



Public Notice

The Purchasing of Disconnecter Switch for Air Insulated Switchgear

1. Scope of Supply

Purchasing of Disconnecter Switch for Air Insulated Switchgear

2. Bidding Type

- Domestic open bidding to select the lowest priced suppliers and evaluated by total price
- 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

3. Requirement for Qualification of Bidder

It is mentioned in document of INVITATION TO BID, Bidding Schedule of The Purchasing of Disconnecter Switch for Air Insulated Switchgear, Attachment 5.

4. Aanwijzing will be held on 10.00 WIB, 17 July 2026 (via Zoom Application)

Topic: RFQ K19765 for The Purchasing of Disconnecter Switch for Air Insulated Switchgear

Time: Jul 17, 2026 10:00 AM Jakarta

Join Zoom Meeting

<https://us06web.zoom.us/j/89233030061?pwd=Ib0rS6TtBtowFQizO1ploWkcMA4tsF.1>

Meeting chat link

<https://us06web.zoom.us/jc/89233030061>

Meeting ID: 892 3303 0061

Passcode: 650226

5. Bid Closing date and Time on 11.00 WIB, 30 July 2026

6. Invitation to Bid (ITB) and Additional Information

- Invitation to Bid (ITB) document copy or soft file is available in website PT. KPJB (www.kpjb.co.id); or
- Email : procurement34@kpjb.co.id

7. Bid submission

To : Procurement Team

Finance & Administration Division (K19765)

PT. Komipo Pembangkitan Jawa Bali (KPJB)

PLTU Tanjung Jati B Unit 3 & 4,

Desa Tubanan, Kecamatan Kembang,

Kabupaten Jepara, Jawa Tengah, Indonesia 59453

Tel : 0291-4270493, Fax : 0291-4270601

8. 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 "The Purchasing of Disconnect Switch for Air Insulated Switchgear"

	PT. KOMIPO PEMBANGKITAN JAWA BALI PLTU TANJUNG JATI B UNIT 3&4	Doc. Ref	: KPJB-0951-02
		Form No.	: KPJB-0951-02-ZZ-FM-16
	TERM OF REFERENCE	Design Div.	: Finance and Administration
		Revision No.	: 00

1. Background

The spare parts will be provided to equipment as follow:

Asset	Description	Location	Unit	System
A41256	150kV DISCONNECTOR SWITCH	00AIS-EV003	00	AIS

2. Spare Part Data

2.1. System: AIR INSULATED SWITCHGEAR (AIS)

2.2. Equipment: DISCONNECTOR SWITCH

2.3. Spare Part Group:

☐ Overhaul

☒ PM & PdM

☐ Run to Failure

☐ Strategic Parts

☐ Strategic Equipment

2.4. Usage Plan: PARTS WILL BE INSTALLED ON 150kV AIR INSULATED SWITCHGEAR AFTER GOOD RECEIPT IN KPJB WAREHOUSE

2.5. Description:

No.	Item ID	Description	Quantity	Unit
1	223514	DISCONNECT SWITCH, AIR, OUTDOOR, DISCONNECTOR SWITCH, TYPE: SSBII-170, 3 POLE, 2000A, UR: 170KV, IP: 100KA, UP: 750KV, UD: 325KV, IK: 40KA, FA: 800N, FR: 50HZ, TK: 3S, HAPAM THE NEDHERLANDS	1	SET

3. Work Scope

3.1. Supply material only

4. CSMS Risk Level:

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

5. Bidder Qualification

5.1. General Suppliers and Vendors

6. Delivery of material and/or services

6.1. Required delivery time is **1 December 2026**

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

	PT. KOMIPO PEMBANGKITAN JAWA BALI PLTU TANJUNG JATI B UNIT 3&4	Doc. Ref	: KPJB-0951-02
		Form No.	: KPJB-0951-02-ZZ-FM-16
	TERM OF REFERENCE	Design Div.	: Finance and Administration
		Revision No.	: 00

7. Requirement of Documents

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

- 1.1. Original COO from chamber
- 1.2. Original COC/ COM from manufacturer/Digital Certificate
- 1.3. Manual and Outline Drawing
- 1.4. Test report with Quality certificate
- 1.5. Warranty letter from Supplier or manufacture

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.

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.
- 9.4. Disconnector are suitable for installation with supporting structure of existing

10. Standard of Quality

Quality of the material and/or services should comply with standard, code, manufacturer specification and user's requirement:

11. Warranty

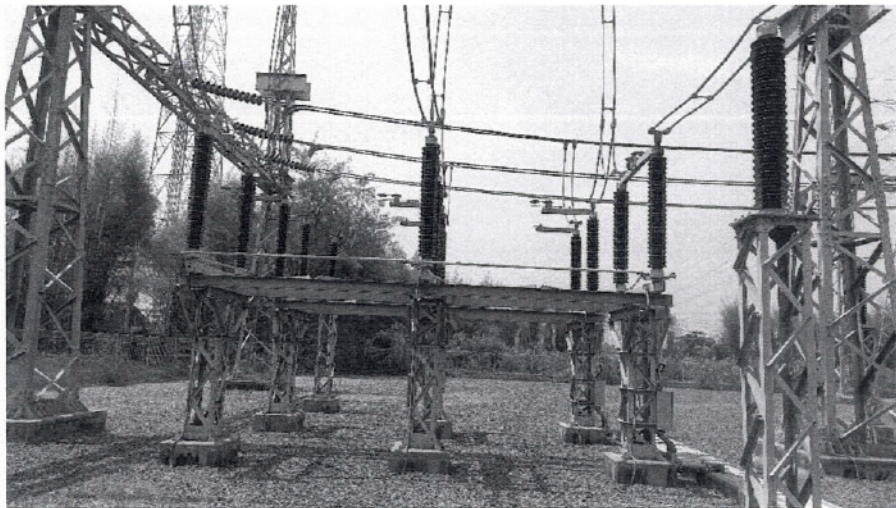
Generally, if there isn't mentioned at other clause, supplier should warrant the material for 12 months after testing and commissioning or 18 months after delivery time and material being receiving by PT. KPJB warehouse.

12. Material Technical Data Sheet

Drawing 3 Pole Disconnector SSBII-170 for 150kV Substation
Instruction Manual for 150kV Disconnecting Switch

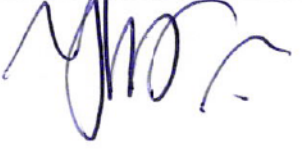
	PT. KOMIPO PEMBANGKITAN JAWA BALI PLTU TANJUNG JATI B UNIT 3&4	Doc. Ref	: KPJB-0951-02
		Form No.	: KPJB-0951-02-ZZ-FM-16
	TERM OF REFERENCE	Design Div.	: Finance and Administration
		Revision No.	: 00

13. Picture (*Disconnecter Switch 150kV*)



14. Others

14.1. Aanwijzing Process is needed.

Prepared by	Checked by	Approved by
		
<u>Bangbang Heryanto</u> Staff	<u>Yuda Aditya Vantama</u> Leader	<u>Budi Santoso</u> Manager
Date:	Date:	Date:

Owner



Employer



Project

**TANJUNG JATI 'B' COAL-FIRED POWER STATION
UNIT 3 & 4 2 x 660MW(NET)**

Document Title :

Motor Drive Type : MT50/100 for 150kV Disconnecter

Document No. :

Owner's Document No. : **B-SSB-E-TS-3551 Rev.3**
TOSHIBA's Document No. : **C404092-810 Rev.0**

AS BUILT

Date	Revision	Prepared by	Reviewed by	Issued by	TO	Purpose	Status
3.Mar.2009	0	Shirakawa/ Yamakawa	T.Mitani	K.Chikasue	SC	For Review	Final
19.Jun.2009	1	Shirakawa/ Yamakawa	T.Mitani	K.Chikasue	SC	For Review	For Review
1.Dec.2009	2	Shirakawa/ Ishii	T.Mitani	K.Chikasue	SC	For Review	Final
					LOT 6	Data Exchange	For Construction
2.Sep.2011	3	Shirakawa/ Ishii	T.Mitani	K.Bannai	SC	For Review	As Built

Submitted By :

LOT 2

TOSHIBA

株式会社 東芝
TOSHIBA CORPORATION

GP P. T. CENTRAL JAVA POWER									
TANJUNG JATI 'B' COAL-FIRED POWER STATION									
UNITS 3 & 4					2 X 660MW (NET)				
SUMITOMO CORPORATION								R	3
B	-	S	S	B	-	E	-	T	S
								3	5
								5	1

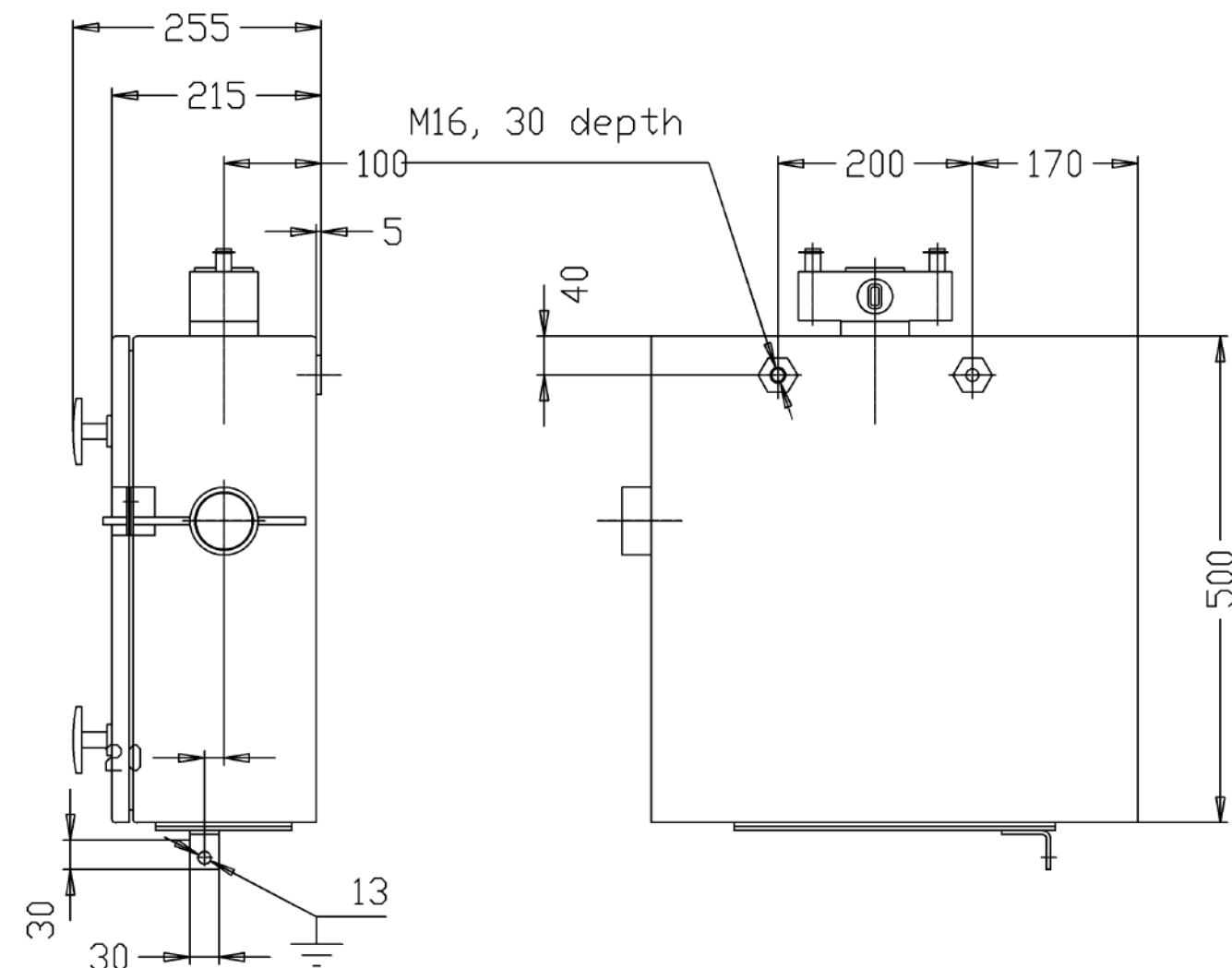
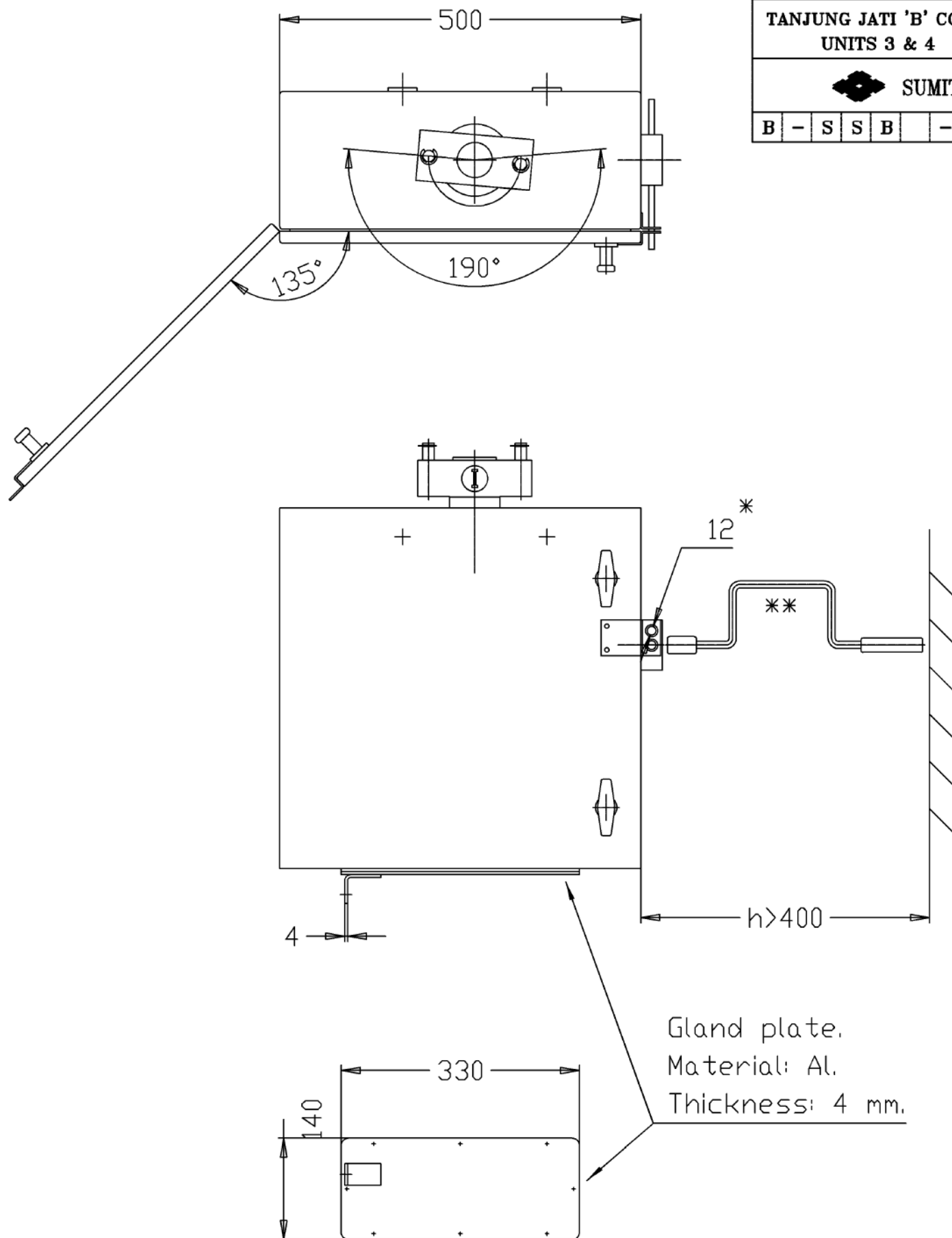
Protection level : IP55

* Padlock facility

** Handle for manual operation.

Scope of delivery contains

1 handcrank per 5 motor drives.



Housing and door
Material: Al.

MAT:				DIM:		FINISH:				
G				 HAPAM Poland Sp. z o.o.		SCALE: 1:7.5		UNITS: mm		
F						DRAWN	RS	070416		
E						CHD.				
D										
C				MOTOR DRIVE						
B				TYPE : MT50/100						
A				C404092-810					REV.	FORM
REV.	MODIFICATION		NAME						DATE	—

Owner



P. T. CENTRAL JAVA POWER

Employer



SUMITOMO CORPORATION

Project

**TANJUNG JATI 'B' COAL-FIRED POWER STATION
UNIT 3 & 4 2 x 660MW(NET)**

Document Title :

**3 Pole Disconnecter SSBII-170 2000A for 150kV
Substation**

Document No. :

Owner's Document No. : **B-SSB-E-TS-3550 Rev.3**
TOSHIBA's Document No. : **C404092-010 Rev.A**

AS BUILT

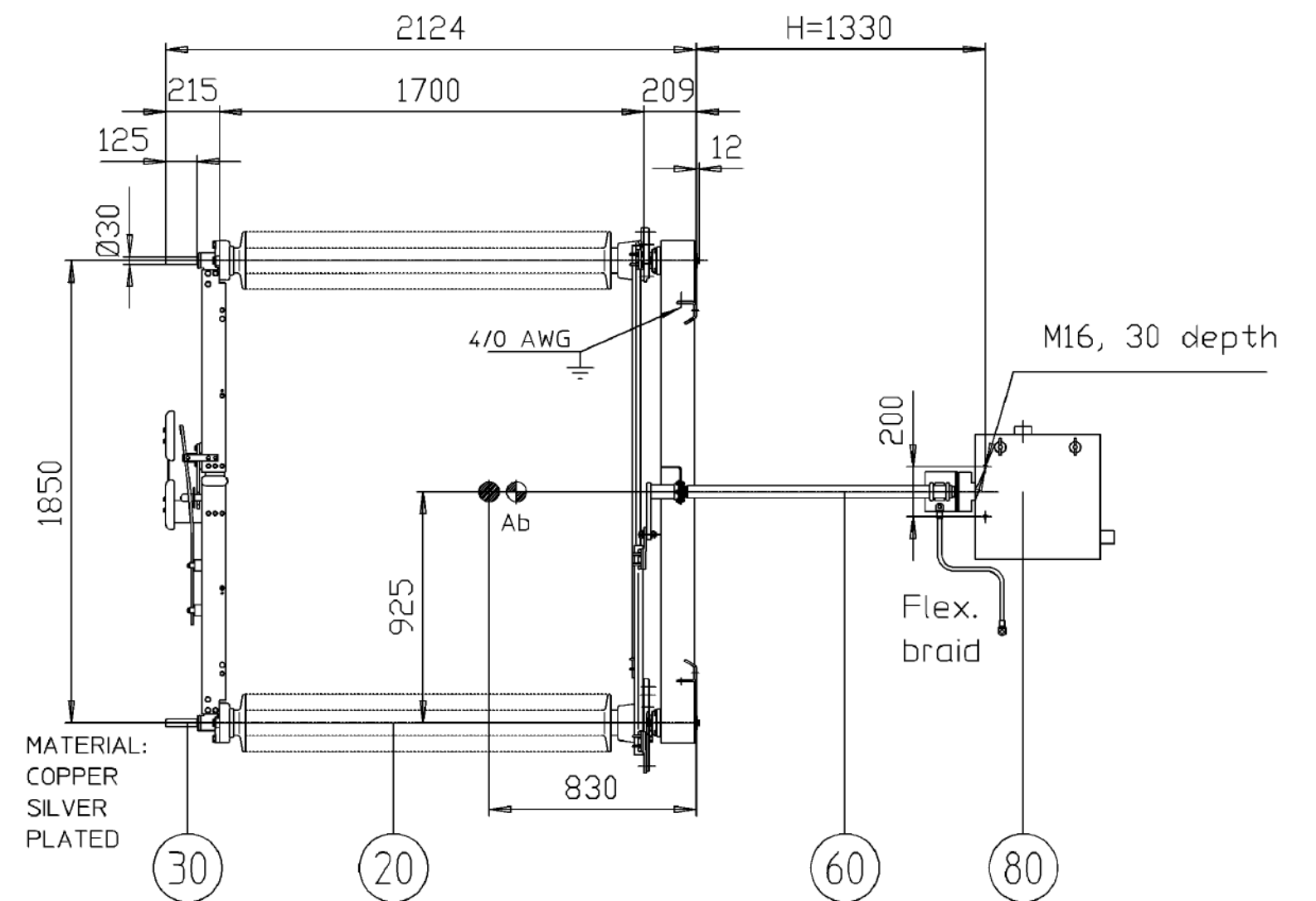
Date	Revision	Prepared by	Reviewed by	Issued by	TO	Purpose	Status
3.Mar.2009	0	Shirakawa/ Yamakawa	T.Mitani	K.Chikasue	SC	For Review	Final
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1.Dec.2009	2	Shirakawa/ Ishii	T.Mitani	K.Chikasue	SC	For Review	Final
					LOT 6	Data Exchange	For Construction
2.Sep.2011	3	Shirakawa/ Ishii	T.Mitani	K.Bannai	SC	For Review	As Built

Submitted By :

LOT 2

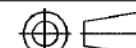
TOSHIBA

株式会社 東芝
TOSHIBA CORPORATION



 P. T. CENTRAL JAVA POWER														
TANJUNG JATI 'B' COAL-FIRED POWER STATION UNITS 3 & 4 2 X 660MW (NET)														
 SUMITOMO CORPORATION <table><tr><td>R</td><td>3</td></tr></table>													R	3
R	3													
B	-	S	S	B		-	E	-	T	S	-	3 5 5 0		

No	Qty	Shipment No	Description	M(kg)	
10	1	624715	Base pole 1	78	⊗ = Centre of projected area
11	1	624717	Base pole 2	58	Ab=1.02m ²
12	1	624717	Base pole 3	58	Aa=0.30m ²
20	6	C4-750-II	Insulator	84	⊗ = Centre of gravity without drive mechanism
30	3	627824	Main blade	18	Disconnector IEC-62271-102
50	2	260033-3000	Coupling rod L=P	4/m	Ur : 170 kV
60	1	260076-1230	Vertical rod L=H-100	6/m	Ud : 325 kV to earth
80	1	C404092-800	Motor drive MT50	40	Up : 375 kV open gap
					Ir : 750 kV to earth
					Ik : 860 kV open gap
					Ik : 2000 A
					Ik : 40 kA
					Ik : 3 s
					Ik : 100 kA
					fr : 50 Hz
					Fa : 800 N
					Fb : 270 N
					Mass : 275 kg/pole
					Insulator IEC-273
					Cantilever: 4000 N
					Torsion moment: 3000 Nm
					Creepage: 5270 mm
					Bus transfer contact IEC-62271-102 Annex B
					U : 100 V
					I : 1600 A
					cos phi : < 0.15

MAT:				DIM:		FINISH:				
G						SCALE: REDUCED		UNITS: mm		
F						DRAWN	MF	090212		
E						CHD.	<i>pw</i>	<i>090312</i>		
D										
C				3 POLE DISCONNECTOR						
B				SSBII-170 2000A						
A	REVISION		MF	090225	C404092-010				REV.	FORM.
REV.	MODIFICATION		NAME	DATE					A	A2

Owner



Employer



Project

**TANJUNG JATI 'B' COAL-FIRED POWER STATION
UNIT 3 & 4 2 x 660MW(NET)**

Document Title :

Instruction Manual for 150kV Disconnecting Switch

Document No. :

Owner's Document No. : **B-SSB-E-TS-7843 Rev.0**
TOSHIBA's Document No. : **IM0272**

Date	Revision	Prepared by	Reviewed by	Issued by	TO	Purpose	Status
15.Feb.2010	0	Shirakawa/Ishii	T.Mitani	K.Bannai	SC	For Information	Final
					LOT 6	Data Exchange	For Construction

Submitted By :



INSTRUCTION MANUAL

CENTRE BREAK DISCONNECTOR

**TYPES: SSBII(-AM)-72.5
SSBII(-AM)-82.5
SSBII(-AM)-123
SSBII(-AM)-145
SSBII(-AM)-170**

Manual: IM0272
Issue: C
Date: February 2007

HAPAM

3750 GC Bunschoten, P.O. Box 133
Phone: +31 33 298 30 04

Manual: IM0272
Issue: C
Date: February 2007

Manufacturer: HAPAM B.V.
Voltaweg 30
P.O. Box 133
3750 GC Bunschoten
The Netherlands
Tel.: (31) 033-2983004
Fax.: (31) 033-2983204

Scope

The instruction manual and equipment drawings contain important and useful information for correct functioning and maintenance of this product. They also contain important instructions for installation of this disconnecter, to prevent possible accidents and damage and to ensure satisfactory service. Read this manual carefully and follow the instructions in this manual.

The installation of the earthing switch is described in a separate instruction manual.

For installation and commissioning checks please refer to relevant installation and commissioning check sheets (when applicable).

All information in this instruction manual is based on the most recent information. This information is subject to change without notice.

No technical information, supplied drawings and technical descriptions may be used (other than for installation and maintenance of this product), passed through to third parties or reproduced in any form or by any means without prior written permission.

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1. Introduction

1.1 General

The three-pole disconnecter type SSBII(-AM)-* is designed for use in Outdoor High Voltage Substations. The SSBII(-AM)-* is a centre break (or two-column rotary) disconnecter. The design consists of three separate poles, interconnected by coupling rods for transmission of the drive moment. The arms on top of the insulators carry the high voltage contacts. When actuated both arms of the main blade rotate 90 degrees. The rotating insulators are mounted on a steel base and linked with a coupling rod. In open position the disconnecter creates a horizontal isolating distance. The contact pins in the terminals can rotate 360 degrees.

Earthing switches can be fitted at both sides of the disconnecter and swing in a plane, which is at a right angle with the phase direction. Disconnecter and earthing switch have separate operating mechanisms. The main units are:

- 1) Base
- 2) Insulator
- 3) Main blade
- 4) Earthing switch (if provided)
- 5) Vertical rod
- 6) Operating mechanism

The disconnecter is shipped in units. The individual units are marked with a number, which is indicated in the parts list on the assembly drawing. For erection of the disconnecter only units marked with the same assembly drawing number shall be used.

1.2 Specifications

The disconnecter and the earthing switch have been designed, tested and approved according to IEC-129/1984 specifications.

* Rated Voltage Ur

2. Construction

2.1 General construction

The construction of the SSBII(-AM)-* is as shown in Figure 1.

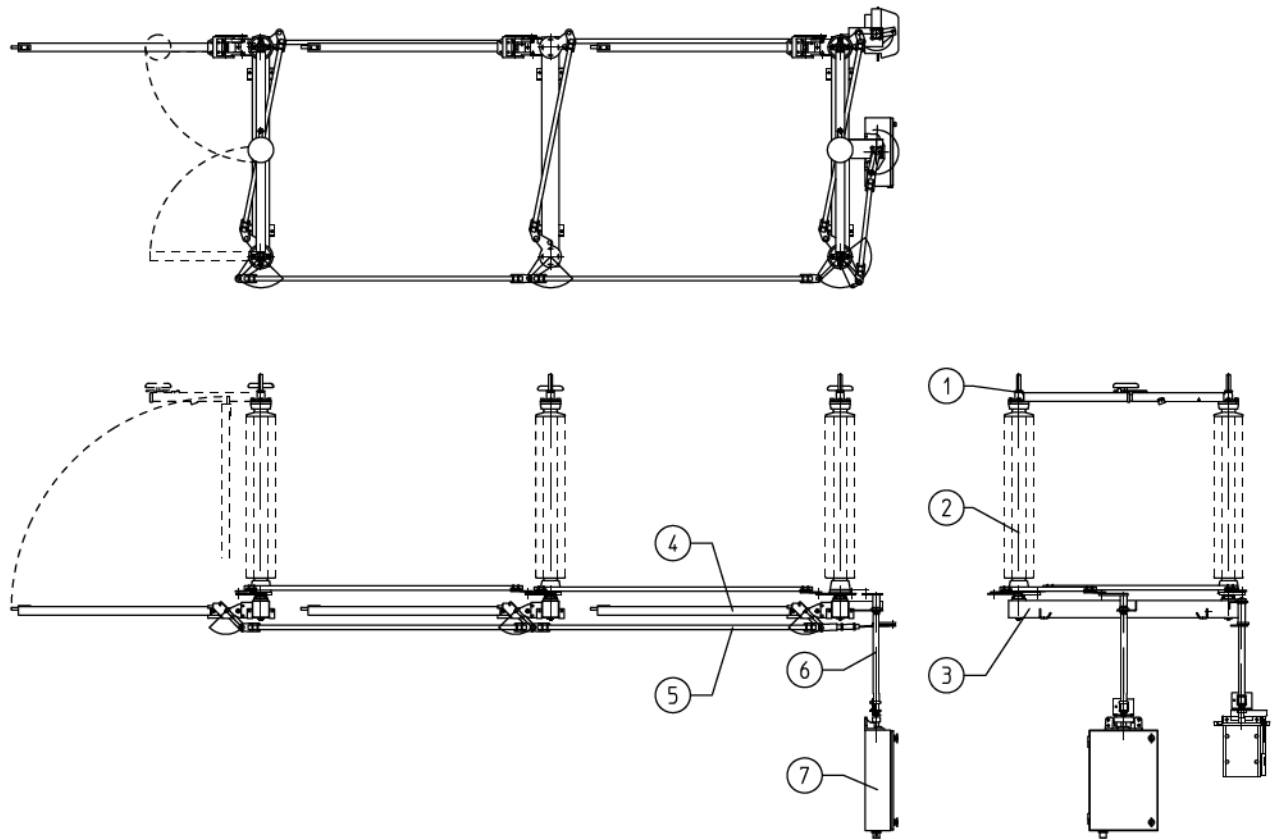


Figure 1

- | | |
|--------------------|------------------------|
| 1. Main blade | 5 Coupling rod |
| 2. Insulator | 6. Vertical rod |
| 3. Base | 7. Operating mechanism |
| 4. Earthing switch | |

* = Rated voltage U_r

3. Installation of disconnect

Warning: Safety precautions shall be carefully followed. Make absolutely sure that the line on which men are working or erecting equipment is de-energised. During installation all local installation and safety regulations shall be followed.

Caution: When unpacking the equipment, it shall be remembered that many parts are fragile and can be broken by sudden jars and rough handling. Care should be exercised to prevent damage or distortion, which could result in delay, trouble or inconvenience in assembly.

The table below shows the torque to be used for all bolted connections, unless specified otherwise in the text.

Bolt diameter	Bolted connection Steel / Steel		Bolted connection Steel / Other materials
	Hot dip galvanised bolts	Stainless steel** bolts	Hot dip galvanised and stainless steel** bolts
M 8	23 Nm	16 Nm	16 Nm
M 10	46 Nm	33 Nm	33 Nm
M 12	79 Nm	56 Nm	56 Nm
M 16*	195 Nm	136 Nm	120 Nm
M 20	390 Nm	274 Nm	206 Nm

* Maximum torque for M16 bolts used in pivots is 120Nm

** Thread greased with Molykote BR2 or equal.

3.1 Base

Use the cover of the crate as a temporary storage platform to prevent damage by sand and dirt by entering grease nipples, threaded holes, etc. or damage of the zinc coating and the main contacts.

1. Check the markings on the crate.
2. Take out base number 1. The number is indicated on the top of the base.
3. Check the nameplate.

Caution: Switches must be carefully aligned on the supporting structure. The surface on which the base will be mounted must be flat and true, otherwise the base may become twisted when bolted on the structure. Such twisting could cause operating difficulties of the equipment. Operating parts, which are out of alignment, could cause undue strain on the insulators. All bases and associated parts must be rigidly bolted in place. All bases must be grounded.

4. Make sure the structure on which to mount the disconnecter is checked and approved.
5. Place base number 1 on top of the structure. Tighten the foundation bolts.

6. Mount base 2 and 3 at phase distance. Check that the bases are parallel. Tighten the foundation bolts.

3.2 Insulator

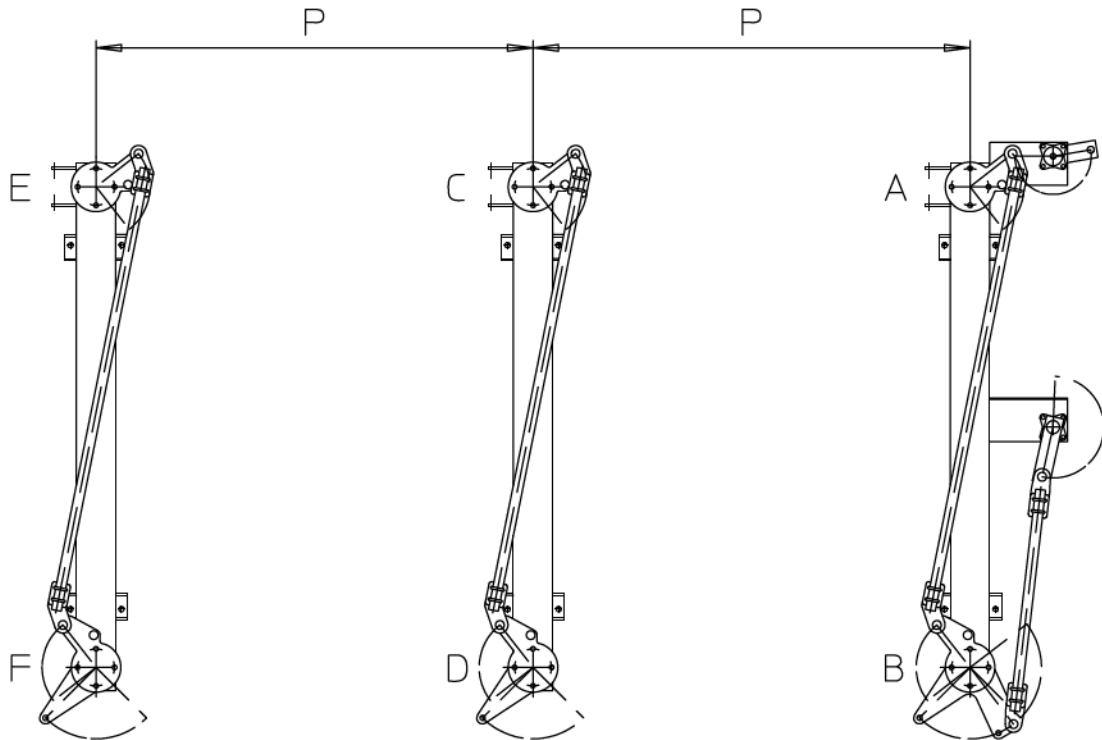


Figure 2

1. Take the insulators out of the crate. Make sure the correct insulator is provided.
2. Remove the insulator fixing bolts of turntable A. See Figure 2.
3. Put the insulator on top of the turntable. Replace the insulator fixing bolts. Make sure to put the bolts back into the same hole. The length of the bolts used can be different. Tighten the bolts.
4. Repeat the above procedure for the remaining insulators.

3.3 Main blade

The blade set consists of a male and a female blade. Matching male and female blade are marked with the same number.

1. Make sure the turntables are in the position drawn in Figure 2. The eccentric stops of turntable A, C and E must touch the turntable coupling rods. See Figure 3. This is the closed position of the disconnect.

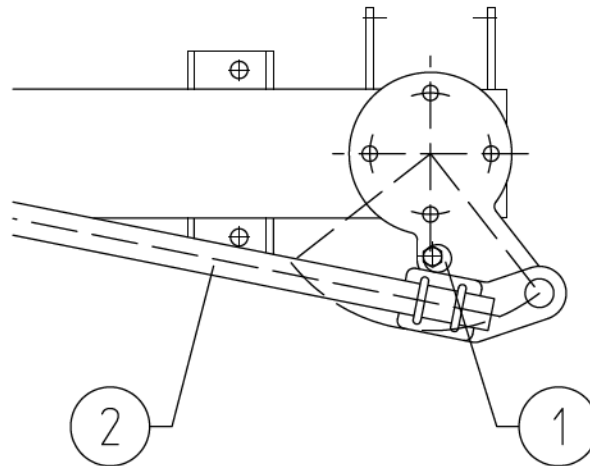


Figure 3

1. Eccentric stop
 2. Turntable coupling rod
2. Mount the blades per set on top of the insulators. The male blades on top of the insulators A, C and E; the female blades on top of the insulators B, D and F. Tighten the bolts finger tight.
 3. Check with a ruler if the blades are in line as shown in Figure 4. Adjust if necessary. Tighten the bolts.

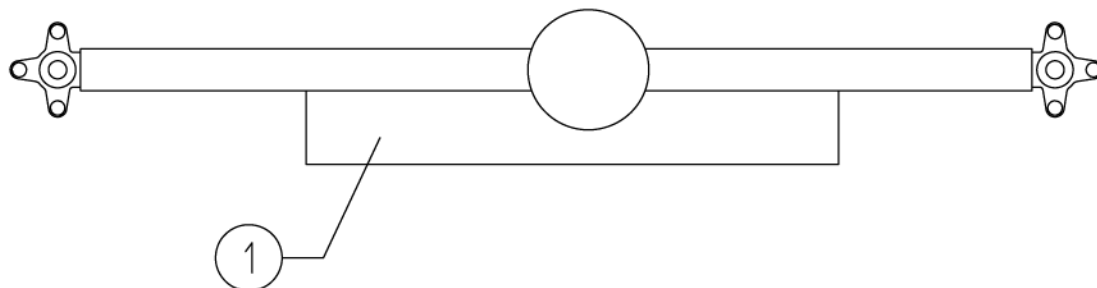


Figure 4

1. Ruler
4. Check the distance between the blades as shown in Figure 5. This distance must be $22\text{mm} \pm 2\text{mm}$. If necessary adjust by loosening the insulator fixing bolts at the turntable and insert an appropriate filling shim as supplied with the disconnect. Each disconnecter crate contains a plastic bag with 30 shims of 0.5 mm and 10 shims of 1 mm.

If a 0.5 mm shim is necessary: Fill with 0.5 mm shim

If a 1 mm shim is necessary: Fill with one 1 mm shim and two additional 0.5 mm shims

Tighten the insulator fixing bolts.

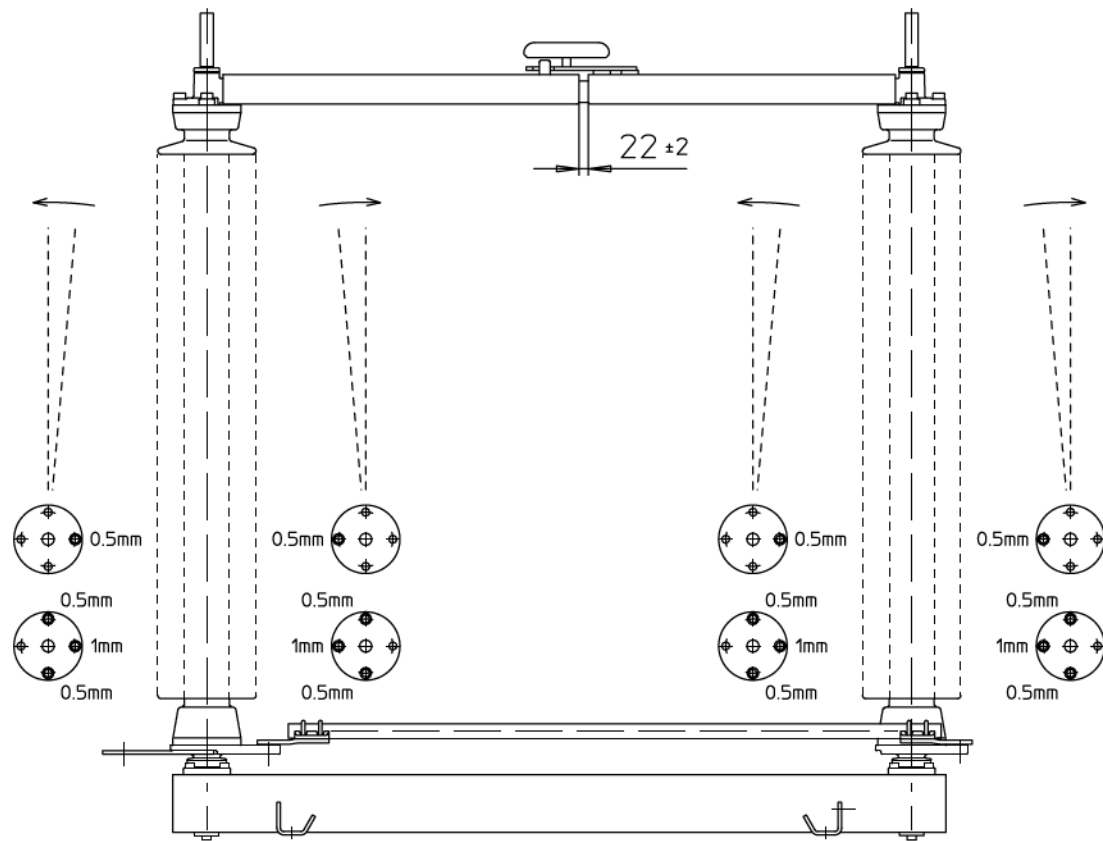


Figure 5

5. Check using a ruler if the blades are in line as shown in Figure 6. For adjustment release the M10 fixing bolts and align the blades. Tighten the M10 bolts. Remark: main blades for higher currents can have M12 bolts.

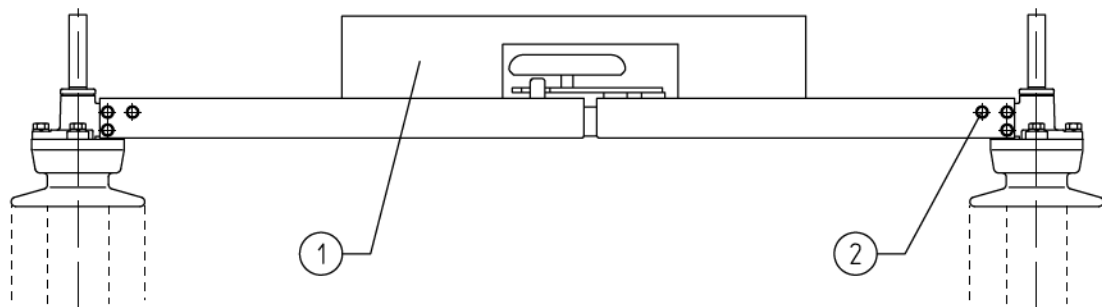


Figure 6

1. Ruler
2. M10 Bolts

6. Rotate the turntables to put the main blades in the position shown in Figure 7. In this position the male contact has to touch the female contact slightly.

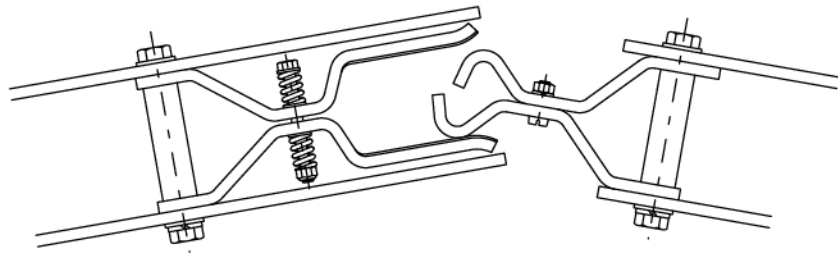


Figure 7

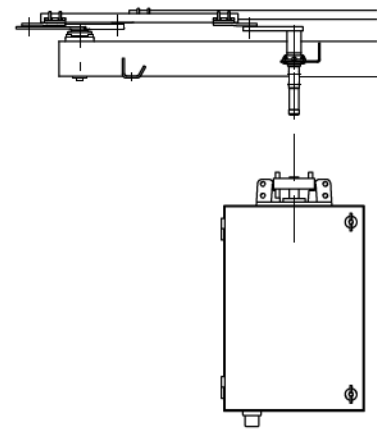
7. If necessary adjust by releasing the fixing bolts of the male contact blade on top of the insulator. Adjust the position of the male blade and tighten the bolts.

3.4 Operating Mechanism

If the operating mechanism is equipped with a mechanical key interlock or safety cover first mount the frame. See assembly drawing.

1. Mount the operating mechanism of the disconnecter. Check if the operating mechanism is in line with the lever axle of the disconnecter. See Figure 8. Check the dimension H given on the assembly drawing. Tighten the fixing bolts. Check the operating mechanism is in closed position.

Figure 8



3.5 Vertical rod

Note : When a mechanical interlock is included it is mounted on the base or between the vertical rods (see assembly drawing). If the mechanical interlock is mounted between the vertical rods the installation is described in a separate instruction manual. Mount this interlock mechanism while mounting the vertical rods.

The vertical rod consists of a tube and a coupling. The coupling is attached to the tube with two M12 U-bolts.

1. Loosen the U-bolts and remove the coupling.
2. Place the coupling over the coupling pins of the operating mechanism.
3. Lock the coupling by mounting two retaining rings on the coupling pins. Three retaining rings (one spare) are attached on top of the operating mechanism.
4. Mount the tube on the lever of the disconnecter and tighten the two M12 bolts. Torque: 120Nm
5. Replace the U-bolts in the coupling. Do not tighten.

Note: The eccentric stops and the turntable coupling rods are adjusted at our factory. No further adjustment at site is necessary.

3.6 Disconnecter driving rod

1. Put the lever in the position shown in Figure 9. The exact position of the pivot is indicated on the assembly drawing.

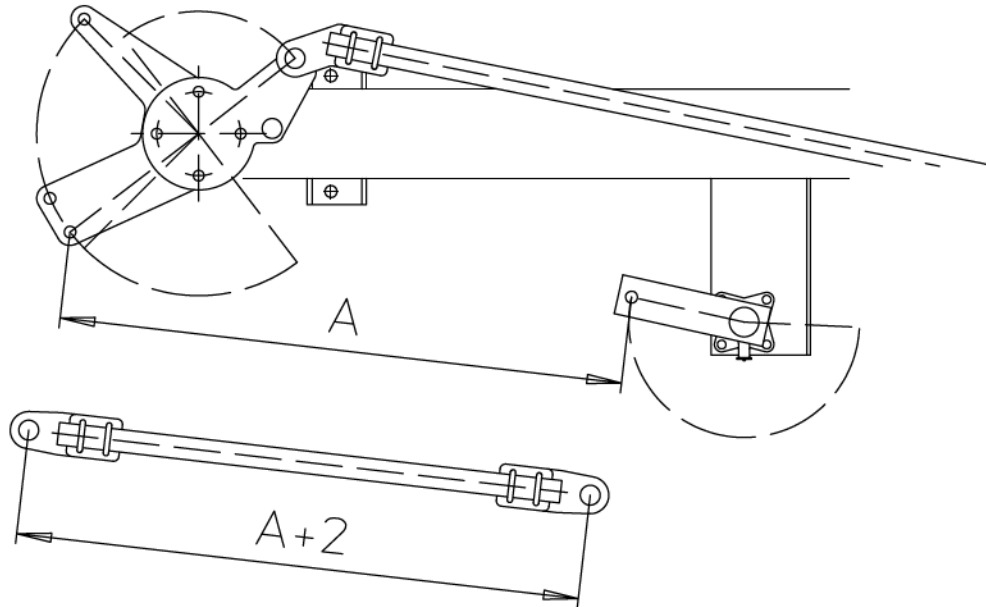


Figure 9

2. Tighten the M12 U-bolts of the vertical rod.
3. The eccentric stop of turntable A must touch the turntable coupling rod. If necessary adjust the length of the disconnector driving rod.

Adjustment:

1. Remove the disconnector driving rod.
2. Measure the distance "A" between the levers. See Figure 9.
3. Loosen the M8 U-bolts at one side of the driving rod.
4. Adjust the driving rod at the length of "A" + 2 mm.
5. Tighten the U-bolts.
6. Mount the driving rod. Details of the pivots are drawn on the assembly drawing.
7. Operate pole 1 manually twice. Make sure the blade reaches both the fully opened and the fully closed position. The eccentric stops will touch the turntable coupling rods in both positions.

3.7 Coupling rod

Before mounting the coupling rods lubricate all pivots with Castrol Spheerol AP3 or grease of equal quality.

1. Put the three poles of the disconnector in the fully closed position. Make sure the eccentric stops are touching the turntable coupling rods.
2. Release the bolts of the pivots used for the phase coupling rods. Mount the coupling rods on the pivots, while adjusting the length of the coupling rods to phase distance. See Figure 10. Details of the pivots are shown on the assembly drawing. Tighten the pivot bolts. Tighten all U-bolts after adjustment.
3. Operate the disconnector electrically (or manually) twice. Make sure the blades reach both the fully open and closed position. The eccentric stops must touch the turntable coupling rods in both positions.

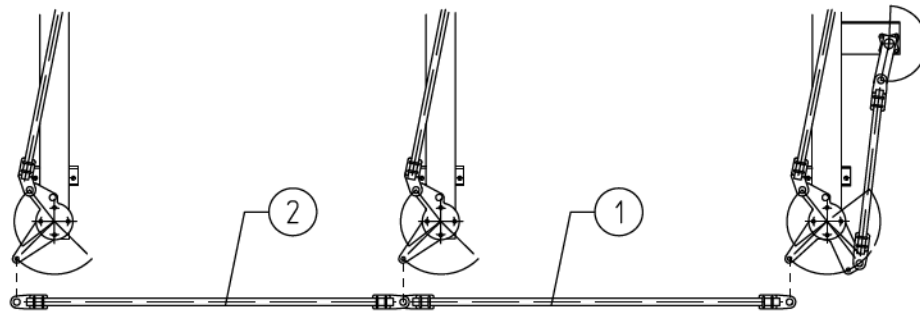


Figure 10

1. Coupling rod pole 1 => 2
2. Coupling rod pole 2 => 3

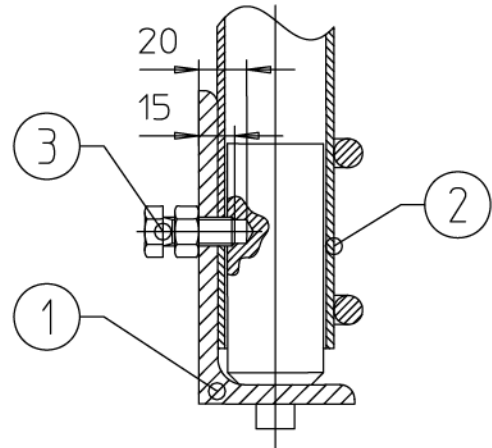
4. Locking the mechanism

After installation of the disconnecter and the earthing switch both have to be operated for about 15 times to check correct adjustment. After the test operation the coupling of the vertical rod has to be locked.

1. Drill a hole ϕ 10.5mm. Depth 20mm. See Figure 11.
2. Tap the M12 thread, depth 15mm.
3. Mount the locking bolt M12x30 according to Figure 11.

Figure 11

1. Coupling
2. Vertical rod
3. Locking bolt M12x30 + nut



5. Final inspection

After having been installed but before putting in service, the equipment should be carefully inspected and checked.

- Check all insulator units for cracked or defective parts.
- Check all contacts for alignment
- Check all bolted connections for tightness
- Check isolating distances, clearances between live parts of equipment and travel of equipment.
- Check the earthing switch (if provided) for mounting and operation.
- Check all operating mechanisms (disconnecter and earthing switch) for proper operation, lubrication and travel. Also for lost motion, mechanical connections and excessive deflection of controls or mounting.
- Examine all switch locks (when applicable) for security, proper functioning and ease of operation.
- Check if the insulators, moving parts, etc. are clean.

Perform the mechanical operating tests per IEC-62271-102 CL. 7.101.

6. Maintenance

Caution: Before starting maintenance work all safety precautions and local and general regulations should be followed. Be sure that the switch is disconnected from all electric power sources. Make sure the operating mechanism is locked and secured and the power supply for the motor drive is interrupted. Ground leads or the equivalent should be attached (on both sides) to the equipment.

HAPAM switches are almost maintenance free. However, to improve the reliability under all circumstances it is recommended to inspect the equipment every 5 years or at least after every 1000 operations. Depending on the local (atmospheric) conditions inspection at shorter (or longer) intervals may be necessary. If the equipment cannot be inspected periodically, it is recommended to open and close the switches whenever it is possible to do so, in order to clean the contacts and free the moving parts. During periodical maintenance the following actions shall be carried out:

6.1 Contacts

Note: If the disconnecter is supplied with maintenance free contacts (option), do not use grease on the contact surfaces. Clean the contact surfaces with a dry and clean cloth.

Clean the contacts and apply a thin and uniform film of Molykote BR2 paste to the contact surfaces. Rub the Molykote paste firmly by hand into the contact surfaces. Thoroughly remove the excessive Molykote paste. Check for proper contact in closed position. When contacts show damage or are badly eroded due to mechanical load, arcing etc. it may be necessary to replace those parts.

6.2 Greasing

It is recommended to grease the main bearings and the pivots of the coupling rods using one of the following types of grease:

Castrol - Spheerol AP3/LMX
Exxon (Esso) - Beacon P290

Shell - Alvania R2
Chevron - Dura-Lith grease EP

For extreme temperatures (-20°C to -50°C) and atmospheric conditions special types of grease will be necessary:

Exxon (Esso) - Beacon 325

Neste - Rasva 606

Other Lithium based types of grease can be used as long as they fulfil the following properties:

High water resistance.

High oxidation stability.

Low starting and running torque in the entire temperature range.

Containing corrosion protective additives.

Temperature range suitable for site conditions.

6.3 General inspection

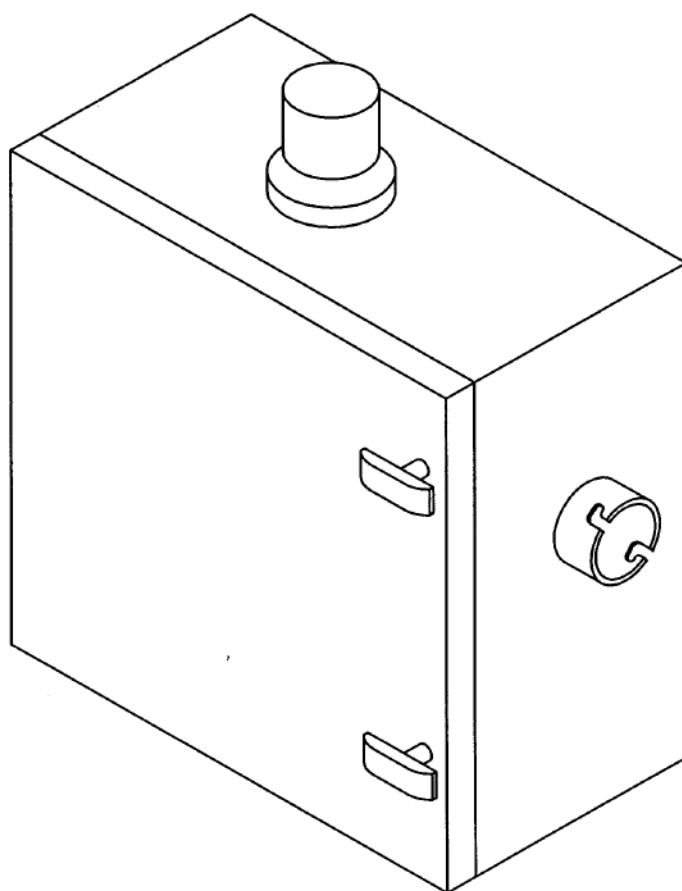
Inspect the equipment and operating mechanism for good working condition. Check that bolts, nuts, washers and terminal connectors are in place and in good condition. Replace items showing excessive wear or corrosion. Inspect and check all safety interlocks and test for proper operation. Check if the insulators are in good condition and that the surfaces are clean.

Caution: After maintenance or inspection make sure that all safety precautions and local and general regulations are followed before re-energising the equipment.

Service Instruction

Motor-Operated Mechanisms Types MT50 MT100 and MT50-3f; MT100-3f for High-Voltage Disconnectors and Earthing Switches for Outdoor Installation

Publication No.
GPDM 06 9612e E



HAPAM

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1 General Remarks

Practical experience has shown, that strict adherence to the recommendation of this instruction manual will ensure the best possible safe performance of the equipment.

In an instruction manual it is not possible to cover every possible eventuality that might occur when using technical apparatus. It is therefore requested that all incidences, in particular those for which the instruction manual provides no plausible explanation, be reported to us directly or through our local representatives.

These instructions are based on the present technical design. We reserve the right to make any technical changes.

We cannot accept any responsibility for any damage resulting directly from incorrect handling or operation, irrespective of whether specific reference is to be found in the instructions for erection and operation or not.

With respect to this document we reserve all rights also in the event of a patent being issued and registration being made under other commercial rights. Misuse, in particular copying and handing over to third parties is prohibited and offenders can be prosecuted under civil and criminal law.

2 Design

The motor-operated mechanisms types MT50..., MT100... are designed for outdoor installation and for the electrical remote operation of disconnectors and earthing switches.

All components of the operating mechanism are installed in an aluminium sheet housing (12) with a door (12a) at the front. Power transmission from the motor (1) to the operating spindle (2) is via a gear train.

The control components are attached to a mounting plate (4), and (with exception of the pilot switches) wired to the terminal strip (5). The length of the terminal strip support is designed to accommodate the maximum equipment configuration. The terminal designations are consistently structured, i. e. the same terminal designations are used for the same functions in all possible versions. Thanks to the use of TWIN terminals, the connections are positioned above each other for easy accessibility.

A clearance of approx. 10 cm is provided for connecting the control cables to the terminal strip.

The connections to motor (1), limit switches (17), (if included) blocking magnet (19) and lightning system (48) are routed via an adapter plug (27).

The basic version includes the following:

- a contractor control with lock-in feature
- a 8-pole pilot switch with 4 NC contacts and 4 NO contacts.

For switching capacity see section 5.4.

Cross sectional area for all internal connections is TQ 1.5 mm² flex., black; except the motor lead: Dipotherm 0.56 mm², coloured. In the case of AC operation, a rectifier (37) is installed upstream of the DC motor.

The incoming and outgoing cables are passed from below through a 4-mm-thick removable cable entry plate (9) made of aluminium. Cable glands (28) are not included in the standard scope of delivery, and must be provided by the customer. All bore-holes (standard version: 2 x conduit thread 36, 4 x conduit thread 29 and 2 x conduit thread 16) are accordingly closed with blanking plugs. A cable gland (16) (conduit thread 13.5) with a filter insert is provided for purposes of ventilation. It is located in the cable entry plate, as is the connection angle (23) with 13 mm bore-hole for the earth lead in from outside. The earthing connection (26) in the box between door and housing has a cross-sectional area of 6 mm². An anticondensation heater (11) permanently connected to the voltage supply is mounted on the mounting plate (4).

All devices are protected against accidental touching of electrical connections by means of appropriate constructional features or covers.

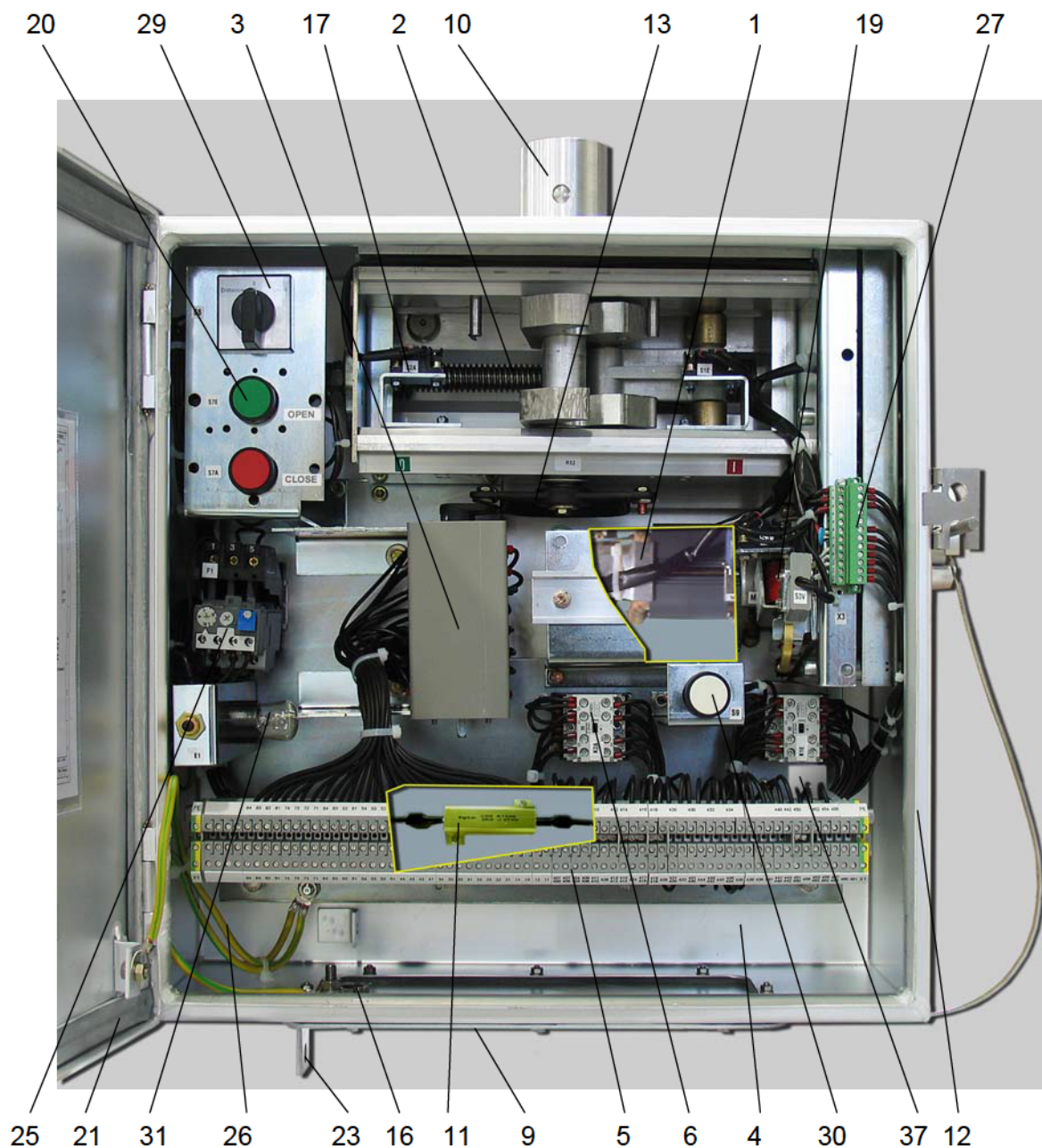


Figure 1
Inside view of motor-operated mechanism type MT50 ... 100

- | | |
|--|---|
| 1. Motor (under cover plate) | 19. Blocking magnet |
| 2. Operating spindle and gear-train | 20. Push button |
| 3. Pilot switch | 21. Foamed silicone gasket |
| 4. Mounting plate | 23. Earthing connection angle |
| 5. Terminal strip | 25. Overload protection |
| 6. Control contactor | 26. Flexible earthing connection |
| 9. Supply lead plate | 27. Adapter plug |
| 10. Operating shaft | 29. Changeover switch |
| 11. Anticondensation heater (under terminal strip) | 30. Pushbutton for blocking magnet |
| 12. Housing | 37. Rectifier (when AC motor voltage is supplied) |
| 13. Control disc | |
| 16. Cable gland with filter insert for ventilation | |
| 17. Limit switch | |

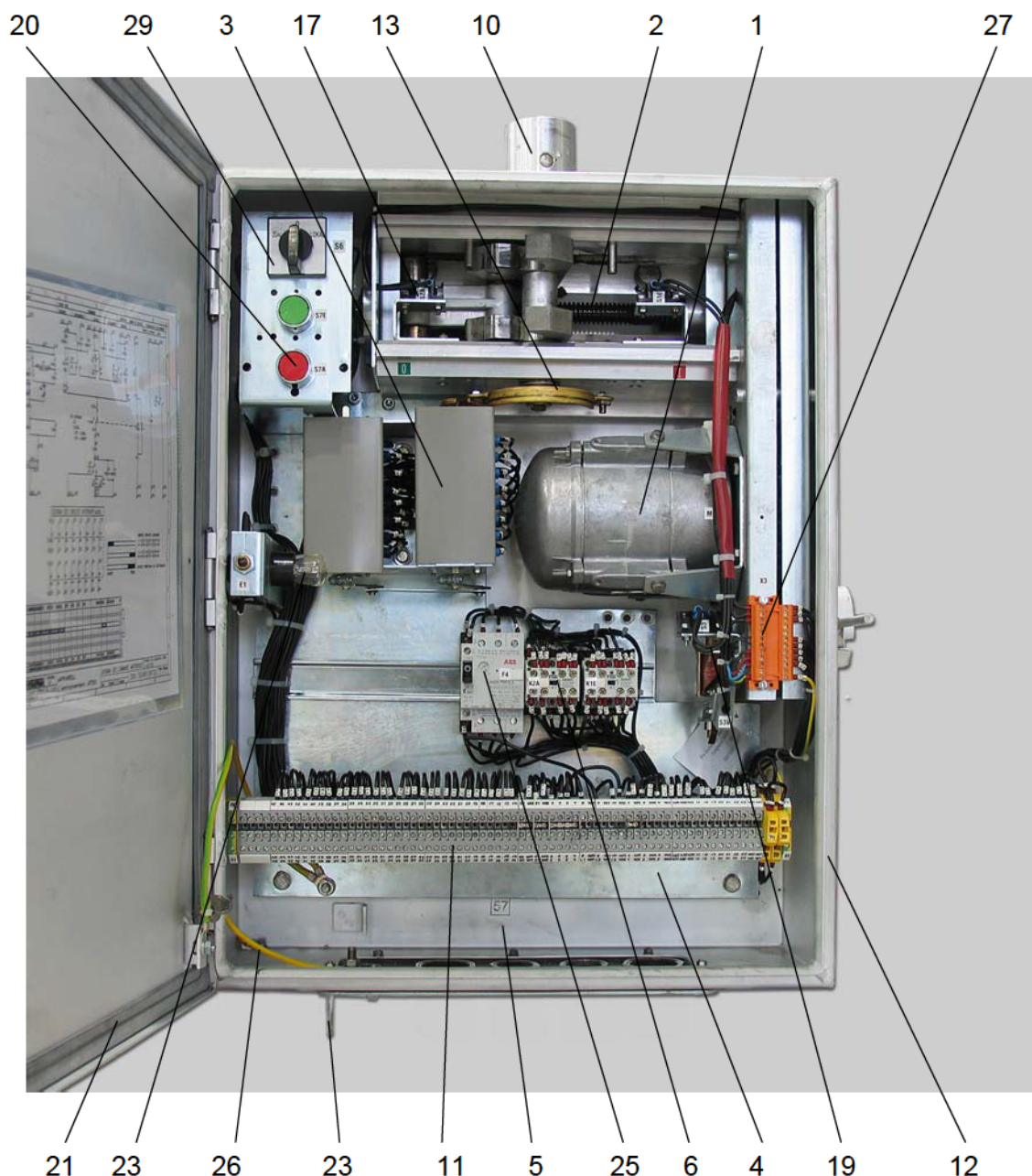


Figure 2
Inside view of motor-operated mechanism type MT50-3f ... 100-3f

- | | |
|--|----------------------------------|
| 1. AC Motor | 19. Blocking magnet |
| 2. Operating spindle and gear-train | 20. Push button |
| 3. Pilot switch | 21. Foamed silicone gasket |
| 4. Mounting plate | 23. Earthing connection angle |
| 5. Terminal strip | 25. Overload protection |
| 6. Control contactor | 26. Flexible earthing connection |
| 9. Supply lead plate | 27. Adapter plug |
| 10. Operating shaft | 29. Changeover switch |
| 11. Anticondensation heater (under terminal strip) | |
| 12. Housing | |
| 13. Control disc | |
| 16. Cable gland with filter insert for ventilation | |
| 17. Limit switch | |

2.1 Manual emergency operation

Crank (18), which can be inserted into the auxiliary pin (8) for emergency operation, serves for adjusting the unit and performing emergency operations. It is not permitted to use boring machine instead of the emergency crank. The corresponding opening provided on the housing is closed by cover (15). When the manual emergency crank is inserted into the auxiliary pin a safety contact (14) interrupts the control circuit for the motor to ensure that actuation is possible only by using the emergency crank.

The opening for manual emergency operation is located approx. 200 mm below the top edge of the box on the right-hand side. It is sealed with a cover (15) incorporating a bayonet lock. On request, unauthorized removal of the cover can be prevented by a locking device and a padlock (optional extra).

2.2 Blocking Magnet

Optionally a blocking magnet (19) can be installed. The blocking magnet de-energized prevents the motor-operated mechanism from being operated manually. In this case it is not possible to insert the hand crank (18) into the auxiliary pin (8) for emergency operation. In the case of AC operation, a rectifier (37) is installed upstream of the blocking magnet. An additionally interlock switch (51), directly attached and actuated by the blocking magnet (19) allows electrical operation only when the blocking magnet is energized.

2.3 Mechanical Interruption of Control Circuit

On special request, the control circuit for the motor can be interrupted mechanically, so that the operating mechanism is blocked and remains in its position. In this case cover (15) additionally is equipped with a pin which has to be inserted into the opening for manual emergency operation and actuates safety contact (14). Padlocking of cover (15) in this position is possible.

3 Optional Extras

(depending on customer's order)

- 3.1 Pilot switches (A maximum of 2 pilot switches can be installed)
 - 3.1.1 8-pole pilot switch with 4 NC contacts and 4 NO contacts. For switching capacity see section 5.4.
 - 3.1.2 8-pole pilot switch with 3 NC contacts, 2 NO contacts, 1 lagging NC contact, 1 leading NO contact and 1 running lamp contact. For switching capacity see section 5.4.
 - 3.1.3 8-pole pilot switch with 3 NC contacts, 2 NO contacts, 1 lagging NC contact, 1 leading NO contact, 1 leading NO contact* and 1 running lamp contact*. For switching capacity see section 5.4.
- 3.2 Wiring of the pilot switches to the terminal strip.
- 3.3 Local control system, consisting of:
 - 3.3.1 One changeover switch (29) (local-of-remote) and one reset control switch (30) (ON-OFF),
or
 - 3.3.2 One changeover switch (29) (local-of-remote) and two push buttons (20) (ON, OFF)
- 3.4 Blocking magnet (19) for preventing maloperation during manual emergency operation (details see paragraph 2.2).
- 3.5 Interlock contactor (32).
- 3.6 Automatic equipment for
 - 3.6.1 Heater (11)
 - 3.6.2 Control system
 - 3.6.3 Motor (1), or
 - 3.6.4 Locked-Blade requirement.
- 3.7 Thermal overload relay (25) for motor protection.
- 3.8 Interior lightning (48), switches on when door is opened.
- 3.9 Handle (35) with safety lock (in place of the standard double-beard lock).
- 3.10 Device for fitting a padlock.
- 3.11 Lock device to prevent unauthorized removal of the cover (15) for manual emergency operation.
- 3.12 Mechanical interruption of control circuit for the motor, including lock device 3.11 (details see paragraph 2.3).

4 Method of Operation

4.1 Method of Mechanical Operation

The motor-operated mechanism is fitted with a spindle, mounted on bearings in a housing closed at the sides. The motor (1) is below the spindle (2) and arranged parallel to it, with a two-step gear train (for MT 50) or four-step gear train (for MT 100) between them. Power is transmitted to the output shaft (10) from the spindle via a slide with two transmission bolts onto an operating cross, which in each of its end positions is arrested by one of these bolts. When the end position has been reached, the slide is halted by a cup-spring stop, without the operating position altering any further.

On request, the manual emergency operation feature can be protected against maloperation by means of a blocking magnet (19). When the blocking magnet is de-energised, the manual emergency crank (18) cannot be inserted.

Unauthorized removing of cover (15) for manual emergency operation can be prevented by an optionally built-on padlock (special design).

4.2 Method of Electrical Operation

The motor-operated mechanism is normally controlled from a control room or a local control cubicle, using an ON or OFF command (minimum pulse duration 75 ms; or 100 ms if an interlock contractor is installed). The control contractor picks up and locks in. The operating angle of the output shaft (10) is 190 degrees. When either of the end positions is reached, a limit switch (17) cancels the lock –in and terminates the switching operation. The limit switches are tripped by operating cross on the output shaft. In the case of AC operation, a rectifier (37) is installed upstream of the DC motor.

Release of the contractors via pilot switch contacts is not permissible!

Pilot switches (3) are actuated by the control disc (13) fitted to the operating shaft (10). The position signal meets the requirements of IEC Publication no. 129/1984, third edition, and VDE standard 0670, part 2. A "CLOSED" position signal is given after closing when the top dead centre is overrun (i.e. after closing of the current path of the disconnector and top dead centre interlocking by the operating linkage) and is cancelled upon opening even before the top dead centre is reached (i.e. before interlocking is cancelled). The signal for the "OPEN" position is given analogously.

The safety contact (14) interrupts the control circuit for the motor when the manual emergency crank (18) is inserted, so that the unit can now be operated only with the manual emergency crank.

The optional blocking magnet (19) when de-energised, prevents the motor-operated mechanism from being operated manually, as it is not possible to insert the hand crank (18) into the auxiliary pin (8) for emergency operation. In the case of AC operation, a rectifier (37) is installed upstream of the blocking magnet. An additionally interlock switch (51), directly attached and actuated by the blocking magnet (19) allows electrical operation only when the blocking magnet is energised.

On special request, the control circuit for the motor can be interrupted mechanically, so that the operating mechanism is blocked and remains in its position. In this case cover (15) additionally is equipped with a pin which has to be inserted into the opening for manual emergency operation and actuates safety contact (14). Padlocking of a cover (15) in this position is possible.

5 Technical Data

5.1 Technical data of motor operated mechanisms

Type	MT50 MT100	MT50-3f MT100-3f
Rated motor voltage	60, 110, 125 or 220 VDC; 110 or 230 VAC, 50/60 Hz	3 x 230/400 VAC
Admissible deviation from the rated motor voltage	+10 / -20 %	+10 / -10 %
Rated motor power short-time duty input output	660 W 470 W	750 W 560 W
Switching time (depending on load): MT50... MT 00...	3,5 - 6 sec. 6,0 - 12 sec.	6,5 - 9 sec. 12 - 17 sec.
Max. torque required at the operating shaft for emergency operation: MT50... MT100...	5 Nm 7.5 Nm	3 Nm 4 Nm
Rated torque on the operating shaft at rated voltage: MT50... MT100...	500 Nm 1000 Nm	750 Nm 1000 Nm
Rotations of emergence crank for a 190° switching angle of the operating shaft: MT50... MT100...	at least 100 at least 140	at least 80 at least 110
Heating capacity	approx. 25 W	approx. 25 W
Heating voltage	60, 110, 125 or 230VAC	125; 230 VAC
Degree of protection against contact with live or moving parts ingress of foreign bodies and water :	IP 65	IP 65
Cross-section of internal wiring (except motor and heater)	1,5 mm ²	1,5 mm ²
Maximal cross-section of supply leads : solid stranded (with end sleeve)	4 mm ² 2,5 mm ²	4 mm ² 2,5 mm ²
Weight	max. 40 kg	max. 48 kg
Dimensions (cubicle) L x W x H	500 x 210 x 500 mm	650 x 500 x 210 mm

5.2 Technical data of the built-in control contactors

Operating voltage	60, 110, 125, or 220 VDC 110 or 230 VAC	110, 125 or 230 VAC
Admissible deviation from the operating voltage	+ 10 / - 15%	+ 10 / - 15%
Rated power consumption of the magnet coils when operated with DC pick-up / holding when operated with AC pick-up / holding	7 W / 7 W 60VA / 9VA (50 W / 2,2 W)	7 W / 7 W 60VA / 9VA (50 W / 2,2 W)
Min. Signal duration for self-holding	75 ms	75 ms

5.3 Technical data of the blocking magnet

Operating voltage	60, 110, 125, or 220 VDC* 110 or 230 VAC
Admissible deviation from the operating voltage	+ 10 / - 15%
Rated power consumption of the magnet coil when operated with DC	approx. 6 W
Duty cycle	100 %

* in case of using the rectifier the voltage 110 or 220 VAC

5.1 Technical Data of the Pilot Switches

Design	Switching capacity	Current carrying capacity
Pilot switch item no. 3.1.1: 4 NC contacts 4 NO contacts	2A at 220 VDC, T = 20 ms	16 A
By removing the bridges and cancelling the series installation the number of pilot switch contacts can be increased up to : 8 NC contacts 8 NO contacts	1A at 220 VDC, T = 20 ms or 4A at 110 VDC, T = 40 ms	16 A 16 A
Pilot switch item no. 3.1.2: 3 NC contacts 3 NO contacts 1 lagging NC contact 1 leading NO contact* 1 running lamp contact*	2A at 220 VDC, T = 20 ms 2A at 220 VDC, T = 20 ms 2A at 220 VDC, T = 20 ms 1A at 220 VDC, T = 20 ms 1A at 220 VDC, T = 20 ms	16 A 16 A 16 A 16 A 16 A
By removing the bridges and cancelling the series installation the number of pilot switch contacts can be increased up to : 6 NC contacts 6 NO contacts 2 lagging NC contacts 1 leading NO contact* 1 running lamp contact*	1A at 220 VDC, T = 20 ms or 4A at 110 VDC, T = 40 ms	16 A 16 A
Pilot switch item no. 3.1.3: 3 NC contacts 2 NO contacts 1 lagging NC contact 1 leading NO contact 1 leading NO contact* 1 running lamp contact*	2A at 220 VDC, T = 20 ms 2A at 220 VDC, T = 20 ms 2A at 220 VDC, T = 20 ms 2A at 220 VDC, T = 20 ms 1A at 220 VDC, T = 20 ms 1A at 220 VDC, T = 20 ms	16 A 16 A 16 A 16 A 16 A 16 A
By removing the bridges and cancelling the series installation the number of pilot switch contacts can be increased up to : 6 NC contacts 4 NO contacts 2 lagging NC contacts 2 leading NO contact 1 leading NO contact* 1 running lamp contact*	1A at 220 VDC, T = 20 ms or 4A at 110 VDC, T = 40 ms	16 A 16 A

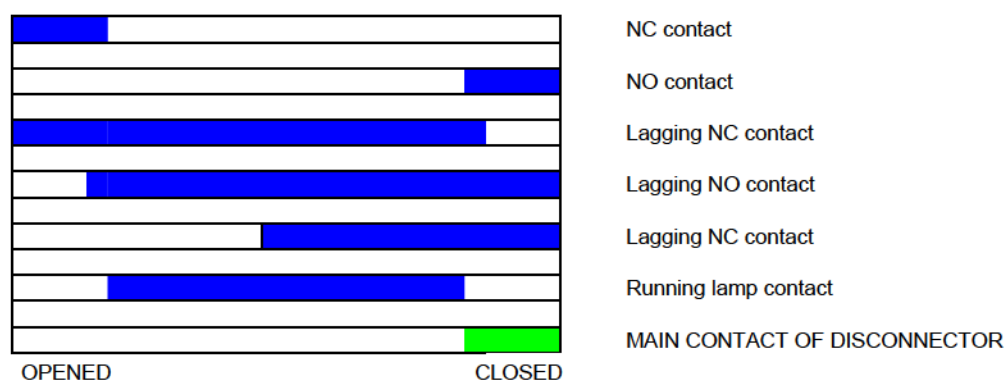
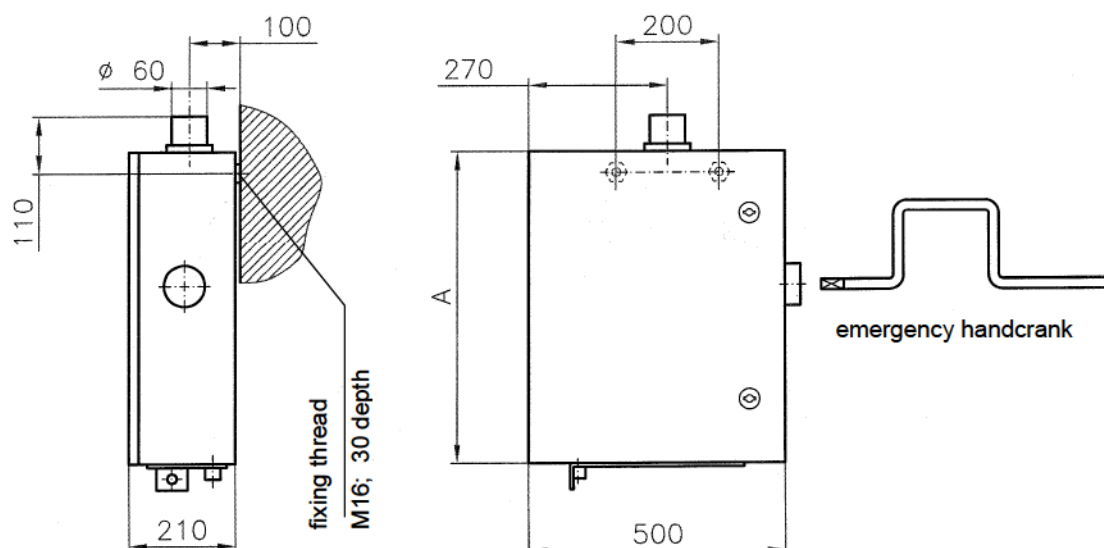


Figure 4
Pilot switch, functional diagram

5.2 Main dimensions



dimension:	A
MT 50; MT100	500
MT 50-3f; MT 100 -3f	650

Figure 5
Motor operating mechanism type MT...

5.3 Table of Starting and Continuous Currents (Guiding Values)

Motor voltage	Starting current	Continuous current for rated torque
60 VDC	24 A	12A
110 VDC	24 A	9 A
125 VDC	20 A	9 A
220 VDC	17 A	7 A

For short circuit protection it is advisable to use a time-lag fuse the size of which should be chosen on the basis of the starting current, the continuous current and the prospective short-circuit capacity.

6 Transportation and Storage

Each operating mechanism was specially packed before shipment.

As soon as the equipment arrives at the place of destination an inspection for damage in transit should be carried out to find out the extent of damage, the cause of damage and, if necessary, its originator. The damage report, if any, should immediately be sent to the appropriate forwarding agency to be passed on to the transportation insurance company.

The operating mechanism should be stored in normal mounting position. To maintain corrosion protection provided by special packing as long as possible the operating mechanism should be left in this packing until installation is started.

In dry climate the duration for transportation and storage of the operating mechanism must not exceed 6 month without heating. For longer times of storage or if there is danger of moisture condensation the heater has to be connected unless precautions were taken by appropriate packing or storage to prevent moisture condensation. The bags with desiccative are to be removed prior to commissions the heating.

7 Installation

It must be ensured by all means that operating mechanism to be mounted separately are allocated to the associated disconnecter or earthing switch with identical serial number (see rating plate). Every operating mechanism should be mounted in accordance with the mounting instructions for the unit for which is intended.

For direct attachment of the operating mechanism to disconnectors or earthing switches designed for wall mounting, special instructions supplied along with the unit have to be observed. If the customer decides at a later date to mount the equipments in this way, he should apply to the Sales Department for these instructions.

The interior parts of the operating mechanisms (e.g. pilot switches, contractors etc.) are not resistant to the atmospheric conditions prevailing out of doors; therefore, care must be taken to ensure that these parts are not exposed to humidity during installation.

Upon arrival, the cable glands (28) optionally installed in the supply lead plate 9 are fitted with plastic plugs. After removing them, the cable can be led in. Cable glands not used should be plugged up and all cable glands should be sealed carefully to prevent any ingress of humidity, dust and sand.

Connection of the motor control components is made at terminal strip (5), and that of pilot switch (3) directly at the pilot switch contacts or at the terminal strip (5), depending on customer's order.

To avoid condensation it is absolutely necessary to connect the heater (11). After installation the heating is to be commissioned immediately even if the associated disconnectors and earthing switches have not yet been commissioned. The bags with desiccative serving to avoid corrosion during transport and storage are to be removed prior to commissioning the heating.

8 Commissioning

After connecting all cables, first operate the motor-operated mechanism with the emergency crank. It is not permitted to use a boring machine instead of the emergency crank. If the disconnecter or earthing switch engages properly according to the corresponding operating instructions, the operating mechanism can be actuated electrically.

The operating spindle of motor-operated mechanism requires to be greased with Molykote Longterm 2 Plus.

Make sure that safety contact (14) is functioning properly, i.e. the circuit must be interrupted when the emergency hand crank (18) is inserted.

Also check the pilot switch(es) (3) for proper contact make in the two end positions. Adjustments of the pilot switches are to be made by specialized personnel only.

Check blocking magnet (19) to make sure that its blocking pin is properly located before interlocking disc when the magnet is de-energized and prevents insertion of the hand crank (18).

Make sure that the venting holes within the filter insert of cable gland (16) are not plugged. If the units are painted, keep the filter insert free from paint.

9 Maintenance

The motor-operated mechanism hardly needs any maintenance.

It is recommended to have inspection carried out together with the inspection of the corresponding disconnect or earthing switch after the first 5 years of operation, at the latest, however, after 1.000 make and break operations.

The inspection intervals mentioned above apply to normal ambient conditions. For extraordinary conditions (e.g. use in tropical climate or at excessively low temperatures or heavy pollution) these intervals should be reduced by 50 %.

The following details should be observed during the inspection or random test:

- a) Stop electrical supply to disconnect and earthing switch. Care should be taken that the heating circuit and control voltage of the blocking magnet are disconnected.
- b) Observe IEC and national safety regulations.
- c) Check lubrication of operating spindle. If necessary, grease with Molykote Longterm 2 Plus and carry out several tests operations by hand.
- d) Check safety contact (14) (for details see section 8), and heating resistor (11) for proper functioning.
- e) Check pilot switch(es) (3) for proper contact make in both switching positions. Adjustments of the pilot switch, if required, should only be made by specialists.
- f) Check proper functioning of blocking magnet (19) and interlock switch (51), for details see section 8.
- g) Check whether the control and signaling cables are properly fitted to all terminals.
- h) Check whether the movement is properly transmitted from the operating shaft (10) to pilot switch (3) via control disc (13). If necessary, clean and grease the guides and running surfaces.
- i) Check for inadmissible ingress of foreign bodies and moisture.
- k) Clean filter insert of cable gland (16) in supply lead plate (9).
- l) Check gasket (21) of the door (12a) and replace, if necessary.
- m) After inspections, carry out a number of electrical test operations (at the same time, if possible, measure the starting currents, continuous currents and switching times) and reconnect the heating circuit and the blocking magnet to the power supply.

10 Spare Parts

It is recommended to keep the following parts in stock so that, in the case of disturbances, prolonged periods of interruption are avoided by rapidly replacing the individual parts. When ordering spare parts, give the following details:

- Type the serial number according to the rating plate of the specific unit
- Designation of spare part, item no. And order no. In accordance with these instructions
- Motor, control, heating and blocking magnet voltage.

Designation of spare parts	Ident. letter	Item No.	Quantity per operating mechanism	Order number
Motor DC (with pinion) MT50; MT100 operating voltage 110...125 VDC operating voltage 120...250 VDC	M	1 1	1 1	GPDM 06 0000 R0601 GPDM 06 0000 R0602
Motor AC (with pinion) MT50-f; MT100-3f operating voltage 3 x 230 VAC		1a	1	ZPL 1115007 P0001
Carbon brush for motor	-	-	2	GPFX 05 2143 P0098
Rectifier 15A,		33		
peak blocking voltage 500 VAC	G1	37	1	GPFX 73 0167 P0001
Control contactor operating voltage 110 VDC additional auxiliary contact 1NC + 3NO	K1E, K2A	6	2	ZPL 1115006 P0012 ZPL 1115004 P0004
Thermal overload protection relay TA25 (with manual resetting) motor operating voltage 110 VDC	F1	25	1	GJZ 252 1201 R0033
Manual motor starter MS325	F4			GJM 255 0001 R0129
(thermal overload & short circuit protection) Miniature Circuit Breaker MCB (thermal overload & short circuit protection) 16 pole pilot switch type 5 type 11 type 12 type 13 type 16	F3 S4,S5	3	max. 2	ZPL 111 5005 P0005 ZPL 111 5005 P0011 ZPL 111 5005 P0012 ZPL 111 5005 P0013 ZPL 111 5005 P0016
8 pole pilot switch type 1 type 2 type 3 type 25	S5	3		ZPL 111 5005 P0001 ZPL 111 5005 P0002 ZPL 111 5005 P0003 ZPL 111 5005 P0025
Limit switch	S1E, S2A	17	2	GPDM 06 1033 P0010
Safety contact	S3	14	1	GPDM 06 1033 P0010
Blocking magnet operating voltage 110 VDC	Y1	19	1	ZPL 111 5002 P0026
Interlock switch (at blocking magnet)	Y1 - S3V	51	1	GPDM 73 0097 R0001
Anticondensation heater operating voltage 50W 220...230 VAC	R1	11	1	ZPL 115 9005 P0026
Thermostat 15 - 45 °C	E2	22	1	ZPL 111 5002 P0017
Foamed silicone gasket for door 12a (material sold by the meter)		21	1 piece approx. 1.6 m	GMA 0268 916 P0011
grease Molykote Longterm 2 Plus	-	cartridge 400 g		GON 598 000 P0521

11 List of Components

Item no.	Designation	Fig.
1.	Motor DC	1
	Motor AC	2
2.	Operating spindle (with cover) and gear-train	1; 2
3.	Pilot switch	1; 2
4.	Mounting plate	1; 2
5.	Terminal strip	1; 2
6.	Control contactor	1; 2
8.	Auxiliary pin for emergency operation	-
9.	Supply lead plate (with cable glands 28, earthing connection angle 23 and ventilation gland 16)	1; 2
10.	Operating shaft	1; 2
11.	Anticondensation heater	1
12.	Housing (with door)	1; 2
13.	Control disc	1; 2
14.	Safety contact	1; 2
15.	Cover for emergency operation (fastened by strand)	-
16.	Cable gland with filter insert for ventilation	1
17.	Limit switch	1; 2
18.	Swiveling emergency crank	-
19.	Blocking magnet	1; 2
20.	Push button	1; 2
21.	Foamed silicone gasket	1; 2
23.	Earthing connection angle	1; 2
24.	Mounting holes of operating mechanism	-
25.	Thermal overload relay	-
26.	Flexible earthing connection	1; 2
27.	Adapter plug	1; 2
28.	Cable gland	1
29.	Changeover switch (Local-0-Remote)	1; 2
30.	Push button for blocking magnet	1; 2
31.	Operating lever	-
32.	Interlock contactor	-
35.	Handle (optionally with safety lock)	-
37.	Rectifier	1
42.	Compartment for instructions and wiring diagrams	-
43.	Rating plate	-
44.	Double beard lock	-
47.	Padlock	-
48.	Lighting system	1; 2
51.	Interlock switch at blocking magnet	-

HAPAM

HAPAM Poland Sp. z o.o.

22/24 ks. bp. W Tymienieckiego Street

90-349 Łódź, POLAND

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Fax. +48 42 663 54 97

www.hapam.pl

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Date	RFQ No:	PRF No:
July 13, 2026	K19765	K19765
SUBJECT : The Purchasing of Disconnector Switch for Air Insulated Switchgear		
RFQ Effective Date:		

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

No	Item Code	Description	No		Item Code
			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 <u>30 JUL 2026</u> by registered mail or direct submission after PLTU Tanjung Jati B security check and registration. - Aanwijzing will be held in KPJB on <u>17 JUL 2026</u>. - 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 $\geq$ 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 December 1, 2026 Delivery should be completed to PT. KPJB's warehouse, PLTU Tanjung Jati B Unit #3&4. Certificate should be submitted at the delivery time: Original Certificate of Origin (issued by the chambers of commerce) and Certificate of Manufacture or COC issued by manufacture and Manual & Outline Drawing and Test Report with Quality Certificate 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. KPJB Contractor Safety Rules
5. PT. KPJB's General Terms and Conditions for Contract
6. Pakta Integritas Form
7. DPJT list and Bid Bond format
8. Term of Reference

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Attachment 1: RFQ No. K19765

MATERIAL LIST

Item No	Item Code	Description	Quantity	
			Order	Unit
1	223514/	DISCONNECT SWITCH,AIR,OUTDOOR, DISCONNECTOR SWITCH, TYPE: SSBII-170, 3 POLE, 2000A, UR: 170KV, IP: 100KA, UP: 750KV, UD: 325KV, IK: 40KA, FA: 800N, FR: 50HZ, TK: 3S, HAPAM THE NEDHERLANDS	1,00	SET

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Attachment 2: RFQ No. K19765

Quotation format

A. Price Quotation

<COMPANY LOGO>

Quotation

No:

Item No	Item Code	Description	Quantity		Price (IDR)	
			Order	Unit	Unit Price	Total
1	223514/	DISCONNECT SWITCH,AIR,OUTDOOR, DISCONNECTOR SWITCH, TYPE: SSBII-170, 3 POLE, 2000A, UR: 170KV, IP: 100KA, UP: 750KV, UD: 325KV, IK: 40KA, FA: 800N, FR: 50HZ, TK: 3S, HAPAM THE NEDHERLANDS	1,00	SET		
		TOTAL				
		VAT 11%				
		GRAND TOTAL				

..... rupiah (Please mention the price in words)

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	223514/	DISCONNECT SWITCH,AIR,OUTDOOR, DISCONNECTOR SWITCH, TYPE: SSBII-170, 3 POLE, 2000A, UR: 170KV, IP: 100KA, UP: 750KV, UD: 325KV, IK: 40KA, FA: 800N, FR: 50HZ, TK: 3S, HAPAM THE NEDHERLANDS	1,00	SET	

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)

	PT. KOMIPO PEMBANGKITAN JAWA BALI	Doc. Ref	: KPJB-0951-02
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Attachment 3: RFQ No. K19765

(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 Pengadaaan 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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Attachment 4: RFQ No. K19765

(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]

	PT. KOMIPO PEMBANGKITAN JAWA BALI	Doc. Ref	: KPJB-0951-02
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Attachment 5: RFQ No. K19765

Unprice Document Required

No.	Syarat Administrasi (Administration Requirement)
A.	
1	Asli Surat Penawaran (Original Unprice quotation) yang:
	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 250.000.000 – menyerahkan copy kontrak atau PO (Work Experience for contract amount minimum IDR 250.000.000 – submitting the copy of the contract or PO)
3	Copy pembayaran pajak SSP (PPN) 3 bulan terakhir periode: January, February, March 2026 (Copy of 3 month payment tax period of: January, February, March 2026)
4	Original Pakta Integritas
5	Surat Pernyataan Keaslian Dokumen
6	Vendor participants 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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TERMS AND CONDITION

Lampiran

PO NO :

Description :

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**.



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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.

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.

9. 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*.

12. 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:



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- 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:
- 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.
 - Penyedia Barang/Jasa terbukti melakukan pelanggaran atas peraturan internal **ASET OPERATOR** dan/atau PLN TJB terkait *fraud*.
 - 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*.
 - Penyedia Barang/Jasa terbukti dikenakan Sanksi Daftar Hitam (*blacklist*) sebelum penandatanganan *Purchase Order/PO*.
 - 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.
 - 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:
- 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**;
 - Apabila denda yang diatur dalam *Purchase Order/PO* tidak dibayar oleh Penyedia Barang/Jasa kepada **ASET OPERATOR**.
 - Apabila Penyedia Barang/Jasa tidak melakukan perpanjangan Jaminan Pelaksanaan sesuai ketentuan yang diatur dalam *Purchase Order/PO*.
 - Penyedia Barang/Jasa tidak memenuhi baik sebagian atau seluruh kewajiban sebagaimana 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:
- Surat Peringatan Pertama (*Warning Letter 1*): 1- 10 hari setelah masa berlakunya *Purchase Order/PO* berakhir (*end date*), dan Penyedia Barang/Jasa wajib merespon dalam waktu 10 hari setelah Surat Peringatan Pertama (*Warning Letter 1*) diterima.
 - Surat Peringatan Kedua (*Warning Letter 2*): 21- 30 hari setelah masa berlakunya *Purchase Order/PO* berakhir (*end date*), dan Penyedia Barang/Jasa wajib merespon dalam waktu 10 hari setelah Surat Peringatan Kedua (*Warning Letter 2*) diterima.
 - 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:

- 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);
- Sebagaimana ditentukan lain dalam *Purchase Order/PO*;
- Bahwa ketentuan terkait Jaminan Pelaksanaan akan tetap berlaku walaupun *Purchase Order/PO* telah diakhiri; dan/atau
- Pengakhiran tersebut tidak akan mengurangi setiap hak atas 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 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*:

- 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;
- ASET OPERATOR** dan Penyedia Barang/Jasa segera mengadakan pemeriksaan bersama yang dituangkan dalam Berita Acara Pemeriksaan Pekerjaan dan/atau *Good Receipt* (GR) dan/atau *Joint 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



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- pemeriksaan terakhir dan hasilnya dianggap sebagai hasil pemeriksaan bersama;
- 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;
 - ASET OPERATOR** akan mengambil alih pekerjaan untuk diselesaikan dengan *Purchase Order/PO* lain atau dengan cara lain;

14. HARGA

- Harga yang tercantum dalam *Purchase Order/PO* ini adalah tetap, tidak berubah dan mengikat.
- 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 :

- 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 .
- 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.
- Jaminan yang disertakan harus mengikuti persyaratan yang diminta oleh **ASET OPERATOR** dan/atau **PLN TJB** dengan ketentuan sebagai berikut :
 - Mengikuti format yang sudah dibakukan oleh **ASET OPERATOR** dan/atau **PLN TJB**.
 - Menggunakan mata uang dalam "Rupiah", kecuali ada ketentuan dan persetujuan lain yang disepakati Para Pihak (Penyedia Barang/ Jasa dan **ASET OPERATOR** Procurement).
 - Harus diterbitkan oleh Bank sesuai dengan Daftar Penyedia Jaminan Terseleksi (DPJT) PLN yang telah disetujui oleh **ASET OPERATOR** dan/atau **PLN TJB**.
- 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.
- 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**.
- Jaminan dapat dimungkinkan untuk diperpanjang masa berlakunya atas permintaan dari **ASET OPERATOR** dan/atau **PLN TJB** kepada Penyedia Barang/Jasa.

16. FORCE MAJEURE

- 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*.
- 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*.
- 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*.
- 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:

- Surat Permohonan Pembayaran: 1 (satu) rangkap Asli
- Kwitansi : 3 (tiga) rangkap, 1 (satu) rangkap bermeterai cukup dan 2 (dua) rangkap lainnya tanpa meterai .
- Invoice : 3 (tiga) rangkap, 1 (satu) rangkap bermeterai cukup dan 2 (dua) rangkap lainnya tanpa meterai.
- Faktur Pajak : 2 (dua) rangkap.
- Berita Acara Penyelesaian Pekerjaan (BAPK) dan/atau *Goods Receipt* dan/atau *Joint Inspection* : 1 (satu) rangkap Asli
- Berita Acara Serah Terima (BAST) barang/jasa/pekerjaan dan/atau *Minutes Of Verification* (MOV): 1 (satu) rangkap Asli.
- NPWP dan SPKP : 1 (satu) rangkap *Copy*.
- Sertifikat Asal Barang dan/atau Sertifikat Manufaktur: 1 (satu) asli dan/atau 1 (satu) *Copy* (Apabila dipersyaratkan pada *Purchase Order/PO*).
- 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*).
- Jaminan Pelaksanaan dan Surat Konfirmasi keabsahan Jaminan Pelaksanaan : 1 (satu) rangkap *Copy* (Apabila dipersyaratkan pada *Purchase Order/PO*).
- SIUP/NIB dan SIUJK : 1 (satu) rangkap *Copy* (Apabila ada atau apabila dipersyaratkan pada *Purchase Order/PO*)

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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.

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 ditandatanganinya 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 material 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.