Invitation to Tender – IA-CEPA ECP Katalis Office Fit Out

Project:	**IA-CEPA ECP Katalis 2.0**
Tender for:	Katalis 2.0 Office Fit Out Work
Activity Number	RFT/KATALIS/07/01/2026
The Company:	PT Palladium International Indonesia
Closing Date and Time:	Monday, 10 August 2026, 21.00 WIB (Jakarta time)
Contact Person:	Katalis.procurement@thepalladiumgroup.com
Details for submission:	Katalis.procurement@thepalladiumgroup.com
Tender Validity Period:	Proposals must remain valid for a minimum of ninety (90) days from the submission deadline.
Number of Hard Copies of Tender:	Not applicable. Proposal must be submitted electronically via email.
Delivery Address:	Katalis.procurement@thepalladiumgroup.com
Jurisdiction	Indonesia

Thank you for your interest in the above procurement. As the managing contractor for the Project, the Company invites you to submit a tender for this activity. This document package includes:

- Part 1: **Terms of Reference (TOR)**
- Part 2: **Terms and Conditions of the Tender**
- Part 3: **Technical and Financial Assessment Criteria**
- Part 4: **Client Specific Provisions**
- Part 5: **Standard Contract Template.** The standard contract template to be signed by the successful tenderer after the agreed commercial terms have been incorporated.
- Part 6: **Due Diligence Questionnaire for Organizations**
- Part 7: **Declaration by Tenderers**
- Part 8: **Requirements for Tender Forms, Templates, and Associated Documentation**
- Annex 1 – Floor Plan
- Annex 2 – Detailed Scope of Work and Technical Requirements
- Annex 3 – Tender Forms
- Annex 4 – Bill of Quantity
- Annex 5 – Standard Contract Template
- Annex 6 – Handing Over Documents
- Annex 7 – Building Management Requirements for Fit-Out Works and Management Regulation WTC2

Please forward your proposal in accordance with the Details for Submission above by the Closing Date and Time to Katalis.procurement@thepalladiumgroup.com .

We look forward to your response. If you have any queries, please do not hesitate to contact us by e-mail to: Katalis.procurement@thepalladiumgroup.com

Yours sincerely,

Katalis Procurement Team

IA-CEPA ECP KATALIS 2.0

PT Palladium International Indonesia

Part 1 – Terms of Reference (TOR)

1. Background

Palladium supports the implementation of the second phase of IA-CEPA ECP KATALIS 2.0 ("Katalis") program, a five-year, A$37.7 million initiative funded by the Australian Government which aims to maximise the benefits of IA-CEPA by improving market access and enabling increased, inclusive trade and investment that supports sustainable economic growth in Indonesia, particularly for women, people with disabilities, SMEs, smallholder producers and low-income communities. Building on phase one, it will deepen Indonesia–Australia economic cooperation, advance IA-CEPA implementation and its broader intent, and pilot scalable, commercially viable partnerships in priority sectors.

KATALIS 2.0 commenced in March 2026 and is seeking a qualified contractor to design and undertake the fit-out of a 543.67 sqm office space located at WTC 2, Jl. Jend. Sudirman Kav. 29–31, Setiabudi, South Jakarta. The premises are currently in a bare-shell condition. The space is intended to accommodate the KATALIS team through to at least January 2031 and requires full fit-out and reconfiguration to meet operational needs. The project is expected to commence in late August 2026 and be completed by early November 2026.

2. Scope of the works

The Contractor will provide services including, but not limited to, the scope of work described below:

a. Design and Planning Phase

- Provide an overall office design concept and detailed design documentation.
- Prepare detailed cost estimates and Bill of Quantities (BOQ), with design services included within the total project cost.
- Prepare detailed working drawings for interior, architectural, mechanical, electrical, plumbing, fire protection, security, and communication systems.
- Submit material specifications, samples, and finishes for approval.
- Coordinate all IT, data, voice, and audiovisual infrastructure requirements with Palladium's IT team.

The Contractor shall prepare all necessary works, including but not limited to:

- Layout including workstations and furniture
- Finished Floor Plan
- Partition & Door Schedule Plan
- Detailed furniture drawings (elevation, section and plan)
- Specifications for ventilation/air filters
- Specifications for sprinkler system
- Specifications for other fire-fighting devices
- Plumbing and piping specifications
- Specifications and cabling for electrical outlets
- Specifications for fire alarm
- Specifications for lighting installation

b. Construction and Fit-Out Phase

Execute all approved fit-out works, including interior construction, partitions, flooring, ceilings, doors, furniture installation, mechanical and electrical systems, plumbing, fire protection systems, security systems, data and voice cabling infrastructure, and associated building services.

- Provide all required construction drawings, shop drawings, and coordination drawings.
- Supply and install all furniture, fixtures, and equipment specified under the contract, excluding internal IT hardware supplied directly by Palladium.
- Ensure compliance with all applicable building regulations, health, safety, environmental, and quality standards.
- Obtain all necessary work permits, conduct Job Safety Assessments (JSA), and implement site safety controls throughout the project.
- Attend project meetings, maintain project records, issue meeting minutes, and submit regular progress reports.
- Document and manage any approved variations or additional works.

The Contractor shall prepare all necessary construction and shop drawings, including but not limited to:

Interior and Architectural Drawings

- General Layout Plan
- Furniture Layout Plan
- Workstation Configuration Plan
- Seating Layout Plan
- Finished Floor Plan
- Partition and Door Schedule Plan
- Wall Finishes Plan
- Wall Treatment Plan
- Detailed Furniture Drawings (Plans, Elevations, and Sections)

Mechanical, Electrical, Plumbing (MEP), and Low-Voltage Drawings

- HVAC and Air Ventilation Layout
- Sprinkler System Layout
- Fire Protection and Firefighting Systems Layout
- Plumbing and Drainage Layout
- Electrical and Power Distribution Layout
- Data and Communication Cabling Layout
- Fire Alarm System Layout
- Lighting Layout
- Power Outlet and Data/Voice Outlet Layout
- IT Infrastructure Layout, including Computers, PABX, Network Panels, and Servers
- Access Control and CCTV Layout

c. Close Out phase (Testing, Commissioning, and Handover)

- Conduct testing and commissioning of all installed systems and equipment.
- Rectify defects and complete all punch-list items prior to handover.
- Provide complete project close-out documentation, including:
  - As-built drawings
  - Operation and maintenance manuals
  - Equipment schedules and specifications
  - Warranty certificates
  - Manufacturer information and service contact details

- Deliver a fully operational, compliant, and ready-for-occupancy office facility.
  - Complete all defect rectification and punch-list items prior to project handover.
  - Submit complete project documentation in both hard-copy and electronic formats (three copies each).
  - Provide comprehensive information on all installed equipment and materials, including but not limited to:
    - As-built drawings
    - Operation and maintenance manuals
    - Maintenance procedures and schedules
    - Equipment specifications and technical data sheets
  - Ensure all installed equipment is properly labelled, including, where applicable, the brand, model/type, installation date, supplier contact details, service centre information, and other relevant identification details.
  - Provide all warranty certificates, guarantees, and supporting documentation for furniture, equipment, and installed systems.

3. Project Duration and Implementation Phasing

No	Activity	Date
1	Invitation Request for Tender	Wednesday, 15 July 2026
2	Registration of Expression of Interest (EOI) by email	Friday, 17 July 2026
3	Tender Briefing Session and Site Visit (TBD)	Tuesday, 21 July 2026
4	Tender Submission Deadline – 21.00 PM	Monday, 10 August 2026
5	Presentation by shortlisted tenderers (TBD)	Tuesday, 18 August - Wednesday, 19 August 2026
6	Notification of Preferred Tenderer	Friday, 28 August 2026
7	Due Diligence Process	Thursday, 27 August - Friday 28 August 2026
8	Negotiation, Contracting, and Design Approval Process	Monday 31 August - Monday, 7 September 2026
9	Contract signed	Monday, 7 September - Friday, 11 September 2026
10	Commencement of work	Saturday, 12 September - Monday, 6 December 2026
11	Completion of Works and Handover to Katalis	Tuesday, 7 December 2026

4. Financial Proposal Requirement

Please refer to Part 3 for details regarding the preparation of the financial submission.

The submitted proposal must include all costs associated with the project, including but not limited to design fees, service and labour fees, construction works, furniture, fixtures and equipment (FF&E), fit-out deposit and any other related expenses.

Any insurance required by the building management during the execution of the works shall be the responsibility of the Contractor and must be included in the financial proposal. Such insurance shall be procured on a competitive basis to ensure value for money.

All prices and costs quoted in the proposal shall be in Indonesian Rupiah (IDR).

5. Outputs and Deliverables

The Contractor shall complete the design and fit-out works for the KATALIS office, commencing on **7 September 2026**, and ensure the office is fully completed, commissioned, and ready for occupancy by **7 December 2026.**

6. Performance Standards

The office fit-out shall comply with the following standards:

a. **Sustainability:** The office fit-out shall incorporate sustainable design principles and environmentally responsible materials wherever practicable. Materials should be sourced efficiently and selected to minimise environmental impact. The design should also promote the efficient use of energy and water resources.

b. **Waste Management**: The Contractor shall implement effective waste management practices throughout the project, including the responsible disposal, recycling, and minimisation of construction waste. Preference should be given to environmentally friendly materials and construction methods. The Contractor shall maintain the cleanliness of the building, common areas, and surrounding public spaces during the execution of the works.

c. **Indoor Health and Air Quality:** The office layout and interior design shall promote a healthy, safe, and productive working environment. The design should consider ventilation, air quality, lighting, acoustics, and occupant comfort, while taking into account the existing building conditions and applicable health and safety standards.

7. Payment Terms and Conditions

The total Contract Price shall be a lump sum amount agreed, covering all costs related to design, engineering, procurement, construction, testing, commissioning, and final handover of the Works.

Payment Term	Percentage	Requirement	Remarks
Advance Payment	10%	Upon signing of the contract	This payment shall be subject to submission of an **Advance Payment Guarantee** of equal value. Submission of Bank Guarantee.
Interim Payment	20%	Upon submission of the following documents: • Concept Design • Detailed Engineering Design • Issued-for-Construction (IFC) drawings • Procurement Plan • Mobilization to site	Approval the Final Design and its documents by KATALIS
2nd Interim Payment	40%	Upon the completion of 75% of progress work: • Submission confirming completion of 75% of progress report • Achievement of 75% of mechanical completion report • Completion of 75% of passing initial inspections and tests report	• Payments shall be based on approved progress reports and milestone achievements.
Final Payment	20%	Upon the completion of 100% of progress work: • Successful commissioning and full completion of 100% of the fit-out works • Achievement of mechanical completion • Completion of 100% of initial inspections and testing • Furniture and IT equipment fully installed and tested • Submission of as-built drawings, O&M manuals, and all required deliverables • Formal handover and issuance of the Completion Certificate	• Payment shall be made after completion of the work to ensure the quality of the work delivered. Any corrective work required for the fit-out during this period shall be guaranteed and carried out by the Contractor. • Handover & Final Acceptance
Retention	10%	Retention shall be released as follows: • 5% upon Taking Over Certificate (Provisional Acceptance) • 5% upon expiry of Defects Liability Period (Final Acceptance)	• The Defects Liability Period shall be **3 months** from the date of handover. • Any defects identified during this period shall be rectified by the Contractor at no additional cost.

8. Relationship Management

The Contractor shall work closely with WTC 2 Building Management under the supervision of the Palladium and KATALIS Project and Procurement Teams.

9. Successful Tenderer

a. Be willing to enter into and sign Palladium's Standard Contract Terms and Conditions.
b. Complete, sign, and submit the required Due Diligence Questionnaire and supporting documentation.
c. Maintain valid Professional Indemnity and Public Liability insurance coverage as required under the Standard Contract Terms and Conditions.
d. Be prepared to issue a valid Tax Invoice (Faktur Pajak) and provide any supporting documentation required for Value Added Tax (PPN) exemption and/or restitution processes, where applicable.

10. Responsibilities of the Company

Oversight of progress and ensuring adherence to contract conditions.

Palladium is committed to child protection and safeguarding, with zero tolerance for sexual exploitation, abuse, and harassment (PSEAH), and strict prevention of bribery and corruption. Palladium is an equal opportunity employer and encourages applications from women, men, people of diverse backgrounds, and persons with disabilities. This program is funded by the Australian Government and managed by Palladium.

Part 2 – Terms and Conditions of the Tender

1. Tender content

1.1. The tender must contain the following:

1.1.1 a cover letter (no longer than 1 page) to the tender for the activity (specify the Activity number), including the signed declaration contained in Part 7;

1.1.2 a technical submission (in the form detailed in Part 3);

1.1.3 a financial submission (in the form detailed in Part 4).

1.2. Every Tender needs to state in the submission:

1.2.1 in the case of an individual, full or given names, surname and address;

1.2.2 in the case of a trust, the full names and addresses of each trustee of the trust;

1.2.3 in the case of a company, NGO or other registered entity, the full name of the entity, the address of the registered office of the entity, the relevant registration number and a copy of the certificate of registration; and

1.2.4 If relevant, a list (including CVs if requested) of all the nominated personnel expected to contribute to the performance of the TOR, including their names, surnames, title of their position and their proposed level of effort.

1.3. Tenders are to be written in English, Arial font 12

1.4. 'The Tenderer' (where capitalised) means the person or organisation to whom this invitation has been sent, the person or organisation responding to this invitation (as applicable). Depending on the context, an uncapitalised version of 'tenderer' may also refer to the Tenderer.

2. Tender Assessment Process

2.1. Tenders must comply with the requirements of the TOR. Failure to submit a Tender including the information required by the TOR (or this Tender generally) will factor into The Company's assessment of the level of compliance of the Tender and may result in rejection of the Tender.

2.2. The Company will evaluate Tenders on the following basis:

2.2.1 a technical assessment;

2.2.2 a financial assessment;

2.2.3 any other factors which may impact on the Tenderer's potential performance.

2.3. The Company reserves the right:

2.3.1 to accept or reject any tender, and to annul the tendering process thereby rejecting all tenders, at any time prior to the award of contract at its sole discretion;

2.3.2 to cancel or vary the Invitation to Tender process at any time whether before or after the closing date;

2.3.3 to reject any tender that does not adhere to the structure and content requirements as outlined in these Terms and Conditions;

2.3.4 to recall tenders from any source including those tenderers who have already submitted tenders, without thereby incurring any liability to the affected Tenderer or Tenderers or any obligation to inform the affected Tenderer or Tenderers of the grounds for this action;

2.3.5 to accept Tenders for the whole or any part of the requirement;

2.3.6 to require that tenderers submit to the Company's Due Diligence process prior to or after the submission of Tenders; and

2.3.7 to negotiate with the most favourable tenderer should it be deemed that the offered prices are unreasonable or greater than the targets set in the planning process.

2.4. The Company shall not be bound by any advice given or information furnished by it.

2.5. The conduct of this Invitation to Tender is not intended to give rise to any legal or equitable relationship.

2.6. Any inducements and rewards intended to influence the outcome of the Tendering process will result in Tenderer's immediate suspension from the process.

2.7. Your proposal will be valid for the Tender Validity Period specified on p.1.

3. Technical Assessment

3.1. The Technical Assessment will be undertaken by an internal procurement committee.

3.2. The Company may specify weighting for assessment criteria in Part 3.

4. Financial Assessment

4.1. Following consideration of the technical merit of Tenders, a like-for-like price assessment may be undertaken by The Company of the Tenders assessed as technically suitable.

4.2. Tenderers should note that financial submissions for those Tenders assessed by the Procurement Committee as not technically acceptable will not be subject to financial assessment.

4.3. Unless otherwise specifically stated, prices quoted must be provided as a fixed maximum price and show the tax exclusive price, the tax component and the tax inclusive price.

4.4. The contract price, which must include any and all other charges and costs, will be the maximum price payable by the Company for the Goods and/or Services.

4.5. Additionally, if requested by the Company, potential suppliers must be able to demonstrate their financial stability and ability to remain viable as a provider of the Goods and/or Services over the term of any agreement.

4.6. If requested by the Company, the potential supplier must promptly provide the Company with such information or documentation as the Company reasonably requires in order to evaluate the potential supplier's financial stability.

5. Acceptance of Tenders

5.1. The Company is not bound or required to accept the lowest priced Tender or any Tender.

5.2. A Tender will not be deemed to be accepted unless and until a Contract in the form listed in Part 7 is signed by the Company and the Tenderer (with the agreed commercial terms included).

5.3. The Company reserves the right to enter into negotiation with any other tenderer if contract negotiations cannot be concluded with the preferred Tenderer.

6. Alternative Tenders

6.1. The Company reserves the right to accept and consider alternative Tenders providing they:

6.1.1 are submitted with a compliant Tender;

6.1.2 clearly identify the differences and improvements offered.

7. Non-Compliant Tenders

7.1. Tenders will be regarded as non-compliant if they do not comply with any part of the requirements of this Invitation to Tender.

7.2. The Company may, however, in its absolute discretion evaluate any non-compliant Tender.

8. Lodgement of Tenders

8.1. It is the responsibility of the Tenderer to ensure that the Tender is received by the Company by the closing date and time prescribed in this Invitation to Tender. A Tender lodged after the closing date is a late Tender.

8.2. A late Tender will normally not be considered unless it can be demonstrated by the Tenderer that the Tender would have arrived at the tender point by the required date and time as prescribed in this Invitation to Tender but, for reasons proven by the Tenderer, it did not. The Company may allow a late Tender to be assessed at its absolute discretion.

8.3. The Company will not consider or entertain any queries about a decision to assess or reject a late Tender.

9. Tenderer Costs

9.1. Tenderers are responsible at their own cost to:

9.1.1 make all arrangements and obtain and consider all information relating to the TOR;

9.1.2 prepare, deliver and lodge their tender;

9.1.3 deal with any issues, including disputes, that may arise out of the tendering process.

10. Confidentiality

10.1. The Tenderer acknowledges that in the course of this Tender, it may become acquainted with or have access to the Company's Confidential Information (including the existence and terms of this Tender and the TOR). It agrees to maintain the confidence of the Confidential Information and to prevent its unauthorised disclosure to any other person.

10.2. The Tenderer will not disclose or use any Confidential Information except to the extent that such disclosure or use:

- 10.2.1 is strictly necessary for submitting the Tender;
- 10.2.2 is required by relevant laws;
- 10.2.3 is authorised by prior written approval from the Company; or
- 10.2.4 occurs after the Confidential Information already is or comes into the Tenderer's possession (or in the public domain) otherwise than pursuant to this Tender, pursuant to a separate confidentiality undertaking by the Tenderer or a third parties' (or that parties') unauthorised disclosure.
- 10.2.5 If the Tenderer is required to disclose Confidential Information due to a relevant law or legal proceedings, it will provide reasonable notice of such disclosure to the Company.
- 10.2.6 The parties agree that this obligation applies during the Tender and after the completion of the process.

11. Request for Information

11.1. Any prospective tenderer may within a reasonable time before the closing date request information on any point of clarification in this Tender. The information requested shall be given in writing by the Company as soon as practicable. Where in the opinion of the Company the information could have an effect on other tenderers, that information may at the Company's sole discretion be given in writing to all known prospective tenderers.

12. Business Partner Code of Conduct

12.1. Tenderers shall comply with the Company's Business Partner Code of Conduct in the submission of any tenders. The Code is currently available at thepalladiumgroup.com/policies.

13. Unsuccessful Tenders

13.1. Unsuccessful Tenders will be notified in writing and shall be entitled to feedback regarding their tender.

14. Tenderer Acceptance of Conditions

14.1. A Tender lodged in response to this Invitation to Tender does so with agreement to these Conditions of Tender unless any departures from these Conditions are detailed in the cover letter of the submission. The Company reserves the right to reject any departure from these Conditions of Tender, and thereby determine that the tender submission is non-conforming for that reason.

15. Conflict of Interest

15.1. Tenderers must notify the Company immediately if any actual, potential or perceived conflict of interest arises (a perceived conflict of interest is one in which a reasonable person would think that the person's judgement and/or actions are likely to be compromised, whether due to a financial or personal interest (including those of family members) in the procurement or the Company).

16. Inconsistencies

16.1. If there is inconsistency within this ITT, the following order of precedence shall apply:

- 16.1.1 Part 2 - Terms and Conditions of the Tender;
- 16.1.2 the Cover Page of this ITT; and
- 16.1.3 Part 4 – Client Specific Provisions
- 16.1.4 Part 5 – Standard Contract Template
- 16.1.5 Part 1 – Terms of Reference
- 16.1.6 Part 3 – Technical and Financial Assessment Criteria
- 16.1.7 The schedule

so that the provision in the higher ranked document will prevail to the extent of the inconsistency.

17. Jurisdiction

17.1. This Tender process shall be subject to the laws of the Jurisdiction.

17.2. The Supplier and the Company will use their best efforts to settle amicably any dispute, controversy, or claim arising out of, or relating to this Agreement or the breach, termination, or invalidity thereof.

17.3. If no agreeable settlement can be found, any dispute, controversy, or claim arising out of or relating to this Agreement or the breach, termination, or invalidity thereof, shall be settled by arbitration in accordance with the UNCITRAL Arbitration Rules in effect on the date of this Agreement. The appointing authority shall be the Secretary-General of the Permanent Court of Arbitration. The Parties will be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute.

17.4. The place of arbitration shall be the headquarters location of Company at the time the claim is filed and the language of the arbitration will be English. The relevant laws shall be the laws of the Jurisdiction.

17.5. Should the claim involve a State, a State-controlled entity, or an intergovernmental organization, the case shall be administered by the International Bureau of the Permanent Court of Arbitration.

Part 3 – Technical and Financial Assessment Criteria

Tender submissions will be assessed against the following evaluation criteria:

Criteria A: Technical Assessment (75%)

The Contractors required to meet the general requirements below:

1. **Technical Design and Methodology (25%)**
   Demonstrated ability to deliver the scope of work through a well-developed and compliant design proposal for the office fit-out, aligned with the requirements set out in this Tender Document, including Annex 2 (Details of Specific Work Requirements).
   The evaluation assessment shall include:
   - Layout efficiency and functionality
   - Compliance with specifications
   - Practicality and constructability

2. **Contractor Experience & Team Capability – 15%**
   Company qualifications, proposed project team (including key technical experts), and demonstrated track record in delivering similar office fit-out projects for national and/or international clients.
   The evaluation assessment shall include:
   - Relevant project experience (scale, complexity)
   - CVs of key personnel
   - Organizational capacity
   - Health & safety record, compliance systems, and approach to safe execution of works

3. **Quality of Materials & Design Innovation – 15%**
   Demonstrated use of high-quality materials, sustainability considerations, and innovative design solutions for construction, furniture, and equipment.

   The evaluation assessment shall include:
   - Material specifications
   - Durability and maintainability
   - Sustainability/green design (if applicable)

4. **Project Schedule & Delivery Approach – 20%**
   Provision of a clear, realistic, and comprehensive project timeline demonstrating the ability to deliver all works within the required timeframe.

   The evaluation assessment shall include:
   - Work program
   - Key milestones
   - Risk mitigation / delay management

Criteria B: Financial Assessment (25%)

Competitiveness, transparency, and completeness of the financial proposal.

The financial proposal shall include:
- Cost breakdown (details as Financial Proposal Requirement refers to the point 4 in the Term of Reference)
- Tax related to this works (withholding tax).
- Value Added Tax (VAT) – the project is expected to qualify for VAT exemption, subject to applicable regulations.
- Value for money. Provide a detailed explanation of its value-for-money approach
- Alignment with scope (no under/over scope pricing issues)

The Bill of Quantities shall also be submitted in Microsoft Excel format to facilitate arithmetic corrections, and the Contractor shall accept the adjusted amounts. The financial proposal shall be submitted in a password-protected format.

Katalis will request the password only from those contractors who meet the minimum technical evaluation threshold for the purpose of conducting the financial assessment. The Contractor shall demonstrate that its costs are reasonable and consistent with prevailing market rates and provide detailed explanation of its value for money approaches in the procurement of building materials, furniture, and other relevant equipment used in the fit-out service.

Criteria C: Overall Evaluation (100%)

The technical and financial proposals are weighted at a ratio of 75:25 respectively. The technical proposal will be weighted with 75% and the financial proposal with 25% on the basis of the following formula:

(Technical points obtained by Bidders X divided by the best number of points) x 75 % + 25 % x (Lowest price divided by the price of Bidders X).

Technical evaluation of bid x 75% + most economical bid x 25%

Katalis shall have the right to invite the bidder for a presentation as part of the technical evaluation.

Technical Assessment Criteria	Weighting
Technical Design and Methodology	25%
Contractor Experience and Team Capability	15%
Quality of Materials and Design Innovation	15%
Project Schedule and Delivery Approach	20%
Sub Total	**75%**
Financial Assessment Criteria	**Weighting**
Competitiveness, transparency, and completeness of the financial proposal	25%
Sub Total	**25%**
Grand Total	**100%**

Part 4 – Client Specific Provisions

Contractor will be required to comply with:

1. Employment Opportunities for Aboriginal and Torres Strait Islander People
   - 1.1 Tenderer's attention is drawn to the Commonwealth's policy to maximise employment opportunities for Aboriginal and Torres Strait Islander people.
   - 1.2 A Tender must, where opportunities exist, indicate in its Tender:
     - 1.2.1 how it will provide employment opportunities for Aboriginal and Torres Strait Islander people;
     - 1.2.2 the nature and duration of the employment it proposes to provide;
     - 1.2.3 where those people would perform work in relation to the Project;
     - 1.2.4 the number of Aboriginal and Torres Strait Islander people who would be involved.

2. Value for Money
   - 2.1. The tender must demonstrate adherence to the value for money (VFM) principles as defined by the Department of Foreign Affairs and Trade (DFAT). These principles include effectiveness, economy, efficiency, and ethics.
   - 2.2. Tenderers are required to reference, both qualitatively and quantitatively, how the technical and financial delivery of the services will maximize the impact of the activity, in accordance with DFAT's VFM principles.
   - 2.3. For more information about DFAT's Value for Money principles, please refer to: https://www.dfat.gov.au/aid/who-we-work-with/value-for-money-principles/Pages/value-for-money-principles

3. Due Diligence
   - 3.1. The Due Diligence Assessment will be conducted for the successful tenderer. The assessment criteria are outlined in the Due Diligence Assessment form attached in Part 6. This assessment is used to form a risk assessment of the successful tenderer, where necessary, to implement additional safeguards into the activity.

Part 5 – Standard Contract Template

Draft Contract Agreement (attached separately) **as Annex 5** of this Invitation to Tender.

The standard contract template shall be executed by the successful tenderer following the incorporation of all agreed commercial terms. Submission of a tender shall be deemed as acceptance of the contract template without material deviation.

The successful tenderer is required to ensure full compliance with all applicable laws, regulations, and internal policies. Any proposed amendments must be clearly identified during the tender stage and are subject to the Company's sole approval.

Part 6 – Due Diligence Questionnaire for Organisations

The submission of complete due diligence documentation forms an integral and mandatory component of the Expression of Interest (EOI) requirements.

A.1 Identifying Information - Organisations *Note: To be completed by the organisation subject to the due diligence check*	
Name of organisation	
Organisation headquarters	
Country or countries where activities will take place	
Website for organisation	
Years in Business - Indicate whether the organisation is in business for: two years or more, or less than two years	
Number of Employees	
List additional entities if applicable and any affiliated organisations - list the organisations and percentage of ownership.	
A.2 Identifying Information – Managing Director/Owner *Note: To be completed by the individual subject to the due diligence check*	
Full legal name (as written on passport or national identification card)	
List any former names	
Home address for individual or owner/managing director, phone number, and email address	
Passport No	
Nationality	
Telephone	
Date of birth	
Email	
A.3 Organisation Information *Note: This should be completed by the owner/managing director.*	
Confirm organisation structure/type: *Is the organisation a sole proprietorship, partnership, corporation, non-profit or something else?*	
Provide all business registration details: *Please include country, registration number, copy of current certificate of good standing or registration certificate.*	

Provide all relevant certifications pertaining to fit-out and construction works. Construction Business License (IUJK / SBU)	
Does the organisation have any parent, subsidiaries or affiliated companies with 50% or more ownership	
Does any public official or government entity have any financial, management, or controlling interest in your organisation? If so, provide details and level of interest.	
Please list the full names and date of birth of all principals for your organisation.	
A.4 Compliance *Note: This should be completed either by the owner/managing director.*	
Please confirm if the organisation has the following policies. If yes, provide a copy in your response or details of how your organisation approaches relevant standards.	
Fraud and Corruption Control Policy	
Code of Conduct or Code of Ethics	
Occupational Health and Safety Policy	
Child Protection or Safeguarding Policy	
Preventing Sexual Exploitation Abuse and Harassment Policy	
Environmental and Social Safeguard Policy	
Modern Slavery Policy or Statement	
Does your organisation operate or provide services either directly or indirectly in any sanctions regimes under Australian sanction laws? Refer to - Sanctions regimes currently implemented under Australian sanction law	
Does your organisation have a process in place for its employees to report violations of your ethics and compliance policies, laws or regulations? If yes, please provide details.	

A.5. Financial Viability and Operational Capacity *Note: This should be completed by the owner/managing director.*	
Has the organisation sought Administration, been in liquidation, or other form of bankruptcy within the past five years?	
Does the organisation have documented financial management policies and procedures? If so, attach details. When were they last updated?	
Does the organisation have an audit function (internal or external) to view and audit compliance issues? Are the organisation's audited financial statements up to date? Attach details.	
Is the organisation tax compliant? If no, please provide further information. If yes, please provide a statement of tax compliance (for agreements over the value of $4 million AUD only)	
Please outline what procurement policies the organisation follows. Are they compliant with the following principles: • Focused on value for money, transparency and accountability • Practices that are ethical, efficient, effective, and economical? Please attach details on how procurement decisions are documented and approved.	
Will the organisation be contracting any third parties or Contractors in relation to the proposed engagement with Palladium? If known, please provide details of the full organisation and individual names and locations.	
If yes to the above question, does the organisation conduct any type of due diligence on its suppliers/Contractors? If yes, please provide details. If no, please provide how this is being managed.	
A.6 Government relationships *Note: This should be completed by the owner/managing director*	
Please state whether you are currently, or have been, during the last two years, a public official.	
Please state whether your organisation employs a current public official, or former DFAT employees (less than 1 year since separation from DFAT)?	
Please state whether you are a close relative (i.e. mother, father, sister, brother, spouse or child) of a public official.	
Please state whether any principle of your organisation has a close relative who is a public official.	
For any person identified as a close relative above, please provide their name (surnames and given name), title, relationship to you or the organisation, and responsibilities	

for the government, agency or government-controlled enterprise or company. If additional space is needed, attach a separate sheet of paper.	
A.7 Prior Conduct *Note: This should be completed by the owner/managing director*	
Have you (or any Principals of your organisation) ever been investigated for, charged with, convicted or otherwise implicated in criminal, corrupt, unethical, or unlawful conduct? If yes, please describe the circumstances.	
Has the organisation, or any subsidiary or affiliate of your organisation ever been investigated for, charged with, convicted or otherwise implicated in criminal, corrupt, unethical, or unlawful conduct? If yes, please describe the circumstances.	
Has the organisation ever been issued a sanction or committed a violation of law or regulation? If yes, please describe the circumstances.	
Has your organisation ever received negative performance feedback, been subject to corrective action, or had a contract terminated or not renewed due to poor performance on a DFAT-funded program (or similar donor-funded initiative)?	
If not already provided, please provide details for two referees who can verify your previous performance/relevant past experience. By submitting these details, you confirm that we may contact them as part of our due-diligence process.	
A.8 Integrity Checks and Additional Disclosures *Note: This should be completed by the owner/managing director*	
Does your organisation have formal processes in place to assess the integrity of staff and contractors prior to engagement (e.g. background checks, reference checks), and to monitor conduct post-engagement (e.g. performance reviews, incident reporting mechanisms)?	
Does your organisation have established data protection and cybersecurity practices? If yes, please provide more information.	
Does the organisation hold insurances that provide sufficient coverage for the proposed engagement with Palladium? Provide details of policies relevant to the engagement: • Public liability / professional indemnity insurance • Workers compensation (or equivalent) insurance for personnel • Travel insurance for personnel • Motor vehicle insurance for organisation vehicles to be used in the proposed engagement.	
Does the organisation or nominated personnel hold any professional licenses or registrations? Please list details.	
Please provide any additional information that would assist Palladium in performing its due diligence review. If more space is needed, attach a separate sheet.	

A.9 Certification

I hereby certify that:

1. To the best of my knowledge, all information in this response is truthful, correct and complete.
2. I have read the information at the websites noted below and I am familiar with the requirements of Australian Criminal Code.
3. I have read the definition of Public Official below and declare that neither I, nor any of my immediate family members, are Public Officials, except as previously disclosed. I have never paid, approved for payment or otherwise provided, directly or indirectly, anything of value to a Public Official for any improper, corrupt or illegal purpose, nor will I; and I have never created a false invoice or otherwise manipulated documentation to disguise making a payment or otherwise providing anything of value to a Public Official for any purpose, nor will I.
4. I further hereby acknowledge that I have reviewed the Business Partner Code of Conduct and I, and/or my organisation, will comply with all requirements set out in such Code.

A **"Public Official'** means an individual who holds or performs duties in a public office or on behalf of a public authority. This encompasses elected or appointed members of Parliament, ministers, judges, magistrates, public servants, police officers, employees of government departments or agencies, and individuals contracted to perform public functions. The definition is intentionally broad to ensure accountability across all levels of government and public service.

A **"Principal"** refers to any individual who holds a position of significant authority or control within an organisation. This includes, but is not limited to, executive officers, partners, owners, directors, trustees, or any other person who exercises effective control over the organisation's operations or decision-making processes

If you are completing this form for yourself as an individual, then you acknowledge the following. If you are completing this form for an organisation (whether a company, trust, charity or similar), you acknowledge that you have obtained consent to the following from the relevant individuals.

Palladium is committed to the protection of personal information and compliance with relevant data protection and privacy laws. The information requested by this form is collected directly from you to assess your suitability, or that of a relevant individual, to provide services to Palladium, its clients and/or any of its projects. The information we will collect pursuant to this due diligence exercise is as outlined in this form, but we may also obtain information through an investigative report, which may draw on public registers, interviews or public media. We collect this information on the legal basis of your consent and then will later use it for the performance of any contract with you or for the performance of any relevant contract with our clients.

This information may be shared with any of Palladium's related companies or relevant clients where such sharing is a) required by a relevant law, our contract with you or with our clients; or b) permitted by a relevant data protection law. Where sharing is with related companies, such related companies will comply with Palladium data protection guidelines.

This information may be provided to our offices/related companies overseas, subject to such overseas offices/related companies being bound by the same data protection standards as the office or company to which you provide the information and provided also that such transfer of information is required as part of fulfilling the purpose of or reasons for the provision of the information, or for the performance of any subsequent contract. An example of this might be that the relevant decision maker or individual involved in the decision is based in another location. Further details are available at http://thepalladiumgroup.com/legal/our-policies.

The information you provide will be used to a) make an informed assessment about whether Palladium can enter into an agreement with you or your organisation, b) manage your contract and services with Palladium in the event we enter into an agreement with you, or c) assess certain internal diversity and inclusion metrics. If you do not provide your data or consent to processing by us then we cannot assess your suitability to enter into a contract with you.

Depending on your country of residence, you may have certain data protection or privacy rights. You can find details, including our retention guidelines, at http://thepalladiumgroup.com/legal/our-policies. Privacy or data protection queries can be directed to Privacy@thepalladiumgroup.com

Signature: _____

Title/Position: _____

Full Name: _____

Date: _____

Part 7 – Declaration by Tenderers

The submission of complete Deed of Declaration documentation forms an integral and mandatory component of the Expression of Interest (EOI) requirements.

Deed of Declaration

I *[insert name],* on behalf of *[insert Company Name]* declare that:

[*Company name*] offer the services in the attached proposal at the prices quoted, upon and subject to the conditions of the Request for Quote.

Our offer remains open for acceptance by Palladium for a duration of ninety (90) days from the date of closure of tenders.

We have not prepared our application with the benefit of information obtained from a current or former employee of Palladium or the Client/Donor in circumstances that constitute a breach of confidentiality or fidelity on the part of that person; or with the benefit of information otherwise improperly obtained.

We are able to provide the services as per our tender response for a full duration of xx months (insert relevant duration of project), as per the Terms of Reference.

We have disclosed below (to the best of our knowledge) any matter that may materially affect our performance of the contract, including but not limited to: any security, probity or integrity issue, including current or pending investigations or enquiries by any government, law enforcement, or regulatory body; financial capacity and viability to perform the services.

Disclosure:_____

_____

_____

Signed:

Position:

Dated:

Part 8 - Requirements for Tender Forms, Templates, and Associated Documentation

The proposal shall include, at a minimum, the following content and adhere to the specified format.

I. ADMINISTRATIVE REQUIREMENTS, DUE DILIGENCE QUESTIONNAIRE FOR ORGANISATIONS, AND TENDERER'S DECLARATION

A. Administrative Documents

Prospective Contractors are required to submit the following administrative documents as part of their tender submission:

1. **Cover Letter** containing the Organisation's general information, including:
    - Contractor's Name
    - Names of Directors
    - Legal Entity Type
    - Corporate Taxpayer Identification Number (NPWP)
    - Registered Business Address
    - General Email Address
    - Telephone Number
    - Name of the Project Representative / Person Responsible
    - Email Address of the Project Representative
    - Mobile Number of the Project Representative
2. **Copy of the Company's Deed of Establishment**, including all amendments, duly approved by the Ministry of Law and Human Rights of the Republic of Indonesia.
3. **Copy of the Company's Legal Registration Documents**, including:
    - Taxpayer Identification Number (NPWP)
    - Business Identification Number (NIB)
    - Any other relevant business licenses or statutory registrations.
4. **Copy of the Company's Domicile Certificate** (Surat Keterangan Domisili Perusahaan)
5. **Evidence of Valid Public Liability Insurance and Professional Indemnity Insurance.**
6. **Company Health, Safety, and Environment (HSE/K3L) Policy.**
7. **Copy of the Annual Corporate Tax Return (SPT Tahunan)** for the 2023 or 2024 fiscal year.
8. **Audited Financial Statements** for the last three financial years (2022–2024), audited by a registered Public Accounting Firm (KAP).
9. **Evidence of a Certified Mechanical and Electrical (M&E) Designer** accredited by AKLI or an equivalent professional body.
10. **Evidence of a Certified Interior Designer** accredited by HDII or an equivalent professional body.

B. Due Diligence Questionnaire for Organisations

Prospective Contractors must complete the Due Diligence Preliminary Supplier Statement as part of the Request for Quote (RFQ) document. This provides Palladium with an initial partner risk profile but is not part of the evaluation scoring. The Due Diligence Questionnaire for Organisations can be downloaded through this link*: Due Diligence*

The preferred Contractor will be required to complete a Due Diligence Assessment before contract award. This must be supported by evidence that Palladium can verify.

This is in line with DFAT's Due Diligence Framework. Details of information that will be sought as part of this can be found here https://www.dfat.gov.au/sites/default/files/due-diligence-framework.pdf

C. Tenderer's declaration

The format please see above on Part 7 – Declaration by Tenderers.

II. PROPOSAL DOCUMENTS

A. Technical Proposal

Technical Proposal Requirements

The technical proposal must contain the following parts in the order set out below:

a. **Office Design**: 3D layout, 3D images, block diagram, single-line diagram, security and access layout, evacuation route, and division adjacency (with colour opacity).

b. **Material References, Brochures, and Mock-Up Proposals**: Including but not limited to glass tone, roller blinds, paint, floor finishes, HPL finishes, loose furniture, and long-lead item brochures such as workstations, chairs, carpets, etc. Mock-ups are mandatory for carpet, chairs, wallpaper, glass tone, HPL finishes, roller blinds, fabrics, paint finishes, floor finishes, ME cabling, and racking systems. The proposal shall include sample materials aligned with the costs stated in the financial proposal.

c. **Work Plan and Detailed Time Schedule** (from Design Development to Construction Completion)

d. **Proposed Project Team**: Organizational chart (including HSE Officer) and total number of labourers

e. **Past Experience**: Project experience and annual project volume in Indonesia for the last three (3) years

B. Financial Proposal

The Prospective Contractors must submit the financial proposal to cover the project needs.

Financial Proposal Requirements

- The Financial Proposal shall include a detailed cost breakdown of all equipment, materials, labour, and services required to deliver the project. The cost breakdown shall include, but not be limited to:
    - Interior Fit-Out Works
    - Mechanical, Electrical, and Plumbing (MEP) Works
    - Workstations and Office Furniture
    - Chairs and Seating
    - Flooring and Carpet Works
    - Data and Voice Cabling Infrastructure
    - Security Systems
    - IT and AV Infrastructure
    - Any other costs necessary for the successful completion of the project
- The proposal must include all required supporting documents, declarations, schedules, and annexes, together with complete pricing information and a legally binding signature from an authorised representative of the Contractor.
- The proposal shall remain valid for a minimum period of ninety (90) calendar days from the tender submission closing date.
- Contractors shall provide a detailed Bill of Quantities (BOQ) in the prescribed format. An indicative BOQ template is provided below for reference. The Bill of Quantities shall also be submitted in Microsoft Excel format to facilitate arithmetic corrections, and the Contractor shall accept the adjusted amounts.

The financial proposal shall be submitted in a password-protected format. Katalis will request the password only from those contractors who meet the minimum technical evaluation threshold for the purpose of conducting the financial assessment.

The Contractor shall demonstrate that its costs are reasonable and consistent with prevailing market rates and provide detailed explanation of its value for money approaches in the procurement of building materials, furniture, and other relevant equipment used in the fit-out service.

The proposal shall remain valid for a minimum of ninety **(90)** calendar days from the date of submission. Tenderers must submit all required documents, declarations, annexes, and supporting information, together with complete pricing details and a legally binding signature from an authorised representative of the organisation.

III. Annexes and Tender Forms

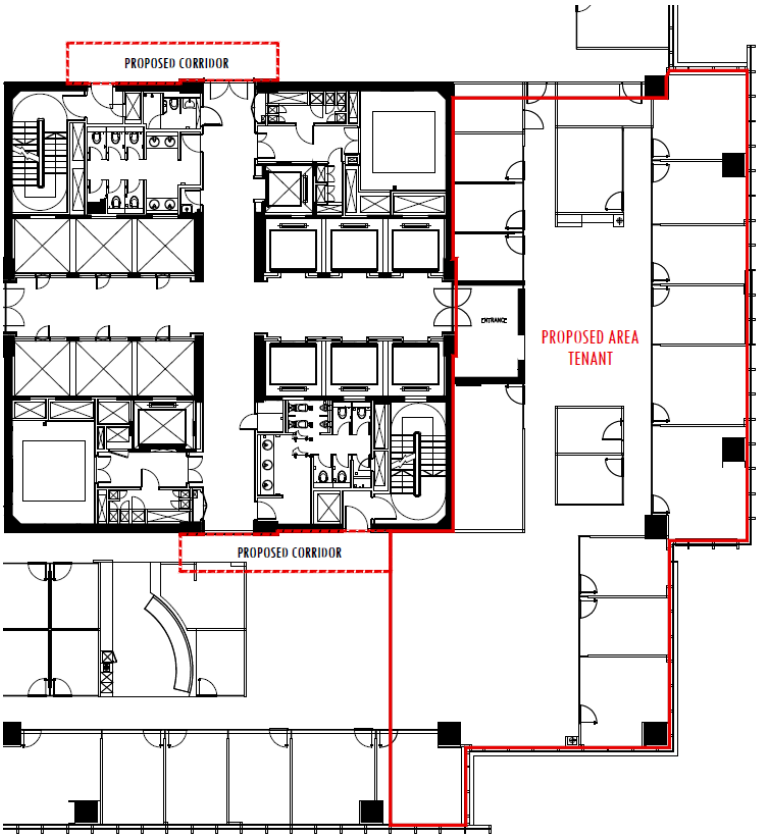
- Annex 1 – Floor Plan
- Annex 2 – Detailed Scope of Work and Technical Requirements
- Annex 3 – Tender Forms
- Annex 4 – Bill of Quantity
- Annex 5 – Standard Contract Template

Annex 1 – Floor Plan

The existing office space is provided in bare-raised floor condition from the building management with approximately **543.67 sqm** (semi gross) of space and **458.20 sqm (nett)** space.

S ONLY

TAMAN SARI APARTMENT



Annex 2 – Detailed Scope of Work and Technical Requirements

The existing office space is provided in bare-raised floor condition from the building management with approximately **543.67 sqm** (semi gross) of space and **458.20 sqm (nett)** space.

Please refer to **Annex 1 – Floor Plan**

1. Katalis will house 36–40 staff, including six senior leadership team members, and will require sufficient meeting rooms and a pantry to accommodate this team size. The proposed rooms, along with equipment and other requirements, are detailed in the table below.

2. At minimum, all areas in the existing layout must undergo the following work:
   a. Install wiring for network infrastructure and complete electrical works for all workstations, office rooms, and meeting rooms.
   b. Install carpet tiles throughout the office.
   c. Level uneven flooring areas.
   d. Install tactile paving to assist visually impaired individuals in navigating the office space.
   e. Ensure all spaces are wheelchair accessible.
   f. Install roller blinds on all windows within the premises.
   g. Provide soundproofing for all meeting rooms and phone booths.
   h. Door requirements:
   i. Install a motorised automatic sliding door at the main entrance, equipped with access control. No specific brand preference; bidders are to propose a secure and reliable system.
   j. Install large sliding doors for enclosed rooms and meeting rooms.
   k. Procure desks and task chairs for workstations.
   l. Procure tables and chairs for meeting rooms.
   m. Procure furniture for the reception, pantry, prayer room, and multipurpose room (including nursery and lactation space).
   n. Procure furniture for the server and storage rooms.

3. Contractors are requested to use a neutral colour palette suitable for a professional office environment. Katalis branding colours may be used in moderation as accents; however, this is not mandatory.

4. The required headcount and minimum equipment are listed in Table 1 and Table 2. Contractor may propose additional items where appropriate.

5. Detailed requirements are outlined in the table below.

Table 1: Specific Requirements

Room	Specific Works Required
Reception	• 1 reception table, drawer, round table and visitor chairs • Katalis logo displayed prominently

Open Workspace	• Capacity 40 persons:
	  ○ 9 pods consisting of 4 workstations / 1 pod consisting of 6 workstations
	  ○ Each pod to include working desks, chairs, lockable drawers
	  ○ Pod of 6 workstations to be height adjustable (sit-stand), all other workstations to be fixed/non-height-adjustable
	  ○ Each workstation is required to have a minimum of three (3) power outlets, ideally universal-type plugs to allow compatibility with international power connectors, also which ideally include 1 to 2 USB-C type ports. In addition, each workstation must be provided with one (1) dedicated LAN port to ensure reliable wired internet access in case of Wi-Fi downtime. The office will also include a shared rental printer and scanner machine connected through the local network cabling and data layout designs accommodate these requirements efficiently.
	  ○ Upper partitions and modesty panels are required for all workstations
	  ○ All workstations require a set of lockable drawers
	• Filing cabinet minimum 4 units (large size)
	• Space for large photocopy machine
	• Cabinet for stationery

Room	Specific Works Required

Enclosed Office Spaces	• 4 rooms:
	  ○ Capacity: 1-3 persons
	  ○ Equipment: 1 workstation including desk, chair/s. Upper partitions are **not** required, but modesty panels **are** required
	  ○ Glass whiteboard
	  ○ Network connection for video conferencing system

Medium Meeting rooms	• 2 rooms, with capacity: 8-10 persons each room
	  ○ Video conference facility with specifications of equipment listed in Table 2 below
	  ○ Equipment: table with 8 chairs per room, modesty panels are required for all tables
	  ○ Network connection for video conferencing system
	Note: At least 1 of the medium meeting rooms should be adjacent to the large meeting room, and have bifold doors/partition, in order to expand to one larger space.

Large Meeting room	• 1 room, with capacity for 24-28 persons
	  ○ Video conference facility with specifications of equipment listed in Table 2 below
	  ○ Equipment: table with 24-28 chairs, modesty panels are required for all tables
	  ○ Network connection for video conferencing system
	Note: The large meeting room should be adjacent to at least 1 of the medium meeting rooms, and have bifold doors/partition, in order to expand to one larger space.

Phone booths	• 2 booths, each with chair & working table

Pantry and social/collaboration area communal space	• Capacity for 25 persons
	• Design and procure required café-style pantry, furniture, kitchen equipment, refrigerator, microwave, water dispenser, and sufficient storage cupboards.
	  ○ No brand preference - Bidders may propose reputable brands of equivalent quality.
	  ○ 'Kitchen equipment' refers to appliances and fixtures (refrigerator, storage, etc.) only, not crockery or utensils.
	• Needs to have a section for discussion and informal meetings.
	• Bidders are welcome to put forward additional ideas for consideration.
	• Quote needs to include all furnishings, electricals, and kitchen equipment.

Prayer room	• Capacity for 6-8 persons • Procure flooring, small storage cabinet. ○ Carpet not specifically required; bidders may propose practical, easy-to-clean flooring suitable for a prayer room.
Multipurpose (Nursery/Lactation) room	• Procure required furniture to include an armchair and working-height small table • Small refrigerator
IT room	• Standing half-size rack per IT & AV equipment list below • A separate FCU or split air conditioner is **not required**, the design strategy should ensure the storage space is positioned within an area that receives airflow from the building's central air-conditioning system, so that adequate ventilation and passive cooling are maintained. Please avoid creating a fully enclosed storage space that has no AC circulation.
Storage and display shelving	• Thoughtful use of available space to include a storage room for office equipment, and display shelving where appropriate

Table 2: IT & AV Equipment Specifications

No	Items	Qty	Description	Minimum Requirements
1	Standing half-size rack, to be used in server room	1	Keeping up our network device securely on designated area (point) ensure sufficient lower temperature. Should accommodate network cabling, IT terminations, the UPS unit, and other component specified in this IT/AV equipment list that will be kept in the IT room.	19-inch floor-standing network rack, minimum 22U–27U height, lockable front and rear doors, cable management accessories, ventilation panels, power distribution unit (PDU), and sufficient capacity for network, AV, and UPS equipment.
2	APC UPS 1500 VA	1	Battery backup for network equipment on the rack	Rack-mount or tower UPS, minimum 1500VA/900W capacity, pure sine wave output, surge protection, LCD display, minimum 10 minutes backup at 50% load.
3	Smart TV	4	2 for large meeting room (65”), 2 x (55”) TVs, one each per medium meeting room. Prefer using Sony Android TV.	Minimum 65-inch 4K UHD display, Android TV or equivalent smart platform, HDMI, USB, Wi-Fi, screen sharing capability, VESA mount compatible. Suitable for video conferencing applications.
4	Logitech Rally Bar	3	For all Meeting Room	All-in-one video conferencing bar with integrated speakers, microphones, AI-powered camera, auto-framing, beamforming microphones, USB connectivity, and Microsoft Teams/Zoom compatibility.
5	Logitech TAP	3	For all Meeting Room	Touch-screen meeting room controller with minimum 10-inch display, HDMI input sharing, USB connectivity, PoE support, compatible with Zoom Rooms and Microsoft Teams Rooms.
6	Logitech TAP Scheduler	3	For all Meeting Room	Meeting room scheduling panel with minimum 10-inch touchscreen, PoE powered, Microsoft Teams and Zoom compatible, wall-mounted installation.
7	Meeting and conference Equipment	1	**Poly Studio Base Kit G9 Plus (or approved equivalent), including:** **Components:** • HP Mini IP Conferencing PC • Poly TC10 Touch Controller • Poly E70 Dual Lens Camera (4K resolution) • Poly Trio C60 (audio, microphone, speaker system) • Poly Trio C60 Extension Microphone (optional depending on table size) • Poly ICRON USB Extender • Poly E70 VESA / TV Mount	The tabletop conferencing system provides a large room video conference solution for use with Microsoft Teams Rooms software. The system is targeted at large rooms with an approximate size of 5m by 10m and a seating capacity of 12-16 people. It supports single or dual video displays (not included) and features a Poly TC10 tabletop conference device, Poly Studio E70 camera and HP Mini IP Conferencing PC.

No	Items	Qty	Description	Minimum Requirements
			Features • High-definition video conferencing solution • Full-duplex audio with noise reduction • Compatibility with Teams/Zoom platforms	
			Poly Plus 3 years (warranty)	Manufacturer support and warranty package covering hardware replacement, software updates, technical support, and advance replacement services for a minimum period of three (3) years.

General Requirements

- All equipment shall be new, genuine, and sourced through authorised distributors or partners.
- The Contractor shall provide all accessories, mounting hardware, cabling, connectors, licenses, and installation services necessary for a complete and operational system.
- All equipment shall be fully installed, configured, tested, commissioned, and integrated into the office network and meeting room environment.
- Equivalent products may be proposed, provided they meet or exceed the minimum specifications stated above.
- The Contractor shall coordinate all IT and AV installations with Palladium's Corporate IT Team.
- The Contractor shall provide product information, relevant brochures, and after-sales service details.

Annex 3 – Tender Form

FORM A – Submission Statement Form

To Katalis Procurement Committee,

[insert name and position], on behalf of [insert name organisation]

Address :

Office Phone Number :

Mobile Phone Number :

Email Address :

(a) Confirm that our organization is a legal entity that has been in existence for three (3) years or more.

(b) Have read and understood the information in the ITT Pack and acknowledge that if it is found that documents do not comply with the requirements outlined that our tender will be nonconforming.

(c) Acknowledge that the Katalis Procurement Committee is not obliged to approve our tender, nor are they required to provide reasons for non-approval.

(d) State that the validity of our proposal is 90 calendar days from the closing date of the tender.

(e) Declare that the information contained in the submission is correct and up to date.

(f) Confirm that we have disclosed below (to the best of our knowledge) any matter that may materially affect our performance of the contract (if any), including but not limited to: security, probity or integrity issue, including current or pending investigations or enquiries by any government, law enforcement, or regulatory body; financial capacity and viability to perform the services.

(g) Nominate the following person as our representative for executive negotiations.

Representative's Name:

Position Title:

DATED this day of /

SIGNED for and on behalf of (Insert Company Name)

Signature of Authorised Signatory and Stamp Name of Authorised Signatory

FORM B – Past Experiences

Experience Form and Client Information

Information Needed	Previous Project I	Previous Project II	Previous Project III
Activity Name:			
Activity Value:			
Activity Duration:			
Client Name:			
Year Completed:			
Nominated Referees:			
Name:			
Email:			
Phone:			

FORM C – Value for Money Approaches

The Contractor shall demonstrate that its costs are reasonable and consistent with prevailing market rates and provide detailed explanation of its value for money approaches in the procurement of building materials, furniture, and other relevant equipment used in the fit-out service.

The Contractor are required to submit a written statement outlining how their proposal demonstrates value-for-money (VfM) principles in accordance with DFAT guidelines. For further details on DFAT's VfM principles, please refer to the link below:

https://www.dfat.gov.au/aid/who-we-work-with/value-for-money-principles/Pages/value-for-money-principles

Economy	Efficiency	Effectiveness	Ethics
1. Cost consciousness 2. Encouraging competition	3. Evidence based decision making 4. Proportionality	5. Performance and Risk Management 6. Results Focus 7. Experimentation and innovation	8. Accountability and transparency

FORM D – Proposed Project Teams

CV Format

Name and position	(insert name and position)
Contact details	(insert email and phone numbers)
Education background	Insert education qualifications including institution and date of award
Professional Work Experiences	Insert details of relevant experience including duration and extent of inputs
Role and responsibility for this project	Insert key responsibilities
Name and contact details of two referees (name & position, address, email , phone)	

"I, ***[insert name]***, declare that:

(a) The information provided in this CV is accurate and hereby authorize Palladium to make whatsoever inquiries it may consider reasonable and necessary to undertake in the course of the application assessment in relation to the information I have provided in this CV, or any other matter which may relate to my suitability for the position for which I have been nominated; and

(b) I am available to participate with company **(insert company name)** in this program.

Signed [insert signature] date:

FORM E – Work Plan and Detailed Time Schedule

The Prospective Contractors must submit a full work-plan (e.g. excel or similar showing critical activities) with timing and events to fulfil the scope of work (no more than one page).

No.	Work Plan	Detail Time Schedule

Annex 4 – Bill of Quantity

As attached on separate documents: Microsoft Excel Format

The Bill of Quantities shall also be submitted in Microsoft Excel format to facilitate arithmetic corrections, and the Contractor shall accept the adjusted amounts.

The financial proposal shall be submitted in a **password-protected format**.

Please ensure that the password is securely retained. Bidders shall not be permitted to change the password after the submission deadline.

Katalis will request the password only from those contractors who meet the minimum technical evaluation threshold for the purpose of conducting the financial assessment.

Annex 5 – Standard Contract Template

Draft Contract Agreement (attached separately) **as Annex 5** of this Invitation to Tender.

The standard contract template shall be executed by the successful tenderer following the incorporation of all agreed commercial terms. Submission of a tender shall be deemed as acceptance of the contract template without material deviation.

The successful tenderer is required to ensure full compliance with all applicable laws, regulations, and internal policies. Any proposed amendments must be clearly identified during the tender stage and are subject to the Company's sole approval.

Annex 6 – Hand Over Documents

The Contractor shall ensure that all works are fully completed, tested, and ready for occupancy prior to project handover. The following requirements must be fulfilled:

- **One (1) set of testing and commissioning documents**. Verification of all installed systems and equipment to confirm proper operation and compliance with specifications.
- **One (1) copy of Defect and Punch List Completion**. Ensure no outstanding issues remain at the same time of the completion.
- **One (1) copy of Defect Liability Guarantee**
- **One (1) the Taking-Over Certificate dated**
- **One (1) copy of the Acceptance Certificate for electrical installations and equipment**, including detailed information for all installed equipment and materials. Ensure all equipment is properly labelled, including:
    - Brand and model/type
    - Installation date
    - Suppliers contact details
    - Service centre information
    - Other relevant identification data
- **Project Close-Out Documentation**

  Provide comprehensive documentation in **both hard copy and electronic format (three copies each)**, including:

    - As-built drawings
    - Operation and maintenance (O&M) manuals
    - Equipment schedules and specifications
    - Technical data sheets
    - Maintenance procedures and schedules
    - Manufacturer information and service contact details
- **Warranties and Guarantees**
  Provide all warranty certificates, guarantees, and supporting documentation for:
    - Installed systems
    - Equipment
    - Furniture
- **Final Deliverable**
  Deliver a fully operational, compliant, and ready-for-occupancy office facility that meets all project requirements and standards.

Annex 7 – Building Management Requirements for Fit-Out Works and Management Regulation of WTC 2

Please find below fitting out requirement:

1. Submission of Complete Drawings (3D, ME & Interior Drawings)
   Drawings for the fitting-out works must be submitted for review by our Management and Senior Management. The review process may take up to 10 working days.
2. Submission of Letter of Appointed Contractor
   A formal letter issued by the Tenant confirming the appointment of the contractor. Once appointment letter received we will arrange kick off meeting.
3. Submission of Contractor Working Program
   A detailed schedule covering the stages from drawing submission, onsite works, until project completion.
4. Submission of Copy of CAR Insurance
   Construction/Contractor All Risk (CAR) Insurance including Third Party Liability coverage. The requirement for CAR insurance will depend on the scope of work, and the Building Management will advise further after reviewing the shop drawings.
5. Payment of Working Deposit
   The deposit amount will be determined based on the area. This deposit cannot be transferred from one project to another.
   Once the work is completed - checked - approved, the contractor may submit a refund request immediately. Provided there are no outstanding payments or penalties, the deposit will be refunded in full within 30 days after all required refund documents are received.
6. Safety Briefing
   All contractors involved in the fitting-out works must attend a safety briefing conducted by the Jakarta Land Health & Safety Team. The available time slots for the safety briefing are Monday – Friday at 10:00 AM or 2:00 PM with prior appointment.
7. Application for Permit to Work & Loading/Unloading Form
   The Permit to Work and Loading/Unloading application can be submitted at the Building Management Office of the respective building.
   The permit will be issued once items 1–6 above have been completed.
   The Permit to Work application must also be accompanied by a letter from the Tenant.

Contractor working/loading hours:

Monday to Friday: 07 PM – 05 AM (no strong odor work permitted during these hours)
Weekend: Saturday 02 PM - **Monday** 5 AM

Attachment: Management Regulation of WTC 2