



PT SKS LISTRIK KALIMANTAN

IPP 3: PLTU Kalteng 1 (2X100 MW)

Instruction to Bidders

Package Name:

Design, Supply and Installation of PV Solar Panel Project

PT SKS Listrik Kalimantan

Desa Tumbang Kajuei, Kecamatan Rungan, Kabupaten Gunung Mas
Kalimantan Tengah 74561, Indonesia

10 June 2024



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2.1. BIDDER DOCUMENT REQUIREMENT

The Bidder shall arrange its proposal in full compliance with General and Technical Requirement and its Appendix. The Bidder shall arrange its proposal in two separate package documents i.e. (i) Technical proposal which consist of form 1 - 10 and (ii) Commercial proposal form 11. The Bidder proposal documents shall be confirmed with a letter signed by Bidder's company Director.

During bidding process, the Owner will give opportunity for Bidder for Site visit to give opportunity for bidder to familiarize with actual condition of equipment. The Bidder shall asses and make themselves well informed regarding special tool to be provided by the Owner. In case any bidder for not doing Site visit, the Owner will assume that such bidder has fully understand as if that such bidder has participated in Site visit and all responsibilities for any inaccurate assumption shall be under such bidder responsibilities.

Unless explicitly stated in the List of Deviation, the Bidder confirm that its respective proposal is in full compliance with General and Technical Requirements and its Appendices. Except for Deviation List, in case any discrepancy between General and Technical Requirements and its appendice and Bidder's proposal, the General and Technical Requirements shall take precedence order.

2.2. TECHNICAL PROPOSAL

2.2.1. Bidder shall submit a Technical Proposal which clearly describes all non-commercial matters that form of Bidder's proposal.

2.2.2. Technical Proposal shall be prepared with table of contents and consist of following sections:

Form No.	Item
Form 1	Company General Administration
Form 2	Company License and Certificate
Form 3	Company Director and Commissioner
Form 4	Statement Letter of Complying with General and Technical Requirement and Its Appendix
Form 5	General Time Schedule
Form 6	Work Method Statement
Form 7	Quality Plan
Form 8	Health, Safety, and Environment Plan
Form 9	List of Contractor's Manpower and Key Personnel
Form 10	List of Company Experience
Form 11	Copy of Client Acceptance Certificate for Similar Works.





Form 12 List of Deviations

Form 13 Price and Commercial Proposal

2.3. COMMERCIAL PROPOSAL

The Bidder shall prepare commercial proposal in a separate package to Technical Proposal. The Commercial proposal shall consist of price, term of payment, and any other information as bidder consider necessary. The proposal shall be valid for Owner Acceptance for period of not less than 60 (sixty) days from the date of submission. Commercial Proposal must comply with General Technical Requirement, except List of Deviation.



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Form 1:

COMPANY LOGO

COMPANY GENERAL ADMINISTRATION
(Completed by Bidder)

A. COMPANY GENERAL INFORMATION

1. Company Name	:
2. Domicile Certificate	:
Company's address	:
Telephone (mandatory)	:
Facsimile (mandatory)	:
E-mail	:
Representative Contact	:
3. Company Status	: <input type="checkbox"/> Main Office <input type="checkbox"/> Branch
4. Name of Association	:
No. Member	:
Validity Date	:
5. Tax Identification Number / NPWP	:
6. VAT enterprise number / PKP	:
7. Bank Information	
No. account (Currency)	:
Account Owner Name company)	:
Name of the Bank	:
Complete Bank Address	:



B. LEGAL BASIS OF COMPANY ESTABLISHMENT

1. Deed of Incorporation a. Notary Public b. Address c. Deed Number d. Date/month/year of founding of the company	: : : :
2. Latest Amendment Deed a. Notary Public b. Address c. Number d. Date	: : : :
3. Deed Registration in District Court a. Name b. Number/date	: :
4. Validation by the Minister of Justice Number/date	:
5. Foreign Investment Company (PMA) / Domestic Investment Company (PMDN) Company (copy attached) a. Permit Number b. Date	: :



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C. CONTRACT SIGNING INFORMATON

<p>1. Official for Contract Signing In accordance with what is written in the last NOTARIAL DEED</p> <p>a. Name</p> <p>b. Position</p> <p>c. Signature specimen</p> <p>d. Company Stamp Specimen</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
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..... 2024

(.....)

Signature and Stamp



PT SKS LISTRIK KALIMANTAN

Form 2



COMPANY LICENSE AND CERTIFICATE
(Completed by Bidder)

Attachment Number	Certificate Name	Certified by	Certification Year	Active / Expired
1				
2				
....				
....				
....				

..... 2024

(.....)

Signature and Stamp



Form 3 :

COMPANY LOGO

COMPANY DIRECTOR AND COMMISSIONER
(Completed by Bidder)

1. Commissioner/Director/Person in Charge of the Company

No	Name	ID Card /Identity No	Position in the Company

2. Company Owner

No	Name	ID Card /Identity No	Position in the Company

Note: Submit and comply with the Deed and Amendments.

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(.....)
Signature and Stamp



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Form 4 :



STATEMENT LETTER OF COMPLYING WITH GENERAL AND TECHNICAL REQUIREMENTS
AND ITS APPENDIX

COMPANY LETTERHEAD

STATEMENT LETTER OF FULFILLING THE SCOPE OF WORK AND TECHNICAL
SPECIFICATIONS

We, the undersigned

Name of Company Responsible Person :

Company name :

Company's address :

Telephone / Fax :

Position in the Company :

In this case, representing and acting on behalf of our Company above, we hereby solemnly declare that our bid has fulfilled all the "Scope of Work" and "Technical Specifications" contained in Bidding Document No..... which has been determined by PT. SKS Listrik Kalimantan for package auction work '.....'

If in the future it is found that the above statement is not true, then I am willing to be subject to unilateral termination of the agreement and be removed from list of selected goods/services providers of PT. SKS Listrik Kalimantan, and is willing to compensate for any losses resulting from it.



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PT SKS LISTRIK KALIMANTAN

Thus, we have made this Statement Letter truly without any pressure from any party and so that it can be used properly.

..... 2024

PT/CV

President Director / Person in Charge

Duty Stamp

Rp. 10,000 ,-

Company Mark

(Clear Name)



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Form 5 :

COMPANY LOGO

GENERAL TIME SCHEDULE
(Completed by Bidder)

Package NUMBER :
Package NAME :
Package LOCATION :
NAME OF BIDDER :

Sections No.	Description	WORKS in %)	DAYS						
			1	2	3	4	5	6	>>
1									
2									
3									
4									
5									
6									
7									
8									
9									
10	Reports and Documentation								
	TOTAL WORKS	100%							
	CURRENT PROGRESS	(in %)							
	CUMULATIVE PROGRESS	(in %)							

Note: 1. S- Curve and Bar – Chart should be plotted
2. Microsoft Project or Primavera is preferable

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Signature and Stamp

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Form 6 :

COMPANY LOGO

WORK METHOD STATEMENT

The Work Method Statement shall be created and filled in by the Contractor and signed by the company director. The contents of the Work Method Statement are as follows:

1. **Title and Project Information:** Clearly state the title of the method statement and provide details about the project, including location, date, and project reference numbers.
2. **Objective:** Define the specific objectives of the works and what is expected to be achieved.
3. **Scope of Work:** Detail the scope of the activities, specifying the tasks, phases, and areas covered by the method statement.
4. **Project Organization:** Outline the organizational structure for the project, including roles and responsibilities of key personnel.
5. **Work Procedures:** Provide step-by-step procedures for each task, highlighting the sequence of activities, necessary equipment, materials, and resources.
6. **Work Schedule and Milestone:** Provide working schedule in accordance with step-by-step of works and create a mutually agreed milestone schedule
7. **Preliminary Design Drawing and Diagram:** Provide preliminary basic design and diagram, it is reference for bid
8. **Health, Safety and Environment Measures:** Emphasize health, safety and environment considerations, including risk assessments, protective measures, and compliance with safety regulations.
9. **Quality Control and Assurance:** Describe the quality control and assurance measures to be implemented, ensuring that the work meets specified standards and requirements.
10. **Environmental Considerations:** Address any environmental impact concerns and detail measures to mitigate and manage environmental risks.
11. **Monitoring and Inspection:** Define the monitoring and inspection protocols, specifying how the work will be supervised and evaluated for compliance.
12. **Emergency Procedures:** Clearly outline emergency procedures and contingency plans in case of unexpected events or incidents.





13. **Testing and Commissioning:** Detail the procedures for testing and commissioning, ensuring that the completed work meets the required standards and specifications.
14. **Documentation:** Specify the documentation requirements, including record-keeping, reports, and any other relevant paperwork.
15. **Approval and Sign-Off:** Include a section for approvals and sign-offs, indicating the responsible parties and the process for obtaining authorization to proceed with the work.



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Form 7:



QUALITY PLAN

The Quality Plan shall be created and filled in by the Contractor and signed by the company director. The contents of the Quality Plan are as follows:

1. Quality Standard

Document any industry or product quality standards that apply to the project.

For example: International Electrotechnical Commission (IEC), GB, American Society of Mechanical Engineering (ASME), Etc.

2. Quality Objective

Provide the quality targets for the overall project. Be as specific and include how to measure.

3. Quality Roles and Responsibilities

Provide the roles and responsibilities that are needed to manage quality on the project.

4. Deliverables and Processes Subject to Quality Review

List the project deliverables and processes that will be quality reviewed.

5. Quality Control Approach

Describe when and how quality will be checked.

6. Inspection Test Plan

Provide table of Inspection Test Plan regarding the Joblist and Scope of Work

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Signature and Stamp





Form 8:



HEALTH, SAFETY, AND ENVIRONMENT PLAN

The Health, Safety and Environment (HSE) Plan shall be created and filled in by the Contractor and signed by the company director. The contents of the HSE Plan are as follows:

1. PROJECT HEALTH AND SAFETY PLAN
 - 1.1. Organization and Responsibilities
 - 1.2. Development and Implementation of HSE Management System
 - 1.3. HSE Policy, Objectives, and Commitment
2. PROJECT HEALTH AND SAFETY RULES
3. ENVIRONMENT MANAGEMENT PLAN
4. EMERGENCY RESPON PLAN

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(.....)

Signature and Stamp



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Form 9:

COMPANY LOGO

LIST OF CONTRACTOR'S MANPOWER AND KEY PERSONNEL
(Completed by Bidder)

PACKAGE NUMBER :
PACKAGE NAME :
PACKAGE LOCATION :
NAME OF BIDDER :

No.	Post to be held	Name	Nationality	Age	Education *)	Year of Service in Company	Year of Experience inWork	Other Years Experience inWork
1.								
2.								
3.								
4.								
5.								
6.								
Etc.								

*) Insert University / Academy, High School or Secondary and year of completion

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Signature and Stamp



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Form 10:

COMPANY LOGO

LIST OF COMPANY EXPERIENCE
(Completed by Bidder)

No	Name and Type of Job	Clint	Job Value IDR	Project / Employment Period	
				Start	Finished

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(.....)
Signature and Stamp





Form 11:

COMPANY LOGO

COPY OF CLIENT ACCEPTANCE CERTIFICATE FOR SIMILAR WORKS.
(Completed by Bidder)

This page related into *Form 12. LIST OF COMPANY EXPERIENCE*. All of Bidder shall attach Acceptance Certificate from Project Client and summarize as per table follow:

No	Name of Project	Client	Certification Year
1			
2			
....			
....			
....			

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(.....)
Signature and Stamp



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Form 12:

COMPANY LOGO

LIST OF DEVIATIONS
(Completed by Bidder)

No	Document No. / Clause No.	Specification / Requirement	Deviation	Reason for Deviation

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(.....)
Signature and Stamp



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Form 13 :



PRICE AND COMMERCIAL PROPOSAL
(Completed by Bidder)



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