

投标人须知

Instructions to the Bidder

| Item No. | 条款名称 Item | 编列内容 Content |
|----------|--|---|
| 1 | 招标人 Tenderee | <p>名称：中色（印尼）达瑞矿业有限公司 Name: PT Dairi Prima Mineral 地址：北苏门答腊省达瑞地区诗地加兰 Address: Sidikalang, Dairi Regency, North Sumatra 联系人：Trijuni Tarigan Contact person : Trijuni Tarigan 电话：+628116243131 Tel.: +628116243131 邮箱：trijuni.tarigan@ptdpm.co.id Email: trijuni.tarigan@ptdpm.co.id</p> |
| 2 | 项目名称 Project name: | 达瑞铅锌矿安保服务 Security Service for Dairi Lead-Zinc Mine Project |
| 3 | 人员配置要求 Manpower Requirements | 见第四章采购需求 Please refer to Chapter IV Procurement Requirements |
| 4 | 投标人资质条件、能力和信誉 Bidder's qualification, capability and reputation | <p>(1) 资质要求：投标人须为独立法人，具有相关经营资格。 (1) Qualification requirements: The bidder shall be a legal person with independent legal person qualification and with relevant business qualifications.</p> <p>(2) 信誉要求：投标人应有良好的银行资信和商业信誉，没有被处于被责令停业或破产状态，且资产未被重组、接管和冻结； (2) Credit requirements: The bidder shall be a enterprise with sound bank credit and business reputation not in a state of closure or bankruptcy and its property shall be free from recombination, seizure or freezing.</p> <p>(3) 技术要求：投标人有足够的相关从业资格和工作经验的人员并配备相应设备；项目经理应至少具备英文听说读写能力，具有相应的岗位认证证书，具有协调解决现场冲突、突发事件、日常管理的能力。相关证书包括但不限于 GADA UTAMA 证书或其它。 (3) Technical requirements: The bidder shall have sufficient relevant qualified and experienced person and equipped with relevant necessary equipment; The project manager should have English listening, speaking, reading and writing abilities, shall have the ability of solving and coordinating the conflict/emergency incident and daily management, the project manager shall obtain the relevant position certificate. The certificate including but not limited to GADA UTAMA or other related certificate.</p> <p>(4) 财务要求：资金财务状况良好，具有履行合同的能力；没有被处于被责令停业，投标资格被取消，财产被接管、冻结，破产状态；提供 2019.2020.2021 年度财务报</p> |

| | | |
|----|---|--|
| | | <p>表。</p> <p>(4) Financial requirement: The fund is in good financial condition and has the ability to perform the contract; Not in the state of being ordered to suspend business, being disqualified from bidding, being taken over, frozen or bankrupt. The bidder shall provide the Financial Statement of 2019/2020/2021.</p> <p>(5) 业绩要求: 投标人需提供 2018 年 1 月 1 日至今在安保服务项目上的业绩。</p> <p>(5) Requirements for bidder achievements: The bidder shall provide the Similar Achievements and Performance for Security Services Since 2018.1.1 until 2023.1.30.</p> |
| 5 | 分包 Sub-Contractor | 不允许 Not Allowed |
| 6 | 偏离 Deviation | 不允许 Not allowed |
| 7 | 实质性响应 Substantial Response | <p>投标人所提供的资格证明文件、方案计划要与招标人要求的条款、条件相符。投标人应接受招标人提供的合同模板中主要合同条款。</p> <p>The qualification documents and proposal plan provided by the bidder shall be consistent with the terms and conditions required by the Tenderee. The bidder shall accept the main contract terms in the contract template provided by the Tenderee</p> |
| 8 | 服务时间 Service Period | 3 year |
| 9 | 是否接受联合体投标 Consortium bidding accepted or not | 不接受 Not Acceptance |
| 10 | 踏勘现场 Site survey | <p>不组织，投标人自行踏勘现场，费用由投标人承担。如承包商需踏勘现场，入场前须接受招标人组织的入场前安全教育。</p> <p>Not organized, the bidder shall organize by themselves, the arrangements include expense will be borne by the bidders. If the bidder need to do site survey, before come to the site, need to complete the safety induction organized by the Tenderee.</p> |
| 11 | 招标文件的澄清 Clarifications of Tender Documents | <p>投标人应仔细阅读和检查招标文件的全部内容。如发现缺页或附件不全，应及时向招标人提出，以便补齐。如有疑问，应在规定的时间前以书面形式（包括信函、电报、传真等可以有形地表现所载内容的形式，下同），要求招标人对招标文件予以澄清。</p> <p>The bidder shall carefully read and check all the contents of Tendering Documents. If the bidder find missing page or incomplete attachment, the bidder shall timely inform the Tenderee for supplementation and completion. If the bidder has any question, it shall, before the time stipulated in the Pre-attached Table of Instructions to Bidders, notify the Tenderee in writing (including letter, email, fax, and other forms able to present the contents carried tangibly, the same below), and require the Tenderee to make clarifications to Tendering Documents.</p> <p>招标文件的澄清将在规定的时间前发送给各投标人，但不指明澄清问题的来源。</p> |

| | | |
|----|---|---|
| | | <p>The clarifications to Tendering Documents will be sent to all the bidders before the deadline of Clarification time, but the sources of questions clarified will be not specified.</p> <p>投标人在收到澄清后，应以书面形式在 24 小时内通知招标人，确认已收到该澄清。</p> <p>After receiving the clarifications, the bidder shall notify the Tenderee in writing to confirm the receiving of clarifications within 24 hours.</p> <p>投标人提出问题的截止时间: 2023 年 2 月 10 日 Deadline for the Bidder to raise questions: February 10, 2023</p> <p>招标人书面澄清的时间: 2023 年 2 月 11 日书面澄清。 Deadline for the Tenderee to clarify in writing: February 11, 2023</p> |
| 12 | <p>招标文件的修改 Modifications of Tender Documents</p> | <p>在投标截止时间前，招标人可以书面形式修改招标文件，并发送给各投标人，如对招标文件作了重大调整，则招标人酌情延长投标截止时间。</p> <p>The Tenderee may modify the Tendering Documents in written form before the deadline of bidding, if have important adjustment, the tenderee will extend the deadline of bid open time according to the real situation.</p> <p>投标人收到招标文件修改内容后，应在 24 小时内以书面形式通知招标人，确认已收到该修改。</p> <p>After receiving the modifications, the bidder shall within 24 hours notify the Tenderee in writing, to confirm the receiving of modifications.</p> |
| 13 | <p>投标有效期 Validity period of bidding</p> | <p>90 日(以投标截止日起计算投标有效期) 90 days (the validity period of bidding will be calculated as of the deadline of bidding)</p> |
| 14 | <p>投标保证金 Bid security</p> | <p>无 None</p> |
| 15 | <p>近年财务状况的年份要求 Required years of recent financial situation</p> | <p><u>3</u> 年, 2019/2020/2021 财务报表 <u>3</u> years, 2019/2020/2021 Financial Statement</p> |
| 16 | <p>近年同类项目业绩的年份要求 Required years of performance of recent similar project</p> | <p><u>5</u> 年, 2018/2019/2020/2021/2022 业绩 <u>5</u> years, 2018/2019/2020/2021/2022 Performance and Achievements</p> |
| 17 | <p>近年发生的诉讼及仲裁情况的年份要求 Required years of recent lawsuit and arbitration conditions occurred -byyeas</p> | <p><u>3</u> 年, 2020/2021/2022 <u>3</u> years, 2020/2021/2022</p> |
| 18 | <p>投标文件的编制 Preparation of bidding documents</p> | <p>按投标文件格式要求编制并提供相应资料清单。 Based on the requirements of Bidding Documents Format and provide required document list</p> |
| 19 | <p>投标文件编制语言要求 Language Requirements of</p> | <p>投标文件使用的语言文字应至少有英语。专用术语使用外文的，应至少有英语注释。</p> |

| | | |
|----|--|--|
| | Bidding Documents | The language of the bidding documents shall at least have English Version. If the special teams use other language, at least make the remark of English. |
| 20 | 投标文件签字或盖章要求 Signature or seal requirements of the bidding documents | 投标文件要进行页签、盖章（仅须盖章地方，投标文件盖骑缝章） <u>The bidding documents shall be signed and sealed (for the places only required to be sealed, cross-page seal shall be applied)</u> |
| 21 | 投标文件份数 Number of Copies of Bidding Document Submission | 可编辑版本 1 份，PDF 版本 1 份 Word Version 1 copy; PDF Version 1 copy |
| 22 | 递交投标文件 Email of submitting the bidding documents | 应按照投标文件格式要求打包提供所有资料 Submit all the documents based on the requirements of Bidding Documents Format 电子邮箱地址：corporate@ptdpm.co.id Email address: corporate@ptdpm.co.id |
| 23 | 开标时间和地点 Time and place of bid opening | 见第一章招标公告 please refer to Chapter I Bidding Announcement) |
| 24 | 开标程序 Procedure of bid opening | <p>(1) 招标人代表宣布开标会开始 Representative of the Tenderee declares that the bid opening meeting starts</p> <p>(2) 查验证件：法定代表人或法定委托代理人证件或委托书原件及本人身份证原件；(文件共享至视频界面，所有人可见) Certificate check: certificate or original letter of authorization of legal representative or legal entrusted agent and original ID card of the participant; (Share the documents by Video Meeting System, will be witnessed by everybody)</p> <p>(3) 密封情况检查：投标文件需加设密码，开标截止时间到，由投标人提供密码，由招标人开启文件。 Examination of sealing; The bidding documents shall be sealed by password code. After the deadline, the bidder shall provide the password to the tenderee for opening the bidding documents.</p> <p>(4) 开标顺序：递交投标文件的顺序； Order of bid opening: as per the order of bidding documents;</p> <p>(5) 检查投标文件签字盖章情况：如缺少签字盖章，投标文件无效。 Check the signature and seal of the bidding document: if there is no signature and seal, the bid document is invalid.</p> <p>(6) 在监标人员的监督下唱标人按投标文件送达的时间顺序唱标； The announcer shall announce the bid as per the time sequence of submitting bidding documents under the supervision of bid supervisor;</p> <p>(7) 招标人将开标一览表进行文件共享，由投标人对开</p> |

| | | |
|-----------------------|--|--|
| | | <p>标结果确认，若无异议，则由投标人签字，将扫描件传至招标人指定邮箱。</p> <p>The tenderee shall share the bid open record on the system, the result will be confirmed by the bidders. If no comments, all the bidders shall signature and scan the one to the e-mail box of the tenderee.</p> |
| 25 | <p>评标委员会组成 Establishment of the Bidding Evaluation Team</p> | <p>7人，由招标人内部专家组建。</p> <p>7 person, established by Tenderee</p> |
| 26 | <p>是否授权评标委员会确定中标人 Whether Bid Evaluation Committee is authorized to determine the bid winner</p> | <p>否，推荐的中标候选人数量：不超过3人</p> <p>No. Number of recommended winning candidates: no more than 3</p> |
| 27 | <p>评标结果 Bidding Result</p> | <p>开标结束后一星期内</p> <p>One week after Bid Open</p> |
| 28 | <p>中标结果通知 Bid Award Notification</p> | <p>招标人将以书面形式将中标通知书和未中标通知书发送给投标人。</p> <p>The tenderee will send the Bid Award Notification and Notification to the bidders.</p> |
| 29 | <p>签订合同 Contract Signing</p> | <p>招标人和中标人应当自中标通知书发出之日起30天内，根据招标文件和中标人的投标文件订立书面合同。中标人无正当理由拒签合同的，招标人取消其中标资格；给招标人造成损失的，中标人应当予以赔偿。</p> <p>The Tenderee and the bid winner shall, within 30 days after the notice of award is given, establish a written contract according to the Tendering Documents and the bid winner's bidding documents. When the bid winner refuses to sign the contract without any reasonable and acceptable reason, the Tenderee will cancel its qualification for bid winning; when the losses caused to the Tenderee, the bid winner also shall compensate for the part.</p> |
| 特别提示 Special Notes | <p>1. 投标人提供的资料必须真实有效，如有虚假材料，一经查实，取消其中标资格。</p> <p>The documents provided by the bidder must be true and valid. If there is any fake information, once verified, the bidder will be disqualified from winning the bid.</p> <p>2. 投标文件有下列情形之一的，投标文件无效：</p> <p>The bid document is invalid under any of the following circumstances:</p> <p>1) 逾期发送的或者未发送指定邮箱的投标文件，招标人不予受理。</p> <p>The bidding documents submitted lately or not submitted to the appointed email-box shall not be accepted by the Tenderee</p> <p>2) 未对投标文件进行页签、盖章（仅须盖章地方，投标文件盖骑缝章）</p> <p>If the bidding documents not signed and sealed (for the places only required to be sealed,</p> | |

| | |
|--|--|
| | <p>cross-page seal), the bidding documents will not be accepted.</p> <p>3.投标文件有下列情形之一的，由评标委员会初审后按否决其投标处理：</p> <p>1) 未响应招标文件实质性要求的；</p> <p>Failure to respond to the substantive requirements of the bidding documents;</p> <p>2) 不按评标委员会要求澄清、说明、补充资料的；</p> <p>Failing to clarify, explain or supplement information as required by the Bid Evaluation Committee;</p> <p>3) 串通投标、提供虚假材料或有其它违法行为的；</p> <p>Colluding in bidding, providing fake documents or committing other illegal activities;</p> |
|--|--|