbaiki barang yang cacat atau rusak tersebut, dan apabila barang tidak bisa diperbaiki dalam jangka waktu paling lambat 30 (tiga puluh) Hari Kalender, maka Penyedia Barang/Jasa harus mengganti barang yang rusak tersebut dengan barang baru dengan kualitas dan spesifikasi yang sama tanpa ada penambahan biaya apapun dari **ASET OPERATOR**.

19. TAGIHAN

Untuk melakukan penagihan, Penyedia Barang/Jasa harus memenuhi syarat-syarat penagihan dengan melengkapi dokumen-dokumen antara lain sebagai berikut:

- 19.1 Surat Permohonan Pembayaran: 1 (satu) rangkap Asli
- 19.2 Kwitansi : 3 (tiga) rangkap, 1 (satu) rangkap bermeterai cukup dan 2 (dua) rangkap lainnya tanpa meterai .
- 19.3 Invoice : 3 (tiga) rangkap, 1 (satu) rangkap bermeterai cukup dan 2 (dua) rangkap lainnya tanpa meterai.
- 19.4 Faktur Pajak : 2 (dua) rangkap.
- 19.5 Berita Acara Penyelesaian Pekerjaan (BAPK) dan/atau *Goods Receipt* dan/atau *Joint Inspection* : 1 (satu) rangkap Asli.
- 19.6 Berita Acara Serah Terima (BAST) barang/jasa/pekerjaan dan/atau *Minutes Of Verification* (MOV): 1 (satu) rangkap Asli.
- 19.7 NPWP dan SPKP : 1 (satu) rangkap *Copy*.
- 19.8 Sertifikat Asal Barang dan/atau Sertifikat Manufaktur: 1 (satu) asli dan/atau 1 (satu) *Copy* (Apabila dipersyaratkan pada *Purchase Order/PO*).
- 19.9 Surat Jaminan/Garansi yang menyatakan masa garansi barang adalah 18 (delapan belas) bulan sejak pengiriman atau 12 (dua belas) bulan sejak instalasi : 1 (satu) asli dan 2 (dua) *Copy* (Apabila dipersyaratkan pada *Purchase Order/PO*).
- 19.10 Jaminan Pelaksanaan dan Surat Konfirmasi keabsahan Jaminan Pelaksanaan : 1 (satu) rangkap *Copy* (Apabila dipersyaratkan pada *Purchase Order/PO*).
- 19.11 SIUP/NIB dan SIUJK : 1 (satu) rangkap *Copy* (Apabila ada atau apabila dipersyaratkan pada *Purchase Order/PO*)
- 19.12 Syarat-syarat lain yang belum tercantum sebagaimana poin-poin diatas namun dipersyaratkan khusus pada *Purchase Order /PO* wajib dipenuhi oleh Penyedia Barang/Jasa.

(Persyaratan penagihan terlampir di lampiran " Tata Cara Penagihan")

20. PEMBAYARAN

Kecuali ditentukan lain dalam *Purchase Order/PO* :

- 20.1 Pembayaran akan dilakukan pada 45 (empat puluh lima) Hari Kalender setelah barang/ Jasa dinyatakan diterima dengan Bukti Asli *Goods Receipt/ Completion Work*, dan dokumen-dokumen penagihan telah diterima dengan baik, lengkap dan benar.
- 20.2 Pembayaran akan dilakukan melalui bank transfer.

21. LAIN - LAIN

- 21.1 Syarat-syarat umum ini berlaku sah dan mengikat, kecuali ada ketentuan lain yang tertera pada *Purchase Order/PO*.
- 21.2 Bilamana **ASET OPERATOR** serta Penyedia Barang/Jasa menandatangani kesepakatan tambahan sebagai satu kesatuan dari *Purchase Order/PO* dan ternyata menimbulkan pertentangan dengan klausul-klausul di dalam *Purchase Order/PO* maka **ASET OPERATOR** dan Penyedia Barang/Jasa sepakat akan selalu menafsirkan dengan cara memilih, mematuhi dan menerapkan klausul yang lebih menguntungkan **ASET OPERATOR** semata.
- 21.3 **ASET OPERATOR** dan/atau **PLN TJB**, setiap saat memiliki hak eksklusif untuk melakukan evaluasi berkaitan dengan kinerja, kepatuhan atau hasil pelaksanaan kewajiban oleh Penyedia Barang/Jasa, dimana hasil evaluasi tersebut akan disampaikan kepada Penyedia Barang/Jasa dalam bentuk pernyataan tertulis.
- 21.4 Evaluasi tersebut dilakukan dalam rangka menjamin keberlangsungan PLTU Tanjung Jati B Jepara sehingga hasil evaluasi sebagaimana dimaksud menjadi dasar bagi **ASET OPERATOR** dan/atau **PLN TJB** untuk mengkaji ulang status serta jangka waktu *Purchase Order/PO* dan/atau penentuan status Penyedia Barang/Jasa dalam Daftar Hitam Penyedia Barang/Jasa **ASET OPERATOR** dan/atau **PLN TJB**.
- 21.5 *Purchase Order/PO* dibuat, diatur dan ditafsirkan sesuai dengan hukum Negara Republik Indonesia.
- 21.6 Jika terjadi perselisihan yang tidak mendapatkan solusi maka **ASET OPERATOR** dan Penyedia Barang/Jasa sepakat untuk dapat melakukan pengakhiran *Purchase Order/PO* dan tidak memberlakukan ketentuan Pasal 1266 Kitab Undang-undang Hukum Perdata.



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- 21.7 Syarat-syarat dan kondisi ini dibuat dalam Bahasa Indonesia dan Bahasa Inggris. Dalam hal adanya inkonsistensi atau penafsiran yang berbeda antara versi Bahasa Indonesia dan versi Bahasa Inggris, versi Bahasa Indonesia dari Syarat-syarat dan kondisi ini akan berlaku dan versi Bahasa Inggris harus dianggap secara otomatis diubah (perubahan mana berlaku sejak tanggal ditandatangani versi bilingual ini) untuk menjadikan bagian yang relevan dari versi Bahasa Inggris sesuai dengan bagian yang relevan dari versi Bahasa Indonesia.
- 21.8 **ASET OPERATOR** berhak melakukan Audit di Waktu tertentu kepada rekanan Penyedia Barang/Jasa, Proses pengaudit dilakukan oleh **ASET OPERATOR** didampingi tim Auditor yang ditunjuk **ASET OPERATOR**.

KETENTUAN MENYANGKUT LINGKUNGAN, KESEHATAN, DAN KESELAMATAN KERJA

1. STANDART KESELAMATAN UNTUK BAHAN BAHAN YANG BERACUN

- 1.1 Penyedia Barang/Jasa harus memberikan daftar data keselamatan material - material (MSDS) untuk seluruh *chemical*, pelumas, lem, cairan, pembersih dan bahan bahan lainnya yang berpotensi beracun yang rekanan akan gunakan dalam pelaksanaan pekerjaan.
- 1.2 Penyedia Barang/Jasa harus mengikuti syarat - syarat untuk penyimpanan, penanganan dan pembuangan meterial termasuk syarat - syarat untuk Peralatan Perlindungan Personal dan peralatan Pernafasan (RPE) yang ditentukan oleh **ASET OPERATOR**.
- 1.3 Setiap Material yang mengandung zat - zat yang berpotensi beracun yang ada di *Site* yang tidak sesuai dengan persyaratan MSDS dan belum disetujui oleh **ASET OPERATOR**, harus segera dihilangkan atau dipindahkan dari *site* oleh Penyedia Barang/Jasa sampai persetujuan tersebut diperoleh.

2. PURCHASE REQUISITION JASA/SERVICE

- 2.1 Dokumen Analisa Kerja Aman (*Job Safety Analysis / JSA*) atau dokumen identifikasi bahaya lainnya yang terkait dengan Jasa.
- 2.2 Prosedur kerja aman / instruksi kerja dan/atau dokumen EHS lainnya yang terkait dengan Jasa.
- 2.3 Surat keterangan sehat dari dokter untuk personel yang terkait dengan jasa.
- 2.4 Foto copy Sertifikat kompetensi untuk personel yang terkait dengan jasa.
- 2.5 Foto copy Sertifikat Kelayakan atas Peralatan Angkat dan Angkut yang masih "**VALID**" yang terkait dengan Jasa.
- 2.6 Foto copy Surat Keterangan Catatan Kepolisian (SKCK) dan kartu identitas (Kartu Tanda Penduduk/KTP atau Paspor) masih berlaku untuk lampiran Formulir *Request ID Card*.
- 2.7 Foto copy Surat Ijin Mengemudi (SIM) yang masih berlaku untuk pengendara mobil perusahaan untuk lampiran formulir "*Vehicle Gate Pass Request*".
- 2.8 Foto copy surat KIR yang masih berlaku untuk kendaraan operasional kategori tertentu untuk lampiran formulir "*Vehicle Gate Pass Request*".
- 2.9 Surat pernyataan dari Manajemen perusahaan bahwa akan mematuhi peraturan perundangan terkait dengan Lingkungan dan
- 2.10 Keselamatan, Kesehatan Kerja (LK3), salah satunya seperti berikut :
 - 2.10.1 Menyediakan Alat Pelindung Diri (APD) untuk seluruh karyawan yang standard dan sesuai
 - 2.10.2 Bertanggung jawab atas limbah/sampah yang dihasilkan oleh pekerjaan jasa tersebut serta selalu menjaga kerapian dan kebersihan area kerja.
 - 2.10.3 Membuat "Surat Pernyataan" bahwa perusahaan tidak mencemari lingkungan
 - 2.10.4 Melampirkan Sertifikat ISO 14001 dan Sertifikat PROPER yang dimiliki (apabila dipersyaratkan dalam RFQ & *Purchase Order/PO*)

3. PURCHASE REQUISITION BARANG

Menyediakan dokumen yang terkait dengan persyaratan Lingkungan, Keselamatan dan Kesehatan Kerja (LK3), seperti:

- 3.1 Lembar Data Keselamatan Bahan / LDKB (*Material Safety Data Sheet/MSDS*) untuk Bahan Beracun dan Berbahaya (B3), seperti: bahan kimia/resin/oli/grease/dll.
- 3.2 Petunjuk Pengoperasian secara aman (*Safety Operating Manual*) untuk peralatan/mesin/alat kerja/ dll.
- 3.3 Persyaratan penyimpanan serta penanganan secara manual.
- 3.4 Atau dokumen lainnya yang terkait dengan persyaratan dan perundangan Lingkungan, Keselamatan & Kesehatan Kerja (LK3).

4. KETENTUAN MENYANGKUT KETENAGA KERJAAN

Berikut persyaratan dari HRD yaitu sebagai berikut :

- 4.1 Copy sertifikat kepesertaan perusahaan di BPJS Ketenagakerjaan.
- 4.2 Copy kartu kepesertaan BPJS Ketenagakerjaan dari setiap karyawan yang dipekerjakan.
- 4.3 Ijin Operasional dari Disnaker Propinsi Jawa Tengah Cq. Disnaker Jepara Untuk pekerjaan yang di alih-daya kan (*Outsource*).
- 4.4 Surat Pemberitahuan ke Disnaker Jepara untuk pekerjaan jasa pemborongan.
- 4.5 Copy Perjanjian kerja antara perusahaan dengan masing-masing karyawan.

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1. Background

The spare parts will be provided to equipment as follow:

Name : PO U4 2026 Absorber Agitator Part Replacement
Brand : EKATO

2. Spare Part Data

2.1. System : Absorber

2.2. Equipment : Absorber Agitator

2.3. Spare Part Group :

- ☒ Overhaul
- ☐ PM & PdM
- ☐ Run to Failure
- ☐ Strategic Parts
- ☐ Strategic Equipment

2.4. Usage Plan : PARTS WILL BE INSTALL IN PO U4 2026

2.5. Description :

NO	DESCRIPTION	ITEM ID	QTY	UNIT	MANUFACTURE
1	SET OF MECHANICAL SEAL, AGITATOR TYPE HWL2080N, MECH. SEAL TYPE ESD42L080R31V6, POS 5000	206556	5	PC	EKATO

3. Work Scope

Supply material only

4. CSMS Risk Level:

- ☒ 1. Low
- ☐ 2. Moderate
- ☐ 3. High
- ☐ 4. Very High
- ☐ 5. Extreme

5. Bidder Qualification

5.1. -

6. Delivery of material and/or services

6.1. Required date is **May 30, 2026**

6.2. Delivery point is KPJB's Warehouse, PLTU Tanjung Jati B Unit 3&4, Jepara, Central Java.

7. Requirement of Documents

Within delivery the materials, supplier should submit documents as follow:

- 7.1. Original COM issued by manufacturer.
- 7.2. Original COO issued by chamber of commerce.
- 7.3. Warranty letter for 1 year from Supplier.

8. Technical Specification

- 8.1. All of technical specification should be comply with determined specification, cannot be changed, no crack, should be new 100%, genuine, no defect, and can be used properly.
- 8.2. In the case PT KPJB decline the delivered material, supplier should replace the material. If supplier can't replace it, they will be penalized in accordance to General Term & Condition (GTC) of the PO.

	PT. KOMIPO PEMBANGKITAN JAWA BALI PLTU TANJUNG JATI B UNIT 3&4	Doc. Ref	: KPJB-0951-02
		Form No.	: KPJB-0951-02-ZZ-FM-22
	TERM OF REFERENCE	Design Div.	: Finance and Administration
		Revision No.	: 02

9. Acceptance Criteria

- 9.1. Delivery time is complied.
- 9.2. All delivered materials are accordance to PO requirement, specification and condition of the TOR.
- 9.3. All of required document are fulfilled.

10. Standard of Quality

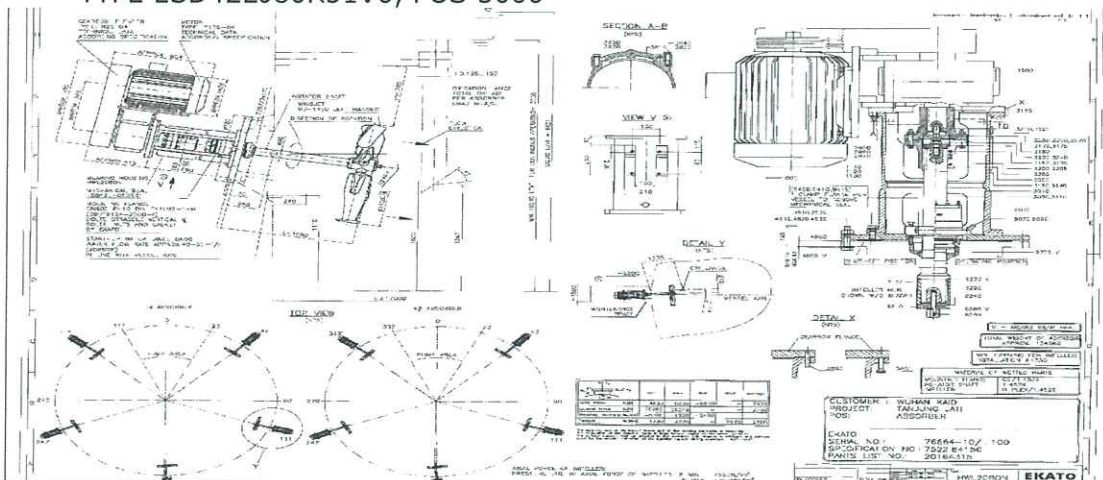
Quality of the material and/or services should comply with standard, code, manufacturer specification and user's requirement. (or determined by user)

11. Warranty

Generally if there isn't mentioned at other clause, supplier should warrant the material for 1 year after material being receiving by PT. KPJB.

12. Material Technical Data Sheet

- ❖ Agitator HWL 2080 N
 - Density : 1140 kg/m³
 - Solid concentration (weight) : 20%
 - Particle size : 80% < 70µm
 - pH value : 5.64
- ❖ 206556, SET OF MECHANICAL SEAL, AGITATOR TYPE HWL2080N, MECH. SEAL TYPE ESD42L080R31V6, POS 5000



13. Picture

14. Drawing

15. Others

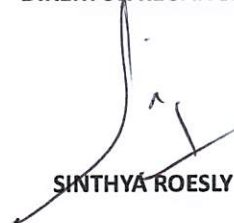
- 15.1. Aanwijzing Process is needed.

Prepared by	Checked by	Approved by
		
<u>Andhika WS</u> Staff	<u>Hermawan</u> Leader	<u>Lim Hyung Chul</u> Manager
Date : 20 February 2025	Date : 20-2-25	Date : 22-2-25

**DAFTAR PENERBIT JAMINAN TERSELEKSI
PENGADAAN BARANG/JASA DI LINGKUNGAN PT PLN (PERSERO)**

KLASIFIKASI	BATASAN NILAI KONTRAK	PENERBIT JAMINAN	BERLAKU SAMPAI DENGAN
I	TIDAK ADA BATASAN NILAI KONTRAK	PT BANK RAKYAT INDONESIA (PERSERO) Tbk	30 Juni 2025
		PT BANK MANDIRI (PERSERO) Tbk	30 Juni 2025
		PT BANK NEGARA INDONESIA (PERSERO) Tbk	30 Juni 2025
		PT BANK CENTRAL ASIA Tbk	30 Juni 2025
		PT BANK DANAMON INDONESIA Tbk	30 Juni 2025
		PT BANK CIMB NIAGA Tbk	30 Juni 2025
		LEMBAGA PEMBIAYAAN EKSPOR INDONESIA	30 Juni 2025
		PT BANK TABUNGAN NEGARA (PERSERO) Tbk	30 Juni 2025
		BANK OF CHINA (HONGKONG) LTD CABANG JAKARTA	30 Juni 2025
II	NILAI KONTRAK ~ Rp 1 TRILIUN	MUFG BANK LTD	30 Juni 2025
		PT BANK OCBC NISP Tbk	30 Juni 2025
		PT BANK PERMATA Tbk	30 Juni 2025
		PT BANK UOB INDONESIA	30 Juni 2025
		PT BANK KB BUKOPIN Tbk	30 Juni 2025
		PT BANK SYARIAH INDONESIA Tbk	30 Juni 2025
		PT BANK MAYBANK INDONESIA Tbk	30 Juni 2025
		PT BPD JAWA TIMUR Tbk	30 Juni 2025
		PT BANK BTPN Tbk	30 Juni 2025
III	NILAI KONTRAK ~ Rp 150 MILIAR	PT BANK MIZUHO INDONESIA	30 Juni 2025
		PT BANK ICBC INDONESIA	30 Juni 2025

Jakarta, 6 Februari 2025
PT PLN (PERSERO)
DIREKTUR KEUANGAN


SINTHYA ROESLY

**BANK GUARANTEE
BID BOND UNDER SE BI**
_____[number]
_____[places & dated]

To :

**PT. Perusahaan Listrik Negara (Persero) UIK
Tanjung Jati B**
Desa Tubanan, Kecamatan Kembang, Kabupaten Jepara
Jawa Tengah, 59457

Whereas PT Bank _____ [name of bank] domiciled in and having its address at _____ [address] (hereinafter referred to as the **"Bank"**), hereby irrevocably guarantee _____ [name of applicant] having a registered address at _____ [address] (hereinafter referred as the **"Principal"**) for the favour of PT. Perusahaan Listrik Negara (Persero) UIK Tanjung Jati B having a registered office at _____ (hereinafter referred as the **"Beneficiary"**) to make a payment of amount up to _____ (say: _____) if the Principal has failed and/or neglected to perform its obligation, including if Principal does not follow the procurement process and/or does not sign/enter into contracts/agreements or fulfill other provisions as specified in the Bid Document _____ no _____ date _____ [Bid Document] (**"Bid Document"**) for the Project of _____ [name of Project], including but not limited to the Principal failure to maintain the validity period of this Bank Guarantee in accordance with the Bid Document and/or request of the Beneficiary.

This Bank Guarantee is issued with the following provisions:

1. This Bank Guarantee shall be effective on and as of the date of _____ until _____ [maturity date].
2. The payment of Bank Guarantee shall be made without require Principal approval upon our receipt of Beneficiary's first written demand

**BANK GARANSI
JAMINAN PENAWARAN BERDASARKAN
SE BI**

_____(Nomor)
_____(Tempat & Tanggal)

Kepada :

**PT. Perusahaan Listrik Negara (Persero) UIK
Tanjung Jati B**
Desa Tubanan, Kecamatan Kembang, Kabupaten Jepara
Jawa Tengah, 59457

PT Bank _____ [nama bank] berkedudukan di _____ [alamat], (untuk selanjutnya disebut **"Bank"**), dengan ini menjamin tanpa dapat ditarik kembali _____ [nama badan usaha penyedia barang/jasa] beralamat di _____ (untuk selanjutnya disebut **"Terjamin"**) terhadap PT. Perusahaan Listrik Negara (Persero) UIK Tanjung Jati B beralamat di _____ (untuk selanjutnya disebut sebagai **"Penerima Jaminan"**), untuk membayar sejumlah uang sebesar _____ (terbilang: _____) apabila Terjamin melakukan tindakan dan/atau gagal untuk melakukan tindakan termasuk apabila Terjamin tidak mengikuti proses pengadaan dan/atau tidak menandatangani/memasuki kontrak/perjanjian atau memenuhi ketentuan lainnya sebagaimana ditentukan dalam Dokumen Pengadaan _____ no _____ tanggal _____ [Dokumen Pengadaan] (**"Dokumen Pengadaan"**) untuk _____ [nama proyek], termasuk namun tidak terbatas pada kegagalan Terjamin untuk memelihara masa berlaku Bank Garansi ini sesuai Dokumen Pengadaan dan/atau permintaan Penerima Jaminan.

Bank Garansi ini dikeluarkan dengan ketentuan-ketentuan sebagai berikut:

1. Bank Garansi ini berlaku efektif sejak tanggal _____ dan akan berakhir pada tanggal _____ [tanggal jatuh tempo].
2. Pembayaran atas Bank Garansi ini dilakukan tanpa perlu mendapat persetujuan Terjamin setelah adanya

stating that the Principal has failed to fulfill its obligation under the Contract and the amount to be paid to Beneficiary by attaching of the original of this Bank Guarantee.

3. *The deadline for submission and receipt of any claim on this Bank Guarantee by Beneficiary to the Bank shall be made in writing, not later than 30 (thirty) calendar days from the date of maturity of this Bank Guarantee, provided that if the date falls on holiday or a day on which banking institutions are permitted to be closed, then the submission shall be made no later than one working day thereafter.*
4. *The Bank shall be firmly bound unto the Beneficiary for the Payment in the amount as mention above not later than 15 (fifteen) calendar days after receipt of Beneficiary's first written demand and the original of Bank Guarantee to the Bank.*
5. *With reference to Article 1832 of Indonesian Civil Code (Kitab Undang-Undang Hukum Perdata), the Bank hereby relinquish/waives its privileges/rights granted by law to claim/demand on asset belonging to the Principal and/or bound as collateral be confiscated, seized or sold in advance for the discharge of Principal debts as stipulated under Article 1831 of Indonesian Civil Code.*
6. *The payment of Bank Guarantee claims/demands is absolute and unconditional even though there is a demand, request or objection from the principal or any other party whatsoever.*
7. *The payment of bank Guarantee claims/demand will be made to the account designated by the Beneficiary, free and clear of, without any reduction for any reason, either present or future, of all taxes, levies, fees or withholding whatsoever, imposed or collected with respect thereto.*

surat permintaan pencairan Bank Garansi dari Penerima Jaminan kepada Bank yang menyatakan bahwa Terjamin wanprestasi/gagal memenuhi kewajibannya berdasarkan Kontrak dan jumlah yang harus dibayarkan kepada Penerima Jaminan beserta asli Bank Garansi ini.

3. Batas waktu pengajuan dan penerimaan tuntutan penagihan/klaim atas Bank Garansi ini adalah selambat-lambatnya 30 (tiga puluh) hari kalender sejak tanggal jatuh tempo Bank Garansi ini, dengan ketentuan apabila tanggal tersebut jatuh pada hari libur atau diluar hari kerja Bank, maka pengajuan akan dilakukan selambat-lambatnya pada satu hari kerja Bank setelahnya.
4. Bank akan membayar kepada Penerima Jaminan untuk jumlah tersebut di atas seketika selambat-lambatnya 15 (lima belas) hari kalender setelah diterimanya surat permintaan pencairan Bank Garansi dan Asli Bank Garansi dari Penerima Jaminan kepada Bank.
5. Dengan mengacu pada Pasal 1832 Kitab Undang-Undang Hukum Perdata, Bank dengan ini melepaskan hak-hak istimewa yang diberikan oleh undang-undang sebagaimana dimaksud dalam Pasal 1831 Kitab Undang-Undang Hukum Perdata untuk menuntut supaya benda-benda milik Terjamin dan/atau yang diikat sebagai jaminan lebih dahulu disita dan dijual untuk melunasi hutang Terjamin.
6. Pembayaran atas klaim/tuntutan pencairan adalah mutlak dan tanpa syarat (*unconditional*) meskipun ada tuntutan, permintaan atau keberatan dari Terjamin atau pihak manapun.
7. Pembayaran atas klaim/tuntutan pencairan Bank Garansi akan dilakukan ke rekening

8. *This Bank Guarantee is non-transferable and/or cannot be pledged to another party*
9. *This Bank guarantee can't be amended, modified or supplement unless such amendment, modification or supplemented has been approved by Beneficiary in written or as expressly required by Beneficiary to Applicant.*
10. *This Bank Guarantee shall be governed by and construed in accordance with laws and regulations applicable in Indonesia.*
11. *For the purpose of this Bank Guarantee issuance and any consequence thereof, Bank chooses the Court of _____ [domicile of court] as general and permanent domicile.*
12. *This Bank Guarantee has been executed in both Bahasa Indonesia and English. The two versions of this Bank Guarantee shall not be construed as separate documents and, when taken together, shall constitute one and the same instrument. In the event of any conflict or inconsistency between the English language version and the Bahasa Indonesia language version of Bank Guarantee.*

This Bank Guarantee is issued by duly authorized officers on the date _____ and to be used by properly interested party

_____[places/tempat], _____[dated/tanggal]

PT _____[name of bank/nama bank]

[Bank Stamp/Cap Bank]

_____[authorized signatory/tandatangan pejabat yang berwenang]

bank yang ditunjuk oleh Penerima Jaminan, bebas dan bersih serta tanpa pengurangan dengan alasan apapun, baik yang berlaku pada saat ini atau kemudian, dari semua pajak, pungutan, biaya atau pemotongan apapun, yang dibebankan atau dipotong sehubungan dengan hal-hal tersebut.

8. Bank Garansi ini tidak dapat dipindahtangankan dan/atau dijaminan kepada pihak lain (*non-transferable*).
9. Bank Garansi ini tidak dapat diubah kecuali perubahan tersebut disetujui oleh Penerima Jaminan melalui surat tertulis atau secara tegas dimintakan oleh Penerima Jaminan kepada Terjamin.
10. Bank Garansi ini diatur oleh dan ditafsirkan berdasarkan peraturan perundang-undangan yang berlaku di Indonesia.
11. Untuk tujuan Bank Garansi ini dengan segala akibat hukumnya, Bank memilih domisili yang tetap di Kantor Panitera Pengadilan Negeri di _____ [domisili pengadilan].
12. Bank Garansi ini dibuat dalam Bahasa Indonesia dan Bahasa Inggris. Dua versi dari Bank Garansi ini tidak dapat ditafsirkan sebagai dokumen terpisah, dan ketika ditandatangani bersama, harus dianggap satu dan merupakan instrumen yang sama. Dalam hal terdapat konflik atau ketidaksesuaian antara versi Bahasa Inggris dan versi Bahasa Indonesia atas Bank Garansi ini, maka versi Bahasa Indonesia akan berlaku.

Demikian Bank Garansi ini di terbitkan oleh yang berwenang pada tanggal _____ untuk dapat dipergunakan sebagaimana mestinya dan oleh yang berkepentingan.

1. CONTRACTOR SAFETY PLAN

Prior to beginning work, Contractor shall prepare and submit Contractor's Health and Safety Plan to HSE of KPJB according to Site Safety Rule and KPJB Policies. Contractor shall submit the following requirements:

- 2.1. Copy of signed PO/Work Order/Appointment Letter.
- 2.2. Company Permit or License by Government.
For special work (such as: underwater, radiography), contractor shall be completed with valid Company Permit or License by Government.
- 2.3. Work Instruction/Standard Operating Procedure (SOP).
- 2.4. Contractor should prepare work instruction or SOP which are detailed steps of how to conduct a specific job task and approved by KPJB Engineer's Representative.
- 2.5. Organization Chart.
Contractor should prepare Organization Chart including contact number of related personnel involved on project.
- 2.6. Schedule of Project.
Contractor should prepare work schedule approved by KPJB's Engineer Representative. In case there are any changes, updated schedule should be submitted.
- 2.7. List of Manpower.
 - The contractor attaches list of workers and copy of workers' ID involved on the project (KTP/SIM). Copy of Passport, Working Visa for Expatriate workers.
 - Minimum age of worker is 17 years old.
 - SKCK (Police record) is required during Maintenance and Planned Outage of KPJB.
- 2.8. Health Statement Letter.
Hospital Record/Health Statement Letter from Hospital or *Puskesmas* is required for all involved workers; with statement letter's minimum validity is 1 (one) month.
- 2.9. Insurance.
All workers must be protected by insurance, at least BPJS *Ketenagakerjaan* and/or BPJS *Jasa Konstruksi* for certain time and specific work contract, complete with its payment evidence.
- 2.10. Personnel Competency and Certification.
Copy of workers' certificate shall be attached in accordance with the provisions:
 - Driver License: SIM A, B, C.
 - Operator License: forklift, lifting, gondola, rigger, crane, radiography.
 - Welder.
 - Scaffolding technician/operator and supervisor.
- 2.11. List of PPE, Tools and Emergency Equipment.
 - Contractor is required to identify and prepare appropriate PPE. PPE must be in accordance with applicable standards and conditions in KPJB.
 - Contractor shall provide safe and feasible tools and equipment's based on contract and scope of work.

- Contractor shall provide safety line/barricade, and safety sign refer to hazard identification.
- Contractor shall prepare emergency equipment to assist handling in certain conditions, i.e.: first aid box and initial fire handling, and so on.

2.12. Drawing / P & ID Diagram.

Contractor shall prepare project drawings or equipment's which have been approved by KPJB's Engineer Representative.

2.13. Risk Assessment.

Contractor shall conduct risk assessment and specific hazard control of conducted work in form of Job Safety Analysis (JSA). This document shall be approved by KPJB Engineer's Representative and HSE. JSA Document shall be informed to all involved workers.

2. SAFETY INDUCTION

- 2.1. Contractor shall ensure that all works have obtained KPJB's Safety Induction.
- 2.2. Safety Induction is conducted only after all Health and Safety Plan requirements have been fulfilled. Safety Induction is conducted based on designated schedule by KPJB's HSE.
- 2.3. Workers which have attended Safety Induction will get "Pass Safety Induction" sticker to easily identify.

3. PERSONAL PROTECTIVE EQUIPMENT

The contractor shall provide Personal Protective Equipment and long sleeve wear pack with contractor identification. Personal Protective Equipment shall be complying with relevant and applicable standards, including:

- 3.1. Safety helmets with chin strap, long sleeve wear pack/vests, safety shoes, and industrial safety glasses. Safety helmet color regulation in KPJB is:

Red	HSSE
Blue	Technical Advisor
Yellow	Contractor

- 3.2. Fall protection, safety body harness double hooks should be used for contractor's work in height risk or falling hazards area.
- 3.3. Other items of personal protective equipment shall be worn as required by risk assessment.

4. SECURITY AND ACCESS CONTROL

- 4.1. Enter and Exit access to Tanjung Jati B unit #3&4 Site is via Post Main Gate (PLN) and Security 2nd Gate (KPJB).

- 4.2. Contractors shall conduct registration for:

Yellow Visitor	Permitted only on Admin Building area;
Red Visitor	Permitted to enter site accompanied by KPJB's Employee (not permitted to conduct any works);
Workers' ID Card	Permitted to enter site and work according to approved PO

- 4.3. Enter and Exit is permitted only in Daily working hour (Monday to Friday from 07.30 until 16.30).
 - 4.4. Contractor shall apply Notification of Overtime which approved and signed by PLN and KPJB for any works conducted outside daily working hours.
 - 4.5. For works which conduct in 24 hours' time schedule, Contractors shall regulate it into shift work system.
 - 4.6. Contractor is permitted to enter the site only if have fulfilled following items:
 - In a good/healthy condition.
 - Attended Safety Induction,
 - Obtain and/or change over the ID,
 - Wearing proper PPE,
 - 4.7. In case that Contractor need to enter or passing other Units aside from KPJB, they need to inform KPJB's HSE Division and follow the applicable procedures.
 - 4.8. All vehicles must meet the requirements of applicable State Laws concerning safe operation (i.e. driver license, brakes, lights, etc.).
 - 4.9. All personal cars must be parked in designated parking area, which is PLN parking area.
 - 4.10. Three wheels, pickup, and other such vehicles are prohibited from being used to transport of people.
 - 4.11. All vehicles shall be driven at speeds not to exceed the posted speed limit (20 km/h).
 - 4.12. All entry and exit material shall be carried to KPJB Procedure's KPJB-0956-10 Security Procedure:
 - All entry materials to KPJB should be completed with Delivery Instruction / PO / Delivery Order,
 - All exit materials should be completed with Material Gate Pass,
 - Documents and materials will be checked by Security Post Main Gate (PLN) and Security 2nd Gate (KPJB),
 - Material entry and exit to/from KPJB should be on daily working hour Monday to Friday 08.00 until 15.00. In case material in/out is not in daily working hour, contractor should prepare notification.
 - 4.13. Contractor shall be submissive and obedient to KPJB and PLN's applicable Security procedure.
 - 4.14. Workers and Visitors are prohibited to carry or conduct: smoking, any weapons, narcotics and alcoholic beverages.
- 5. MECHANICAL & ELECTRICAL TOOLS**
- 5.1. Contractor must ensure all tools and equipment's must be certified in good and safe condition. All safety devices are installed on all equipment's.
 - 5.2. Contractor ensures equipment's operation shall be in accordance with manufacturer instructions.
 - 5.3. Contractor ensures all broken equipment/tools are tagged or remove from working area so that it will not be used.
 - 5.4. The Contractor's portable lights shall be not more than 50V and provided with transformers.
 - 5.5. Portable Electric Tools and Equipment shall be double pole switched and generally shall be of Very Low Voltage type (less than 110V AC). Alternatively, if it is not possible for Portable Tools and Equipment to operate at Very Low Voltage and they are operated at 220-240V AC then protection by a Residual Current Device (RCD) shall be provided.
 - 5.6. All portable tools and equipment utilized on outdoor construction / installation sites shall be protected by Residual Current Device (RCD).
 - 5.7. RCD's shall be regularly tested to ensure correct operation and shall be provided with a test system for easy testing.
 - 5.8. The Contractor's mechanical & electrical tools shall be registered to Engineer's Representative, and have passed a Portable Mechanical & Electric Tools Test and be suitably tagged before allowed to use on site refers to KPJB Procedures Mechanical Electrical Tools Inspection.
 - 5.9. Installation of leads and cord shall be in proper installed to avoid tripping hazard and run over by vehicle/equipment.
 - 5.10. Prohibited to use double adaptor/plug, piggyback adaptor, and non-industrial electric multi socket (without fuse protection).
 - 5.11. Portable mechanical & electric tools test carried out by KPJB Mechanical & Electrical tools inspector and contractor engineer.
 - 5.12. Portable electric panel distribution board must be equipped with RCD, waterproofing, industrial type plug socket, refers to Indonesian PUIL standard.
 - 5.13. Electric Tools and Equipment that are not in use shall be unplugged and the cables tidied to ensure no tripping hazards.
 - 5.14. If a fuse blows or an RCD is tripped, the Contractor's shall investigate the root cause and report the incident to the Engineer's Representative. If the problem is repeated, the Contractor's personnel shall cease work using the tools and equipment and Contractor's Supervisor shall request an electrician to attend and repair the fault.
 - 5.15. The contractor shall ensure that all gas cylinders for cutting and welding are placed on rack and fitted with suitable Flashback Arresters.
 - 5.16. Lifting tool and lifting tackle shall comply with Indonesian regulation in respect of the examination, test and maintenance record requirements.
- 6. SAFETY OFFICER / SAFETY MAN**
- 6.1. Contractors are mandatory to appoint Safety Officer/Safety Man which responsible during

period of work to ensure all works are conducted safely and based on procedure. For specific work regulated as follows:

- One safety man for 20 employees is under the control of the contractor (either directly or as sub-contractors). This is also applies into multiples employees amount under control of the contractor.
- Working condition is conducted within 24 hours.
- Working condition which categorized as high risk work such as:
 - Confined space work;
 - Work on flammable area such as on Crusher, Tripper, H2 Plant, and Fuel Oil.
 - Work on hot and high pressure pipe.
 - Under water work.

6.2. The Safety Man / Safety Officer should be:

- Minimum certificated of AK3 Umum.
- Understand with the relevant safety, health and environment regulation in Power Plant or Similar Industry.
- Be capable of advising the contractor on the most appropriate control measures and systems of work in order to minimize risk.

7. GENERAL SITE SAFETY

- 7.1. Contractor is obligated to complete all Permits to Work (PTW) and Safety Permit Form.
- 7.2. Contractor is obliged to conduct briefing before start working. Risk and potential hazard on working area shall be informed to all workers during briefing session.
- 7.3. Contractor shall prepare barriers that prevent unauthorized personnel from entering the work site.
- 7.4. Contractors prepare sign, PPE instruction, and requirements needed to enter the work area.
- 7.5. Contractor shall ensure machines and equipment are operated only by those who have been authorized and trained.
- 7.6. Contractor must prepare safe and adequate lighting and ventilation at work site.
- 7.7. Contractor shall ensure work area clean, tidy and safe. Loose materials, rubbish, tools and equipment placed around the work site shall be kept to a minimum to reduce of hazards.
- 7.8. Contractor must protect the material/tools from falling while working at height and install warning signs.
- 7.9. Contractor must ensure no exposed holes be left unattended at any time unless a fence can be erected strong enough to prevent a person falling into the hole.
- 7.10. Contractor must ensure the walk way and stairways kept clean and free from obstructions. In addition, free access must always be maintained to safety showers, eyewash, and fire protection systems.
- 7.11. Contractor shall ensure all equipment's/tools shall be inspected periodically and maintained in proper working condition. Any defect must

be tagged: "do not use" and remove from service.

- 7.12. Where the Contractor is required to perform welding, it is responsible for ensuring adequate screens are provided and maintained to protect passers-by from the electric arc and also from spatter produced by the welding process.
- 7.13. Contractor should equip fire extinguisher at work place as well as should training to easily utilize by any kind of contractor employees.
- 7.14. Contractor should thoroughly check and make a plan against any gas leakages before and after work prior to in connection with gas work, hermetical place work, welding work, to prevent fire from flammable hazard.
- 7.15. Contractor should not use firefighting system as any other purposes during work period, such as cleaning, etc.
- 7.16. KPJB does not permit the smoking of tobacco, in any form, by its workers, contractors in KPJB workplaces. Smoking permitted only in designated / permitted areas.
- 7.17. Prohibited to take picture and/or video without permission on work location. Picture and video only permitted only for work report.
- 7.18. Equipment and tools must be returned to their designated storage areas after use.
- 7.19. Contractor shall be responsible for any damage or loss of the TJB 3&4 asset that is caused by the Contractors, its personnel and its sub-contractors.
- 7.20. Contractor must complete the Safety Permit Form before performing high risk work, including:
 - Confined Space Work
 - Welding / Hot Work
 - Work at Height
 - Lifting Material
 - Excavation Work
 - Work Surface Water and Under Water
 - Radiography
 - Work with Chemical Hazard
 - Work with Electrical Hazard

8. MATERIAL HANDLING AND STORAGE

- 8.1. Contractor has responsibility to ensure maximum safety in handling, moving, loading, and unloading materials.
- 8.2. Special lifting tools shall be operated by authorized as well as competence personnel and based on its function.
- 8.3. All materials stored in tiers shall be secured to prevent sliding, falling, or collapse.
- 8.4. Flammable and Combustible Materials shall be stored with due in regard to their fire characteristics. Flammable and combustible material shall only be stored in approved containers and in appropriate quantities for the job site use.

9. HAZARDOUS MATERIALS AND MATERIAL SAFETY DATA SHEETS (MSDS).

- 9.1. Contractor shall provide a Materials Safety Data Sheet (MSDS) for all chemicals, and lubricants that will be intend to use in the performance of work.
- 9.2. Contractor shall follow the requirements for storage, handling, and disposal of materials as set by the Engineer's Representative (Chemist/Warehouse/HSE) Division.
- 9.3. Contractor ensures all chemicals must be stored, labeled, covered or inside at all times in approved containers and labeled as to contents.
- 9.4. All contractor employees must use proper protective clothing and equipment to prevent contact with hazardous chemicals.

10. DISPOSAL OF HAZARDOUS AND NON-HAZARDOUS WASTE

- 10.1. Contractor shall be responsible for the correct disposal of all waste generated in undertaking the work.
- 10.2. Contractor shall analyze any waste generated by his work to identify and determine whether the waste is to be categorized as B3 or not, based on the B3 waste table listed in Government Regulation PP 101 of 2014 concerning B3 waste management.
- 10.3. Contractor shall handle all B3 class wastes in a proper way that shall not contaminate the environment refer to KPJB Waste Handling Procedure KPJB-0957-03 Waste Management (Hazardous and Non Hazardous) and shall be actively coordinate with Environment Engineers of KPJB HSE Division.

11. SAFETY AND ENVIRONMENT CLEARANCE

Work is considered complete only if contractors have fulfilled following items:

- 11.1. Conduct Safety Clearance including prepare OSH report covering PTW Clearance, total working hours and Unsafe/Near-miss/Injuries (If any).
- 11.2. Clean work area from residual work activity including dispose trash/waste accordance with KPJB's Procedure KPJB-0957-03 Waste Management.
- 11.3. All equipment's, materials and other facilities belong to Contractors shall be immediately removed from working site.

12. EMERGENCY CONDITION

In an emergency condition, the contractor must play an active role in handling the initial emergency condition to prevent greater damage to assets and prevent accidents or fatality in accordance with their capabilities. Steps that can be taken by the contractor include:

- 12.1. Immediately notify Central Control Room (Ext: 20000). Inform clearly:
 - Reporter's identity,
 - Location,
 - Emergency condition (incident, fire, equipment failure, victims, etc.).

- 12.2. Contractor performs emergency handling if have ability and safe to do (activate fire alarm, initial fire extinguishing, basic first aid, etc.).
- 12.3. Contractor ensures their employee immediately go to the nearest assembly point, follow the sign or directive of evacuation officer.
- 12.4. Contractor ensures that their workers get adequate first aid if any of their workers have a work accident, and help refer them to the hospital if needed.

13. HEALTH, SAFETY AND ENVIRONMENT VIOLATION SANCTION

Sanctions will be given to Contractors who violate the regulation of Safety and Environment Procedure, during normal or emergency working activity in KPJB area. Sanction as follows:

- 13.1. Direct Warning (1st Warning).
Direct Warning & 1st warning letter is given to Contractor who violates Health, Safety and Environment regulation stated on KPJB Contractor Safety Rules.
- 13.2. 2nd Warning.
Official 2nd Warning Letter will be issued to Contractor in which during the same contract period, Contractors violate the regulation as stated on KPJB Contractor Safety Rules. Contractors also obliged to replace work supervisor and workers are given sanction and shall be put into blacklist workers/contractors and not allowed to conduct any works in KPJB area for 1 (one) Year.
- 13.3. 3rd Warning Letter and Black List
Third Warning Letter and Black List will be issued to contractors in which on the same contract period have conducted violation toward these regulations for the 3rd times and reinforced by valid violation evidences, KPJB will give sanction in form of Black List Contractors and not allowed to conduct any work/procurement of Service or Material in KPJB for 1 (one) Year.

14. ATTACHMENT

- 14.1. KPJB – 0956 – 05 – 10 – FM – 01 Checklist Contractor Document Requirement

DOCUMENT PROCUREMENT
RFQ NO. K19247 R01

URGENT

NAMA PERUSAHAAN :

ALAMAT / TELP. :

SUBJECT / NO. RFQ :

WAKTU CLOSE BID : (Kamis, 7 Agustus 2025) Jam 11.00 WIB

To : **Ulfa Nikmatul Lutfiana**

PT. Komipo Pembangkitan Jawa Bali (KPJB)

PLTU Tanjung Jati B Unit 3 & 4

Ds Tubanan, Kec Kembang,

Kab Jepara, 59475 Jawa Tengah

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