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## Chapter VI Format of Bidding Documents

Security Service tendering

# Bidding Documents

Bidder: (official seal)

Legal representative or authorized agent: (signature)

Date:

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## Catalogue

- 1、 Letter of Bidding
- 2、 Identity Certificate of Legal Representative
- 3、 Commercial and Technical Deviation Form
- 4、 Quotation Form
- 5、 Qualification Document
- 6、 Detail Proposal/Schedule/Measure
- 7、 Other Supporting Documents

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## Part 1 Letter of Bidding

PT Dairi Prima Mineral

1. We have carefully read all the contents of the bidding documents for the Security service bidding project , and we are willing to pay Indonesian Rupiah\_\_\_\_\_Provide Security services at the total bid price (excluding tax) of and perform obligations as agreed in the contract.

2. All the bidding documents are as followed:

- (1). Letter of Bidding
- (2). Identity Certificate of Legal Representative
- (3). Commercial and Technical Deviation Form
- (4). Quotation Form
- (5). Qualification Document
- (6). Detail Proposal/Schedule/Measure
- (7). Other Supporting Documents

Signatory hereby declares and agrees as follows hereby:

1. The bidding quotation of services which shall be provided and delivered in accordance with the Bidding Unit Quotation Schedule shall be fixed.

2. The bidder shall perform the responsibilities and obligations of the contract in accordance with the Tendering Documents.

3. The bidder has reviewed all Tendering Documents, including the amendment documents (if any) and all interface materials and relevant attachment. We fully understand and agree to give up the right of unknown and misunderstand about this aspect.

4. Period of validity of this bidding is 90 calendar days from the deadline for bidding.

5. The bidder agrees to provide any data or information relating to the bidding by following your requirements and fully understand that you are not necessarily satisfied with the bidding making the lowest offer or any bidding you have received.

6. If we win the bid, we promise to fulfill the related obligations in accordance with the commitments of our bidding documents.

7. Please send all official communications relating to the bidding to:

Bidder's name:

(official seal)\_\_\_\_\_.

Address: Postal code: .

Tel.: (fixed line), (mobile phone)

Fax: .

Bank of deposit: Account No.:

Signature of the bidder's authorized representative:

Date: MM/DD/YYYY

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## Part 2 Identity Certificate of Legal Representative

Name of Bidder: \_\_\_\_\_

Name: \_\_\_\_\_ Sex: \_\_\_\_\_ Age: \_\_\_\_\_ Title: \_\_\_\_\_

as \_\_\_\_\_ Bidder name ) Legal Representative .

It is hereby certified that

Attached: ID card scanned

Bidder: \_\_\_\_\_ (Seal)

Year \_\_\_\_\_ Month \_\_\_\_\_ Day

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### **Part 3 Commercial and Technical Deviation Form**

Serial No.	Chapter and Clause No. of Tender Document	Chapter and Clause No. of Bidding Document	Deviation Description
1			
2			
3			
4			

The Bidder guarantees that it will respond to all requirements of the Bidding Document except for those listed in the Commercial and Technical Deviation Table.

## Part 4 Quotation Form

1) Description of quotation documents

The bidder could describe the basement of quotation, it's up to the bidder.

2) Quotation Form

### Quotation Form Format (Currency: IDR)

Serial No	Name of Service	Period of Service	Comprehensive Unit Price/per person per month	Quantity	Total Price	Remark
1	Security Service	36 month		120 person		
2	VAT 11%					
Total Quotation						

Note: 1. The comprehensive price including but not limited to the manpower fees/equipment fees/office stuff fees/meal fees/device fees/accommodation fees/uniform fees/management fees/traffic tools fees/external relationship fees/etc. The management fees including the salary of the member of management.

2. The bidder shall consider all the potential fees carefully and combine them into the comprehensive unit price together. After submitting the bidding documents, any amount increase or reduce will not be accepted by the tenderee.

3. The bidder shall provide the composition of the comprehensive unit price. The reference format are as followed:

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Comprehensive Unit Price	A
Item 1	B
Item 2	C
Item 3	D
Item 4	E
....	....

Remark:  $A=B+C+D+E+\dots$ ,

### **Payment of Service**

Remark: for the monthly payment, make an example as followed:

The comprehensive unit price= $A$ ,  $A$  is always fixed every month, no change.

The quantity of manpower= $B$ ,  $20 < B \leq 120$ ,

So, actual monthly full payment= $A * B$  (Exclude Tax),

The number of  $B$  will be sent to the bidder 10 days before next month.

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## Part 5 Qualification Document

### (1) Bidder Basic Information:

A. Bidder name: \_\_\_\_\_

B. Address of headquarters: \_\_\_\_\_

Fax: \_\_\_\_\_ Tel.: \_\_\_\_\_

C. Date of establishment and/or registration: \_\_\_\_\_

D. Registered capital: \_\_\_\_\_

E. Latest balance sheet (as of \_\_\_\_\_)

(1) Fixed assets \_\_\_\_\_

(2) Current assets \_\_\_\_\_

(3) Current liabilities \_\_\_\_\_

(4) Asset liabilities ratio \_\_\_\_\_

(5) Total business turnover \_\_\_\_\_

(6) Total profit \_\_\_\_\_

F. Name of main principal \_\_\_\_\_

To the extent of our knowledge, we hereby prove that the above statement is true and correct with all the effective information and data provided. We agree to present the documents of proof at your request.

Bidder's name: \_\_\_\_\_

(official seal) \_\_\_\_\_.

Signature of the bidder's authorized representative:

Date: MM/DD/YYYY



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**(2) Financial statements audited by accounting firm in the last three years (photocopy)**

Remark: The bidder shall provide financial statements of the last three years audited by accounting firm, including income statement, balance sheet, etc. (the newly established company can submit financial statements of less than three years according to its establishment time).

**(3) Copy of business license passing annual examination(photocopy)**

**(4) Performance supporting documents (photocopy)**

Remark: The bidder shall provide the performance list, attach the Contract First Page and Signature Page as the basement.

**(5) Qualification certificate document (photocopy)**

**(6) Letter of commitment for serious breach of contract, litigation and arbitration in recent three years**

**(7) Letter of commitment on whether the property is taken over or frozen**

**(8) Resume of the management members. Like the project manager/Security Captain/Other head of security**

**(9) Other contents required to be explained as deemed by the bidder**

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## **Part 6 Detail Proposal/Schedule/Measure**

Remark: The bidder shall prepare the detail plan of providing the security services, it will be as one of the important evaluation proof during the expert bidding evaluation period. The bidder shall pay more attention on it.

For example, like the manpower plan, equipment& device planned to put into use, security management rules and measures, security staff training plan, emergency dealing plan, etc.

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## **Part 7 Other Supporting Documents**

Remark: This will be judged by the bidder, the bidder could provide relevant documents if necessary.