



Embassy of Italy
Jakarta

INVITATION LETTER

PT. INDOLOK BAKTI UTAMA

Jalan Salemba Raya No.32, Jakarta 10430, Indonesia

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Cc: heintje.sujanto@indolok.id

Re: Invitation to a negotiated procedure for the supply and installation of level 3 armor plating bulletproof glass for the Italian Cultural Institute Jakarta - CIG 9440527953.

The Embassy of Italy in Jakarta hereinafter referred to as the "Purchaser" hereby invites PT. INDOLOK BAKTI UTAMA, Jalan Salemba Raya No.32, Jakarta 10430, Indonesia, hereinafter referred to as "Economic operator" to submit a tender on the bases of the modalities, prescriptions and procedures hereinafter indicated in order to identify an Economic operator for the supply of the above services.

1. Object and tender basis

- 1.1. The relationship between the Purchaser and the Economic operator shall be regulated by a contract compliant to Annex 1.
- 1.2. The selected Economic operator shall carry out the supply as prescribed in Annex 2.
- 1.3. The estimated value of the acquisition contract placed as tender basis, is IDR 1.200.000.000 net of Indirect taxation.

2. Points of Contact

The person responsible for the procedure shall be Mr. Giulio Marini, *Counsellor*

3. Requirements

- 3.1 The Economic operator subject to any one of the exclusion reasons in Annex 3 who fails to fulfill the special qualification requirements as indicated in Annex 2 shall be excluded from the present procedure.
- 3.2. The absence of exclusion reasons and the possession of special qualification requirements shall be certified through a substitute declaration of certification or declaration sworn before the appropriate authorities in compliance to the model attached to Annex 3. The Economic operator authorizes the Purchaser to make the necessary verifications with the appropriate authorities regarding the veracity of the declarations made regarding the fulfilment of the requirements.
- 3.3. The Economic operator shall hold sufficient insurance cover against professional risks.

4. Award Criterion

The award criterion shall be that of the lowest price.

5. Bid terms and presentation

- 5.1. The bid package shall be closed and sealed and bear on the outside:

- the wording "DO NOT OPEN": Bid for the supply and the installation of bulletproof glass – CIG 9440527953.
- the denomination of the Economic operator, registered office and address.

5.2. Under penalty of disqualification the package shall contain two envelopes each one sealed with sealing wax or sealed with adhesive tape on the sealing flaps or closed and signed across the sealing flaps, showing the indication of the tendered subject, denomination of the Economic operator sender and the wording, respectively:

- A (Administrative documents)
- B (Economic tender)

5.3. The timely delivery of the packages is at the exclusive risk of the sender. Failure to submit the packages in the place, terms and in compliance to the indicated manners shall result in the exclusion of the bidder. Such packages shall not be opened and shall be returned to the Economic operator.

5.4. The packages containing the bids and the relative documentation shall have to be delivered not later than 12:00pm of 21 November 2022 in one of the following manners chosen by the Economic operator:

- by postal service, to the Purchaser and addressed to: Embassy of Italy, Jl. Diponegoro No. 45, Menteng, Jakarta 10310 – Att. Administrative Office;
- by hand from 09:00am to 12:00pm, except on public holidays, at the reception of the Purchaser who shall issue a receipt.

5.5. In terms of the deadline determined for the presentation of the bids, the proof of receipt affixed to the afore-mentioned package by the Purchaser shall be exclusively and legally binding.

5.6. Should the bid and/or the documentation produced for the participation to the procedure be signed by an attorney of the Economic operator, suitable documentation (power of attorney, resolution etc.) shall be produced demonstrating the authority to sign.

5.7. The bid and the attached documents shall be formulated in English language.

5.8. Multiple, conditional, alternative bids shall be disqualified.

6. Content of the package' envelopes

6.1. Envelope "A -Administrative documents"

6.1.1. – Envelope "A – Administrative documents" shall contain the following documentation:

- a) single document of the requirements (Annex 3) where the Economic operator certifies the absence of exclusion reasons and the possession of possible special qualification requirements possibly indicated in Annex 2 and accepts without reservations or exception the dispositions and conditions contained in the present invitation to bid and those in Annexes 1 and 2, being an integral part of the same;
- b) Commitment of the Economic operator to maintain the irrevocable offer for 180 days from the deadline set for the receipt of the bids and availability to extend the expiry date for a further 90 days upon request by the Purchaser;

6.1.2. In the case of absence, incompleteness and/or any other irregularity of the essential elements required in paragraph 6.1.1., the Purchaser allocates to the Economic operator a term, not to exceed ten days, to make, integrate or regularize the necessary declarations. Should the time limit expire without action being taken, the Economic operator shall be excluded from the bid. Lack of documentation preventing the identification of the content or the subject responsible for it shall be considered as essential non-rectifiable irregularities.

6.2. Envelope "B – Economic Offer"

6.2.1. In envelope "B – Economic offer" the Economic operator shall present his best economic offer for the requested services.

6.2.2. The compensation disbursed by the Purchaser for such service shall not exceed the estimated value of the procurement contract made as base bid and indicated under article 1, net of indirect taxes and possible security contribution not subject to rebate. The economic offers shall not exceed the amount indicated as base bid under penalty of exclusion.

6.2.3. The offer shall contain the denomination of the Economic operator and shall be signed by the legal representative or attorney, with attached a copy of a currently valid identity document of the underwriter.

7. – Bid opening and evaluation.

7.1 The packages shall be opened by the person responsible for the process on 30 November 2022 at 10:30am at a public meeting held at the headquarters of the Purchaser at the aforementioned address.

7.2. Only the bidders' representatives may be present.

8. Clarifications

8.1. The Economic operator shall request possible information or clarification from the Purchaser in sufficient time at least seven days prior to the presentation of the bids at the following email address: ambasciata.jakarta@esteri.it

8.2. The Purchaser shall reply at least four days prior to the expiry date of the bid by sending to each of the invited Economic operators a letter containing all the questions asked and their answers.

9. – Protection of Personal data

9.1. The Purchaser guarantees the protection of personal data supplied by the Economic operator pursuant to Italian current legislation in terms of protection of physical persons regarding the treatment of personal data as per information provided in Annex 4.

9.2. With the signing of the informational document the Economic operator consents to the treatment of aforementioned personal data by the Purchaser, including the verifications provided for in paragraph 3.2.

10. – Applicable laws

The selection procedure of the Contractor is regulated by Italian law.

Jakarta, 21 October 2022



Giulio Marini, *Counsellor*