

Procurement Requirements

1. Security Manpower Required Form

No	Post Name	SHIFT			Sum
		I	II	Off	
Area Sidikalang					
1	Office DPM 诗地加兰办公室	2	2	2	6
2	Panji Boko Ware house 诗地加兰仓库	2	2	2	6
3	Patrol 巡逻, including security oversight at the employees' mess	2	2	2	6
subtotal					18
Area Parongil					
1	Lay Down 仓库	3	3	3	9
2	Mess Tapongan 生活大临	2	2	2	6
3	Gudang Handak 炸药库	2	2	2	6
4	Corshet/Nursery 岩心库	2	2	2	6
5	Office Hijau 现场绿办公室	2	2	2	6
6	Genset Area 变电区域	2	2	2	6
7	Contractor Camp 地表承包商营地	3	3	3	9
8	Area3 & 4 三区四区	2	2	2	6
9	Area5 五区	1	1	1	3
10	Area 6&7 六区七区	2	2	2	6
11	Area 8 八区	1	1	1	3
12	Area 9&10 九区十区	2	2	2	6
13	Area 11 十一区	1	1	1	3
14	Portal I 一号门岗	2	2	2	6
15	Portal II 二号门岗	2	2	2	6
16	Portal III 三号门岗	2	2	2	6
17	Patrol 巡逻	3	3	3	9
subtotal					102
Total Man Power					120

Remark: the number of the manpower of every area just a primary number, the detail arrangement of the manpower will be discussed during the contract negotiation period.

2. Address

1)Area Sidikalang: JL. RUNDING No.1A GERBANG III SIDIANGKAT

SIDIKALANG DAIRI SUMATERA UTARA 22216 INDONESIA

2)Area Parongil: Desa Longkotan, Tombak Manjolor Kecamatan Silima Pungga-Pungga, Dairi Sumatera Utara

3. Manpower Quantity Statement

1) Currently, the Working Surface of the Construction for Dairi Mining Project have not been fulfilled. The total manpower(120 person) listed above on is the maximum quantity of Security Service Manpower, but the precondition is that all the Working Surface of Construction starting.

2) Currently, the tenderee have the right to request the manpower quantity monthly according to the actual situation and requirements. The bidder shall follow the instructions raised by the tenderee, the manpower quantity request notification from the tenderee to the bidder will be sent 10 days before every month. But the tenderee guarantee that the minimum quantity of Manpower is 20. Anyway, the manpower will be flexible adjustment every month, the quantity scope is from 20-120.

3) The manpower listed in the form only normal security staff, exclude management. The bidder shall set up the management organization frame based on the bidder actual situation/ability/proposal, etc.

4) For the quotation form and price breakdown, the bidder shall make the

remark on the form: how many security staff will be hired from local, how many staff will be hired from other place.

5) For the member of the management, the bidder shall provide the resume and skill certificate/other necessary certificate of every member. The detail position of the management shall be considered by the bidder.

4. Working time

1) The working time will be divided into 2 shift per day.

2) The detail shift working start and end time will be arranged by the bidder.

3) There are 2 shift and 1 off shift listed in the form above. Hereby explain as followed:

For example, DPM office need 6 person for security, 2 person 1 team. So we named A, B, C team. A work from 0:00-12:00 then off work, B work from 12:00-24:00 then off work, C work from next day 0:00-12:00, after that, it's the turn of A again. So it will make every person have enough time for a good rest.

5. Comprehensive requirements

1) All the security staff should be healthy and need to have training organized by the bidder. Only after training and be test qualified then they have qualification to start working. But the training expense will be afford by the bidder.

2) During the security service period, the security staff need to follow the

instructions both by the bidder and the tenderee. If bad behavior and not follow the instructions and arrangement, the tenderee have the right to ask the bidder to change the security staff.

3) If the member of the management adjusted by the bidder, must get the approval by the tenderee in written form.

4) The bidder is responsible to pay off the salary for security staff on time monthly. If the bidder need to buy the insurance for the staff, all the fees will be paid by the bidder.

5) The payment will be paid by the tenderee to the bidder monthly, the bidder shall ensure the funds for its specified purpose, it's forbid that cut the salary of the security staff and other behavior without proper reason.

6) If the bidder commits theft, once found, it shall be punished by three times of the property loss, and the bidder shall immediately dismiss the security staff concerned.

7) In case of fire, public security, traffic, criminal or other accidents, which are verified by the tenderee to be caused by the bidder management negligence, The bidder shall compensate according to the accident liability. The tenderee will calculate the detail loss and make the claim report with a proof to the bidder, the bidder shall pay the loss based on the claim report confirmed with both party.

8) If the bidder fails to provide services in accordance with the service standards made by the tenderee, or more than three security strikes or stop working without reason, it shall be deemed as the bidder breach of contract and the

tenderee have the right to terminate the contract.

9) If because of the worse management by the bidder leading that the tenderee terminate the contract, the bidder is still obliged to continue to perform the contract until the new security service company takes over the service.

10) Both the tenderee and bidder have the right to terminate the contract at any time, but must notify the other party at least one month in advance in written form. The estimated contract period is 3 years.

11) The bidder shall ensure the stability of the security team and meet the requirements of the tenderee month by month.

12) If the tenderee find that the number of people on duty is insufficient, it can be regarded as the absence of personnel on duty, and the corresponding expenses shall be deducted according to the actual absence. The tenderee have the right to terminate the contract in case of more than 10 absences in total.

13) In case of loss of equipment and materials or other material of tenderee, if verified that it is caused by mess management of the bidder, the tenderee shall provide the detail list and amount of the lost materials, and the bidder shall be liable for compensation, and the compensation amount shall be deducted from the monthly payment.

14) While performing the contract, the bidder is responsible for give reasonable suggestions to the tenderee for improving high efficiency and good quality of the management.

15) The bidder shall establish various management systems under the guidance

and requirements of tenderee. Written text and necessary image records shall be made in daily work.

6. Logistics Service Aspect

- 1) All the meals/Accommodation shall be responsible by the bidder.
- 2) The bidder shall prepare the necessary stuff, including but not limited to the Office stuff/uniform/ searchlight/spontoon/ Patrol car/etc. These stuff expense will be purchased and paid by the bidder. The tenderee only provide the container as the office free of charge.
- 3) During the service period, if the damage or injury happened on the security staff, if it's not belong to the responsibility of the tenderee, all the medical fees will be afford by the bidder.

7. Scope of Work

Based on the actual situation, provide 24 hours security service, including but not limited to:

- 1) all the area security required by the tenderee;
- 2) Duty, patrol and public security management;
- 3) Fire safety management;
- 4) Handling of emergencies;
- 5) Management of vehicles parking;
- 6) Management of monitoring system;

8. Goals Requirement of Service

- 1) Establish a special team and any management rules, then follow it strictly.
- 2) Wear the uniform all the time, be polite to all the people, forbid to have a fight or conflict with the staff of Tenderee. During the important activity, organize the security work carefully.
- 3) Regularly organize safety education and find potential safety hazards.

9. Assessment and Evaluation during Contract Implementation

Remark: After the contract signature by both parties, the tenderee will make an assessment and evaluation for the bidder every month, on the purpose of monitoring the contract implementation status.

- 1) If the bidder get the score more than 90, the monthly full payment will be paid to the bidder.
- 2) If the bidder get the score less than 90, every 1 point less, 1% full amount of monthly payment will be deducted.
- 3) If the bidder get the score less than 70, it will be regarded not qualified. The tenderee have the right to refuse to pay monthly payment.

The assessment form are as followed:

Item	No	Content	Full score	Score	Reason
Safety responsibility and	1	Not have injury and death accident caused by the bidder	4		
	2	Not have the cargo loss and assets loss caused by the bidder	4		

Item	No	Content	Full score	Score	Reason
discipline	3	Follow the rules of tenderee all the time	4		
Professional ethics and integrity	1	No theft or joint theft with local villagers	4		
	2	No behavior like asking money from others	4		
	3	No behavior like telling the confidential or information of the tenderee to the others	4		
	4	To conceal information without reason and not report to the tenderee	4		
Service attitude	1	Have the strictly training	4		
	2	Work Proactive and timely	4		
	3	Patient and considerate work	4		
	4	Actively provide good suggestions for the tenderee	4		
	5	Good communication with the tenderee, solve the problem timely	4		
	6	Polite to the others, not rude	4		
	7	Good attitude, no complain from the staff of the tenderee	4		
	8	Could provide temporary or emergency service and help	4		
Detail Service	1	Whether sufficient security personnel are provided as required by the contract to ensure the on-duty rate or not	4		
	2	Whether the employees are trained and educated in strict accordance with the contract or not	4		
	3	Whether the project management personnel of the bidder are competent or not	4		
	4	Whether the office stuff and devices of the bidder are provided or not	4		
	5	Whether the bidder pays the staff wages on time or not	4		
	6	Whether the bidder work report and feedback to the tenderee in time or not	4		
	7	Whether the bidder has established various management systems as required or not	4		

Item	No	Content	Full score	Score	Reason
	8	Whether the bidder completes necessary overtime tasks as required by the tenderee	4		
	9	Whether the bidder could deal with emergencies in a timely and decisive manner or not	4		
	10	Whether the bidder could consciously abide by the work discipline	4		
Total			100		