

**Embassy of Pakistan
Jakarta**

Document No: Admn-1/1/2026

Open Bidding Document

Repair of Roofs at Chancery Complex (Chancery Building & Embassy Residence) and Renovation of Lobby and Display Room of Chancery Building

1. Invitation for Bids (IFB)

The Embassy of Pakistan in Jakarta, located at Jalan Mega Kuningan Barat, Block E.3.9 Kav 5-8, Mega Kuningan, Jakarta Selatan 12940, invites sealed bids for the **Repair of Roofs of Chancery Building, Ambassador's Residence and renovation of Lobby & Display room of the Chancery building** from eligible firms legally established and registered in the Republic of Indonesia, possessing valid NIB (Nomor Induk Berusaha) issued through OSS, NPWP (Tax Identification Number), and relevant business licenses (SIUP/KBLI classification as applicable), with demonstrated specialization and experience in works as specified in the Bill of Quantities (BoQ).

This procurement shall be conducted through **Open Competitive Bidding** in accordance with the applicable Public Procurement Rules of Pakistan.

2. Procuring Agency

- Name: Embassy of Pakistan, Jakarta.
- Address: Jalan Mega Kuningan Barat, Block E.3.9 Kav 5-8, Mega Kuningan, Jakarta Selatan 12940.
- Contact Person: Mr. Anas Khan, Head of Chancery.
- Phone: +62-21-57851836 & 7 Fax No: +62-21-57851645.
- Email: pakembassyjakarta@gmail.com & parepjakarta@mofa.gov.pk

3. Scope of Work

The successful bidder shall be required to carry out the following works:

1. Inspection and assessment of existing roof structures.

2. Removal of damaged roofing materials.
3. Repair/replacement of waterproofing layers.
4. Treatment of cracks and joints.
5. Replacement/repair of damaged tiles/sheets.
6. Application of waterproof coating/membrane.
7. Testing for leakages after completion.
8. Cleaning and disposal of debris.
9. Restoration of disturbed areas.
10. Inspection and assessment of the existing state of lobby and display room of the Chancery building affected due to water seepage.
11. Removal of damaged wood works.
12. Treatment against pests.
13. Repair and renovation of lobby and display room

4. Eligibility Criteria

Bidders must meet the following minimum requirements:

1. Valid registration with relevant government authorities.
2. Active NTN and Sales Tax Registration (if applicable).
3. At least three (03) years of relevant experience in similar works.
4. Completion of at least two (02) similar projects in the last two years.
5. Financial soundness and capability.
6. Not blacklisted by any government/semi-government organization.

Documentary evidence must be provided with the bid.

5. Instructions to Bidders

5.1 Bid Submission format

The tender shall comprise one sealed package containing two separately sealed envelopes clearly marked:

- a. "TECHNICAL PROPOSAL"
- b. "FINANCIAL PROPOSAL"

Both envelopes shall be clearly labeled with the project title and bidder's name. It may be noted that the Financial Proposals of technically qualified bidders only shall be opened.

5.2 Technical Proposal

The Technical Proposal must include:

- a. Company profile and legal documents (NIB, NPWP, business licenses).
- b. Proof of relevant experience.
- c. Detailed methodology and work plan.
- d. Specifications, brand names, make, and type of materials proposed.
- e. Colored photographs/brochures of materials and items proposed.
- f. Estimated timeline for completion.

5.3 Financial Proposal

The Financial Proposal shall:

- a. Clearly itemize and price each BoQ item separately.
- b. Include applicable Indonesian taxes (PPN and other applicable levies, if any).
- c. Be quoted in Indonesian Rupiah (IDR).

5.4 Bid Validity

Bids shall remain valid for **120 days** from the date of opening.

5.5 Bid Security

- A refundable Bid Security equivalent to 2% of the total quoted bid value shall be submitted in the form of Bank Guarantee or Demand Draft/Pay Order issued by a reputable bank operating in Indonesia, in favor of Embassy of the Islamic Republic of Pakistan, Jakarta.

Bank Details: Bank Danamon – Account No. 356-3299-878.

- The Bid Security shall remain valid for at least 120 days from the bid submission deadline.

5.6 Clarifications

Any clarification may be sought by visiting the Chancery Complex or in writing up to 05 April 2026 at pakembassyjakarta@gmail.com or parepjakarta@mofa.gov.pk

6. Opening of Bids

Bids will be opened on 10 April March 2026 at 1230 hours (WIB) at the Embassy premises in the presence of bidders or their authorized representatives who wish to attend. Technical Proposals shall be opened first. Financial Proposals of only technically responsive bidders shall be opened subsequently, in the presence of bidders or their authorized representatives.

7. Completion Period and Liquidated Damages

The work must be completed within 45 calendar days from the issuance of the Work Order.

A penalty (liquidated damages) of 0.7% of the contract value per week of delay shall apply, subject to a maximum limit as per standard contracting practices.

8. Payment Terms

- 30% advance payment upon signing of contract and submission of performance security (if required).
- 40% upon 50% completion of work certified by the Embassy.
- 30% upon final completion and satisfactory handover.

All payments shall be subject to applicable Indonesian tax regulations.

9. Submission Deadline

Bids must be submitted during office hours, no later than 10 April 2026 at 1200 hours to:

**Head of Chancery
Embassy of Pakistan
Jalan Mega Kuningan Barat Block 3.9 Kav 5-8
Mega Kuningan, Jakarta Selatan 12940
Republic of Indonesia**

10. Right to Amend

The Embassy reserves the right to amend specifications, quantities, or scope of work prior to contract award.

11. Right to Accept or Reject

The Embassy reserves the right to accept or reject any or all bids in accordance with applicable PPRA Rules of the Government of Pakistan and procurement principles.

12. Late Bids

Bids received after the specified deadline shall not be considered.

13. Validity of Bids

Bids shall remain valid for a period of 120 days from the date of bid opening.

14. Technical Specifications

14.1 Materials

- Waterproofing membrane: High Quality as per prevailing standards
- Sealants: High-quality polyurethane/silicone
- Coating: UV-resistant elastomeric coating
- Tiles/Sheets: As per existing structure

14.2 Work Standards

- All works shall comply with Indonesian Building Code and relevant standards.
- Materials shall be new and approved.
- Workmanship shall be of professional quality.

14.3 Safety Requirements

- Compliance with occupational safety regulations.
- Use of PPE (helmets, harnesses, gloves, etc.).
- Safe scaffolding and access systems.

15. Bill of Quantities (BOQ)

S.No	Description	Unit	Quantity	Rate (IDR)	Total (IDR)
i)	Dismantling of Existing Roof				
ii)	Removal of damaged material				
iii)	Waterproof membrane				
iv)	Crack sealing				
v)	Protective coating				

vi)	Renovation of the lobby and display room				
vii)	Electric Work				
viii)	Miscellaneous work				

16. Bid Evaluation

- i. The total marks allocated for the technical evaluation of the Bid are 40 Marks.
- ii. If the technical bid achieves 30 marks out of 40 the bid will be considered technically responsive. Those bidding scoring less than 40 marks will not be considered for financial bid opening.
- iii. The total points allocated for financial evaluation of the Bid are 60 Marks.
- iv. Financial bids of only technically responsive bidders shall be opened at a date and time fixed in advance and conveyed to the bidders.
- v. The contract will be awarded to the most advantageous bid. Most advantageous bid will be decided on merit, by comparing marks obtained by technically qualified and financial out of 100 marks (40 technical evaluation marks + 60 financial evolution marks).

Technical Evaluation

- i. The technical evaluation of the bid shall be according to criteria given at (Annex-I). All compliance certificates need to be submitted with the technical bid along with all lists and other requirements with verifiable proofs.

Financial Evaluation

- i. The financial evaluation of technically qualified bids will be as follows:
- ii. Financial Evaluation= $\frac{\text{Lowest Financial Bid Received}}{\text{Financial Bid Being Evaluated}} \times 60$

17. Terms and Conditions

1. Completion Period: 45 days
2. Payment Terms: 30% after start, 40% mid completion and 30% after completion.
3. Performance Guarantee: 10% of Contract Price]
4. Liquidated Damages: 0.1% per day of delay]
5. Defect Liability Period: 12 months]
6. Taxes: As per prevailing laws
7. Insurance: Contractor shall arrange necessary insurance

18. General Conditions of Contract

1. The Procuring Agency reserves the right to accept or reject any or all bids.
 2. No bid shall be withdrawn after submission.
 3. Subletting without approval is prohibited.
 4. Disputes shall be resolved as per applicable laws.
 5. Force majeure clauses shall apply.
-

19. Special Conditions of Contract

1. Work shall be carried out during approved working hours.
2. Security clearance may be required for workers.
3. Access shall be limited to authorized areas only.

TECHNICAL EVALUATION
(To be attached with Technical Proposal)

Preliminary scrutiny (initial screening) of technical bids will be done on the basis of following parameters which are pre-requisite for this tender. **Noncompliance of any of the following mandatory clause shall disqualify the bid straight away.**

S.No.	Description	Max Marks
1.	Copy of following valid license and Registration (Mandatory) VAT Registration Certificate License from Municipal Corporation Jeddah Please type it accordance with the local laws	Mandatory
2.	Bank statements with yearly turnover of 10 Million or above for last two years (Mandatory)	10
3.	Firm must have at least two (4) verifiable letters of appreciation by well reputed government/private organizations.(2.5*4=10)	10
4.	Firm must have experience to two (3) projects of similar nature of las two years.	10
5.	<u>Methodology/ Management Plan</u> The bidder shall provide the detail about how to plan and manage the work and proposal. <ul style="list-style-type: none">• Deployment of the Labor• Logistics Deployment management plan.• Available equipment and Deployment plan.• Proposed quality of material to be used.• Performance monitoring.	10
	Total Marks	40

Marks Secured Status:

- i. Sr. No. 1&2 are mandatory.
- ii. The bid scoring less than 30 marks will not be considered for financial bid opening.