

**REQUEST FOR EXPRESSION OF INTEREST DOCUMENT
(REOID)**

Number: DOL202004003/Pv/PA

Date: 6 April 2020

For Procurement of: *Pengadaan Jasa Konsultansi Owner's Agent – Project Management And Quality Assurance (Procurement of the Owner's Agent Consultancy Services – Project Management And Quality Assurance)*

Procurement Organizer: *Agen Pengadaan untuk Pengadaan Jasa Konsultansi Owner's Agent – Project Management And Quality Assurance (Procurement Agent for Procurement of the Owner's Agent Consultancy Services – Project Management And Quality Assurance)*

SECTION I

ANNOUNCEMENT

This Qualification Announcement follows the previous announcement of this project through General Procurement Plan Announcement (RUP) Number RUP-1/MK.03/PA/2020. The Procurement of the Owner's Agent Consultancy Services – Project Management And Quality Assurance is conducted by the Procurement Agent for the Procurement of the Owner's Agent Consultancy Services – Project Management And Quality Assurance, on Jalan Jenderal Gatot Subroto Kav. 40-42, Jakarta 12190.

The Qualification Announcement is also published on the following websites:

1. Republic of Indonesia Ministry of Finance
- <https://www.kemenkeu.go.id/publikasi/pengumuman/>
2. The Directorate General of Taxes
- <https://www.pajak.go.id/pengumuman-page/>
3. Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah (LKPP)
- <http://lkpp.go.id/>
4. Global Tenders - <https://www.globaltenders.com/>

Based on Presidential Regulation of the Republic of Indonesia Number 40 of 2018 on Modernization of the Tax Administration System, the Directorate General of Taxes (DJP) initiated implementation of a new core tax administration system named the Modernization of Core Tax Administration System (CTAS) project. The DJP embarked on the development of the CTAS using Commercial Off-the-Shelf (COTS) solutions due to the aging and incompatibility of the current legacy system to support the growing needs of the tax administration. Thus, the success of the CTAS project is very important to the DJP.

The CTAS project is a complex, multiyear, international scale, and multivendor undertaking. It is a wide-scale IT project since the new system will replace the entire legacy system of the DJP's current tax administration system, which requires extensive business process re-engineering. Regarding those characteristics, this project requires dedicated human resources to manage and monitor day-to-day project management, vendor and contract management, and quality assurance (PMQA) functions. However, the DJP's current condition could not meet those requirements since the main duty of the DJP is conducting the tax administration system rather than performing the project management

function. Thus, a professional consultant in the form of an Owner's Agent in Project Management and Quality Assurance (OA-PMQA) is an option to address this issue. The DJP expects that the OA-PMQA will assist the DJP in implementing good project management based on international leading practice, managing project contract and vendor engagement, and ensuring the new CTAS will satisfy the DJP's requirements.

The OA-PMQA consultant will support the DJP in managing the Modernization of the CTAS project. The OA-PMQA will assist the DJP in performing project management by following the Project Management Body of Knowledge (PMBOK - sixth edition) guidelines that are tailored to the DJP's needs in managing the Modernization of the CTAS project. Furthermore, the OA-PMQA consultant will also provide supporting functions. Those functions are vendor and contract management and quality assurance services. Thus, to define the scope of the services comprehensively, the tasks of the OA-PMQA consultancy service are clustered into three main functions, namely project management, vendor and contract management, and quality assurance service as described in Figure 1.

The project management service will cover project integration management (including configuration management), and several knowledge areas on the PMBOK tailored to the DJP's needs, which are project scope management, project schedule management, project resource management, project communication management, and project risk management. Meanwhile, the vendor and contract management consultancy service will cover aspects of project procurement management, project cost management, and project stakeholder management. As a supporting function, the vendor and contract management consultancy service also include contract maintenance and legal services on SI contract implementation. Lastly, the quality assurance service will cover the quality management knowledge area of the PMBOK.

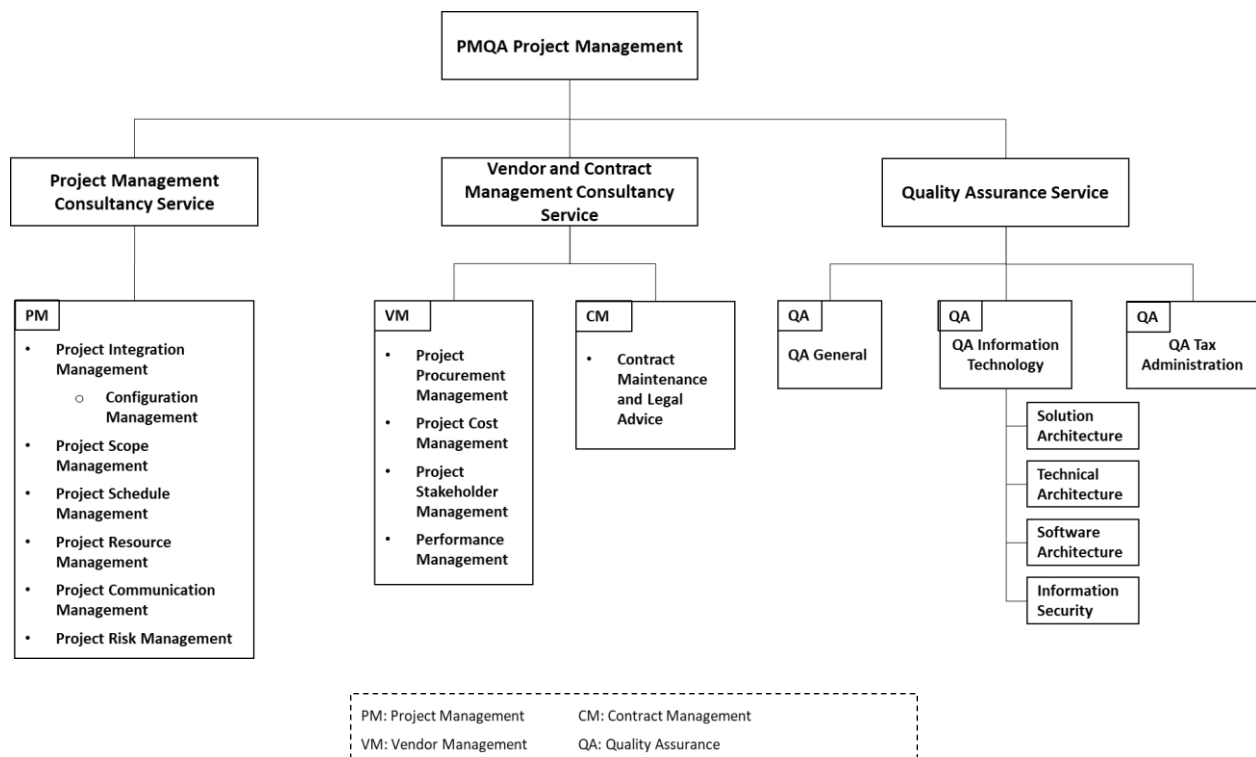


Figure 1. High-level structure of the Owner's Agent-PMQA Consultancy Service

The estimated service value is IDR 125,747,556,000.00, which is funded by DIPA Satuan Kerja Kantor Pusat Direktorat Jendral Pajak, Budget Years 2020 – 2023. This procurement was announced in procurement general plan (RUP) for Owner's Agent Consultancy Services – Project Management and Quality Assurance (*Pengumuman Rencana Umum Pengadaan Jasa Konsultasi Owner's Agent – Project Management and Quality Assurance*) Number PENG/-02/PJ.01/KPA/2020 on 5 March 2020.

The procurement of the Owner's Agent Consultancy Services – Project Management And Quality Assurance will be implemented under the following legal framework:

- a. Presidential Regulation Number 40 of 2018 regarding the Renewal of the Core Tax Administration System;
- b. Minister of Finance Decree Number 109/PMK.03/2018 regarding the Procurement of Goods and/or Services for the Renewal of the Core Tax Administration System; and
- c. Minister of Finance Decree Number 121/PMK.03/2019 regarding the Procurement of Consultancy Service for the Renewal of the Core Tax Administration System; and
- d. Minister of Finance Decree Number 497/KM.3/2019 regarding the Procurement and Contract Documents Standard regarding the

Procurement of Consultancy Service for the Renewal of the Core Tax Administration System.

The procurement to select the Owner Agent will include a Qualification process, followed by a selection process. The winner will be selected through a competitive selection process from a pool of applicants that meet the criteria set forth in this Qualification Document.

Through this Qualification, Ministry of Finance invites interested parties to submit an Expression of Interest and Qualification Document in accordance with the Qualification Criteria set forth in the Qualification Document. The Qualification Criteria are comprised of eligibility, history of contract execution, financial ability, and experience aspects. These Qualification Criteria are designed to enable the Ministry of Finance to select qualified Participants who can demonstrate a proven track record and have the ability to perform the PMQA functions regarding the Modernization of the CTAS project. Only Participants who pass the qualification will be invited to participate in the Selection process.

All interested parties are required to register to join the Qualification process by sending an email to the following email address: pmqa.coretax@pajak.go.id. The email should consist of the following required information: Company Name, Company Address, Contact Person Name, Email Address, and Contact Number.

Once the Procurement Agent receives your registration request with the required information, they will send an acknowledgment email of your registration the following working day by email. With the submission and acknowledgment of your registration, any clarifications and amendments regarding the Qualification process will be sent to registered contact person and email address as well. Any correspondences between the Procurement Agent and the Qualification Participants should only be sent to the above mentioned email address.

Date: 6 April 2020

Agen Pengadaan untuk Pengadaan Jasa Konsultansi Owner's Agent – Project Management And Quality Assurance (Procurement Agent for Procurement of the Owner's Agent Consultancy Services – Project Management And Quality Assurance)

SECTION II

INSTRUCTIONS TO QUALIFICATION PARTICIPANTS (ITQP)

A. General Provisions

The Instructions to Qualification Participants (ITQP) is formulated based on the Presidential Regulation Number 40 of 2018 on the Renewal of Tax Administration System and its implementation regulations, consisting of instructions and/or information that are required by Qualification Participants to prepare the Expression of Interest and Qualification Document.

1. Definitions

- 1.1. The Instructions to Qualification Participants, hereinafter referred to as ITQP, is the instructions to the Qualification Participant Candidates containing all the information required to prepare the Expression of Interest and Qualification Document.
- 1.2. The Qualification Data Sheet, hereinafter referred to as QDS, is an inseparable part of the ITQP used to supplement the explanation regarding the process of Expression of Interest and Qualification Document submission, without replacing the stipulation in the ITQP.
- 1.3. The Tax Administration System is a system which assists the execution of procedures and the governance of tax administration in accordance with the relevant rules and regulations.
- 1.4. The Consultancy Service Agency is a professional service provider in the form of a legal entity requiring certain skills in various disciplines involving reasoning.
- 1.5. The Procurement of Consultancy Service Agency for the Renewal of Tax Administration System, hereinafter referred to as the Procurement of Consultancy Service Agency, is a procurement activity of the Consultancy Service Agency related to the Renewal of Tax Administration System by the Directorate General of Taxes. The process starts from the identification of requirements up to the handover of results.
- 1.6. The Business Entity is an entity legally established and residing inside or outside the territory of the Republic of Indonesia.
- 1.7. The Budget User (*Pengguna Anggaran*), hereinafter referred to as PA, is the officer with the authority of using a budget.

- 1.8. The Proxy of Budget User (*Kuasa Pengguna Anggaran*), hereinafter referred to as KPA, is an officer receiving authority from a PA to carry out part of the authority and responsibility of using a budget.
- 1.9. The Commitment Making Officer (Pejabat Pembuat Komitmen), hereinafter referred to as PPK, is an officer receiving authority from a PA/KPA to make decisions and/or perform actions which can result in the utilization of budget expenditures.
- 1.10. The Procurement Organizer is the Procurement Team or Procurement Agent formulated/appointed by the Minister as the PA to conduct the process of selecting goods and/or is the service provider which falls into the scope of the Presidential Regulation Number No. 40 of 2018 on the Renewal of Tax Administration System.
- 1.11. The Procurement Team is a team appointed by the Minister as the PA to conduct the selection of goods and/or be the services provider falling under the scope of the Presidential Regulation No. 40 of 2018 on the Renewal of Tax Administration System.
- 1.12. The Procurement Agent is an entity appointed by the Minister as the PA to conduct the selection of goods and/or be the services provider falling under the scope of the Presidential Regulation No. 40 of 2018 on the Renewal of Tax Administration System.
- 1.13. The Qualification Participant Candidates are private companies, state-owned enterprises, or joint ventures /joint operations of aforementioned entities registering for Expression of Interest and Qualification Document submissions.
- 1.14. The Qualification Participants are Business Entities submitting Expression of Interest and Qualification Documents.
- 1.15. The Authorized Representative means the representative of a Qualification Participant who has the authority to sign documents on behalf of the Qualification Participant proven by the company's deed, or other similar documents, or a written power of attorney, where the power of attorney for authorized representatives of the Qualification Participant in the form of JV / JO must be signed by all JV / JO members.
- 1.16. *Joint Venture*, hereinafter referred to as JV, is an association consisting of people and/or companies that jointly, through an

agreement, conducts several commercial businesses by establishing a new company.

- 1.17. *Joint Operation*, hereinafter referred to as JO, means two or more individuals/companies cooperating to finish a project.
- 1.18. The Provider is a Business Entity conducting business, either alone or in partnership with another entity, through an agreement, providing a contract-based Consultancy Service Agency's services.
- 1.19. A Sub-consultant is an entity receiving sub-contract from the Provider subcontracting parts of the Service, without releasing the Provider from responsibility for executing the Contract.
- 1.20. The Affiliate(s) means the individual or entity who directly or indirectly controls, is controlled, or has joint control with the Qualification Participant.
- 1.21. The Service means services provided by the Provider based on the Contract.
- 1.22. The Contract is a legally-binding written agreement signed between the PA/KPA/PPK and a Provider.
- 1.23. The Service's Technical Specification/Terms of Reference, hereinafter referred to as Technical Specification/TOR, is a document which contains, among other things, descriptions of the main activities to be performed, the duration of goods and/or service delivery, technical specifications of goods and/or services, and the estimation of work costs, including payable taxes.
- 1.24. The Provider Selection Document is a document assigned by the Procurement Organizer containing information and stipulations applicable to the parties selected by the Provider, prepared in accordance with the Standard Procurement Document.
- 1.25. The Request for Expression of Interest Document, hereinafter referred to as REOID, is a document established by the Procurement Organizer based on the Standard Procurement Document, used to announce the evaluation stages of the Qualification Document and for the determination of the Shortlist.
- 1.26. The Qualification Document is a document submitted by a Qualification Participant to the Procurement Organizer based on the REOID to satisfy the qualification requirements when determining the Shortlist using the quality-based selection method or document submitted by the Selected Potential Provider to the Procurement

Organizer to satisfy the qualification requirements in the single-source selection method.

- 1.27. The Selection Document is a document prepared by the Procurement Organizer based on the Standard Procurement Document that is used in the invitation and submission stages of the Selection Document up to award announcement.
- 1.28. The Day is the calendar day, except stated otherwise.
- 1.29. The Government is the Government of the Republic of Indonesia.
- 1.30. The Applicable Regulation is the Presidential Regulation No. 40 of 2018 on the Renewal of Tax Administration System and its implementation regulations.
- 1.31. The Applicable Law is the law of the Republic of Indonesia.
- 1.32. The Shortlist is a list of Qualification Participants ranked one to eight declared to have passed Expression of Interest and Qualification Document submission stages.

2. Scope of Expression of Interest and Qualification Document Submission

- 2.1. In relation to the announcement DOL202004003/Pv/PA on 6 April 2020, the interested parties should submit the Qualification Document in accordance with the REOID.
- 2.2. The name of the procurement package as stated in the **QDS**.
- 2.3. A brief description of the Services as stated in the **QDS**.
- 2.4. The name and address of the Procurement Organizer as stated in the **QDS**.

3. Funding Source

- 3.1. The procurement is funded by a funding source as stated in the **QDS**.

4. Corrupt and Fraudulent Practices

- 4.1. The DJP requires compliance with the Government's Applicable Law in regard to corrupt and fraudulent practices as set forth in Section VII.
- 4.2. Pursuant to this policy, the Qualification Participant (or the Provider in case awarded the Contract):

- a. shall permit DJP, and other parties DJP provides authority to, to inspect all accounts, records, and other documents related to the submission of the Qualification Document; and
- b. requires their agents, Sub-consultant, service provider, or supplier to permit DJP or other parties DJP provides authority to, to inspect all accounts, records, and other documents related to the submission of the Qualification Document.

5. Qualification Participant Satisfying the Eligibility Requirements

- 5.1. The Qualification Participant shall satisfy the eligibility criteria as stated on Clause 6.1 of ITQP.
- 5.2. The Qualification Participant can be a private company/business entity or state-owned enterprises as stipulated by Clause 5.15 of ITQP, or a combination of those entities in the form of JV/JO formed in line with an applicable agreement. In the case of a Qualification Participant being a JV/JO, all members should have joint responsibility of the execution of the entire Contract in accordance with the stipulations of the Contract. Qualification Participants who intend to establish a JV/JO shall submit a Letter of Intent signed by all JV/JO members for the qualification, however, the formal establishment of a JV or JO shall be completed prior to contract signing. The JV/JO shall appoint an authorized representative with authority to conduct all business activities for and on behalf of all members of the JV/JO in the qualification process, selection process (when passing the stage of Expression of Interest and Qualification Document submission), and during the execution of the Contract (when awarded as a Provider). Except, when it is stated in the **QDS**, there is no limitation on the number of members in a JV/JO.
- 5.3. A JV/JO joining the process as a Qualification Participant shall not be permitted to change the JV/JO agreement from the Expression of Interest and Qualification Document submission to Contract signing stages.
- 5.4. When awarded the contract, Qualification Participants in the form of JV/JO shall not be allowed to change its JV/JO membership composition until the Contract ends.
- 5.5. The Provider in the form of JV/JO shall be allowed to change its rights distribution, obligation, and responsibility in the JV/JO

agreement after the Contract has been signed with a written approval from PPK and the joint agreement from the members of JV/JO.

- 5.6. Qualification Participants declared to have passed the Expression of Interest and Qualification Document submission stage shall only be allowed to enter one proposal for one procurement package.
- 5.7. A company/business entity and its affiliation(s), directly or indirectly under its control, controlled by, or under the same control of the company/business entity, could join the Expression of Interest and Qualification Document submission process individually, as a JV/JO, or as a Sub-consultant in its affiliation(s) for the same Contract.
- 5.8. In the case of the company/enterprise and its affiliation(s) being declared to have passed the Expression of Interest and Qualification Document submission, only one among the companies/business entity and their affiliations shall be allowed to submit proposal. All submitted documents which violate the procedure shall be rejected, dropped from the process of or cancelled from its status of Expression of Interest and Qualification Document submission.
- 5.9. The Qualification Participant can come from any country, in accordance with the limitation set by Clause 6.1 of ITQP. The Qualification Participant can be considered to have come from a certain country where it is:
 - a. established;
 - b. formed; or
 - c. registered, and operated,based on legal stipulations in such country and it is proven with the deed of association (or other documents related and/or equivalent to the deed of association or articles of association), and/or the registration document of the legal entity. The criteria are also applicable for agents, Sub-consultant, service provider, and/or their employees proposed to be parts in the Service Contract.
- 5.10. The Qualification Participant shall not have any conflict of interest. The Qualification Participant is considered to have a conflict of interest when a company/business entity and/or its affiliation(s) participate as consultant(s) in the preparation, design, and/or formulation of technical specification, or to have been employed or

proposed to be employed as Provider in relation with Contract implementation to the Renewal of the Tax Administration System.

- 5.11. The Qualification Participant shall be considered to have conflict of interest when they have a family relationship or a business relationship with any staff of DJP and the Ministry of Finance (including the Civil Servants (ASN) and non-Civil Servant (non-ASN)) who are directly or indirectly involved in any part of the:
- a. preparation of the Technical Specification/Terms of Reference for the Service;
 - b. selection process; or
 - c. supervision of the Contract.

The Qualification Participant having or considered to have conflict of interest shall be forbidden from being awarded the Contract for this Service.

- 5.12. A family relationship is biological relations or in-laws within a straight hereditary line and/or one degree of separation.
- 5.13. A company/business entity or individual listed on a blacklist and/or sanctioned by the Government shall be forbidden to participate in the Expression of Interest and Qualification Document submission process.
- 5.14. A list containing names of companies/business entities or individuals entered into a blacklist could be viewed electronically at the website listed in the **QDS**.
- 5.15. State-owned Enterprises operating and abiding by commercial laws and regulations shall be eligible to join the Expression of Interest and Qualification Document submission process.
- 5.16. When requested by the Procurement Organizer, the Qualification Participant shall provide documents proving their eligibility.

6. Eligibility

- 6.1. A company/business entity or individual from a particular country or goods produced in a particular country could be considered to be ineligible when they are listed on Section IV and/or, based on applicable rules and regulations, the Government sanctions trade relationships with such countries.

B. Contents of REOID

7. Sections in REOID

- 7.1. REOID consists of seven sections such as:
 - a. Section I – Announcement
 - b. Section II– Instructions to the Qualification Participants (ITQP)
 - c. Section III – Qualification Data Sheet (QDS)
 - d. Section IV – Criteria and Requirements
 - e. Section V – Expression of Interest Letter and Qualification Form
 - f. Section VI – Countries Eligible to Participate
 - g. Section VII– Practices of Corruption, Collusion, and Nepotism (KKN)
- 7.2. Unless received directly from the Procurement Organizer, the Procurement Organizer shall not be held responsible for the completeness of the document, responses to clarification requests, official report of clarification meetings for Expression of Interest and Qualification Document submission (if any), or addendum on REOID in accordance with Clause 8 of ITQP. When differences are found, the applicable document shall be one directly provided by the Procurement Organizer.
- 7.3. The Qualification Participant shall be required to review all parts of REOID and its addendum (if any) and submit the Qualification Document which has been attached with the entire documents or information requested as stipulated in the REOID and its addendum (if any). Negligence from the Qualification Participant causing the Qualification Document to not be able to satisfy the requirements set out in the REOID shall in its entirety be the risk of the Qualification Participant.

8. REOID Clarification and Explanation

- 8.1. The Qualification Participant candidate requiring clarification for REOID could contact the Procurement Organizer in writing by following the stipulations as stated in the **QDS**. The Procurement Organizer shall respond in all requests of clarification with the condition that the request is received not more than the number of days stated in the **QDS**.

- 8.2. The Procurement Organizer informs all Qualification Participant candidates of their response within the time frame stated in the **QDS**. In the case that the Procurement Organizer believes REOID requires revisions due to clarification, the Procurement Organizer shall perform a revision to REOID following the procedures stated in Clause 9 and 18.4 of ITQP.
- 8.3. The Qualification Participant candidate shall be invited to attend clarification meeting using their own costs as stated in the **QDS**. During the event, the Qualification Participant candidate could request clarification on the qualification requirements, qualification criteria, or other aspects related to REOID.
- 8.4. The Qualification Participant candidate's inability to attend qualification clarification meetings shall not cause for their dismissal from qualification process.
- 8.5. The official clarification report, complete with lists of questions and responses (without identifying the sources) are available for all Qualification Participant candidates within seven days of the Qualification Document submission deadline.
- 8.6. In the case that the clarification meeting contains new matters/stipulations or revisions which require deliberation, the Procurement Organizer writes them down in the addendum of ITQP before the submission deadline of the Qualification Document in accordance with Clause 9 of ITQP.
- 8.7. In the case that new stipulations or their revisions have not been included in the addendum of REOID, the new stipulations or revisions shall be considered to not have existed and the applicable stipulations are those in the original REOID.

9. Changes of REOID

- 9.1. The Procurement Organizer could create an addendum of REOID at any time before the submission deadline of the Qualification Document.
- 9.2. Any addendum released shall become a part of the REOID.
- 9.3. The Procurement Organizer shall inform all Qualification Participant candidates of the REOID addendum within three days of the submission deadline of Qualification Document. In the case that the Procurement Organizer inform candidates of the REOID addendum

less than three days before the submission deadline of the Qualification Document, the Procurement Organizer shall be obligated to extend the submission deadline of the Qualification Document by at least three days counted from the original submission deadline.

- 9.4. In the case that the REOID addendum causes the Qualification Document to require more preparation time, the Procurement Organizer shall extend the submission deadline of the Qualification Document as stipulated in Clause 18.4 of ITQP.

C. Preparation of Qualification Document

10. Cost

- 10.1. The Qualification Participant shall bear all costs related with the preparation and submission of the Qualification Document.
- 10.2. The Procurement Organizer shall not be held responsible for any losses sustained by the Qualification Participant.

11. Language used

- 11.1. The Qualification Document and all correspondences between the Qualification Participants and the Procurement Organizer should use English as a primary language and accompanied with the Bahasa Indonesia version as the corresponding text.
- 11.2. The Qualification Participant shall submit the Qualification Document in English and accompanied with the Bahasa Indonesia version as the corresponding text. In the case of discrepancy in information between the English and Bahasa Indonesia Qualification Document, the information in the English Qualification Document shall prevail.
- 11.3. Supporting documents related to the Qualification Document are allowed to be submitted in languages other than English with the following requirements:
 - a. accurate translation shall be provided in English, accompanied by the Bahasa Indonesia version as the corresponding text;
 - b. for the purpose of interpretation of such a document, parts of the English translation should be able to be used as references; and

- c. in the case of supporting documents not being accompanied with English translations and the Bahasa Indonesia version as the corresponding text as stated in the point a above, the supporting document shall not be considered to have been submitted.

12. Documents Becoming part of the Qualification Document

- 12.1. The submitted Qualification Document shall consist of:
 - a. The Expression of Interest letter, as stated in Clause 13 of ITQP;
 - b. The Qualification Document, consisting of:
 - i. an eligibility document as proof of the Qualification Participant's eligibility as stated in Clause 14 of ITQP;
 - ii. a qualification form proving the qualifications of the Qualification Participant as stated in Clause 15 of ITQP; and
 - iii. other documents required as stated in the **QDS**.
- 12.2. The Qualification Participant shall provide information on commission, gratification, and/or costs paid to be paid to agents or other parties related to the submission of the Expression of Interest and Qualification Document.

13. Expression of Interest Letter

- 13.1. The Qualification Participant submits an Expression of Interest Letter in the format determined in Section V.
- 13.2. The Qualification Participant shall only be allowed to submit one Expression of Interest letter (one Expression of Interest letter in their own name or as a JV/JO). When a Qualification Participant, including members of JV/JO, submits more than one Expression of Interest letter (in their own name or as a member of JV/JO), the Qualification Participant shall be disqualified. However, the case above shall not prevent a Sub-consultant or employee of a Qualification Participant to join as Personnel in more than one Expression of Interest letter, if allowed in the **QDS**.
- 13.3. In the case that the Qualification Participant is a JV/JO, the Expression of Interest letter shall be signed by Authorized Representatives of the JV/JO who shall sign on behalf of the JV/JO

and legally bind all members of the JV/JO proven through a Letter of Intent signed by the members of JV/JO.

14. Qualification Document - Eligibility Document

14.1. To show eligibility as a Qualification Participant as regulated in Clause 5 of ITQP, the Qualification Participant shall be required to fill in an eligibility declaration in their Expression of Interest letter, ELI 1.1 form, and 1.2 form, as stated in Section V.

15. Qualification Document – Qualification Form

15.1. To show that a Qualification Participant is capable of executing the Contract in accordance with Section V, the Qualification Participant shall provide requested information as stated in Section V.

15.2. In the case that Section V requires the Qualification Participant to declare the cash nominal, the Qualification Participant shall state the value equivalent to IDR as regulated in the **QDS**. The Procurement Organizer shall be able to revise mistakes in exchange rate included in the submitted document.

16. Document Signing and Number of Duplicates

16.1. The Qualification Document shall be submitted in accordance with the **QDS**.

D. Submission of Qualification Document

17. Envelope and Information of Qualification Document

17.1. The Qualification Participant shall submit the Qualification Document in accordance with the rules and procedures in the **QDS**.

17.2. The Procurement Organizer shall not be responsible for and shall not process envelopes which do not abide by the rules stipulated in Clause 17.1 of ITQP.

17.3. In the case that the Qualification Participant possesses options to submit Qualification Document electronically, the submission shall follow the regulation on Clause 18.1 of ITQP.

18. Submission Deadline of Qualification Document

18.1. The Qualification Participant shall submit the Qualification Document to the Procurement Organizer at the determined address

directly, with registered post, expedition agent, or through courier service, attaching proof of sending. The Qualification Document shall reach the Procurement Organizer before the deadline set in the **QDS**. If stated in the **QDS**, the Qualification Participant shall have the options to submit the Qualification Document electronically.

- 18.2. Any Qualification Document submitted after the deadline as stated in Clause 18.1 of ITQP shall be rejected.
- 18.3. Upon the direct submission of Qualification Document, the Procurement Organizer shall provide a receipt.
- 18.4. In the case that there are revisions for REOID as stated in Clause 9.4 of ITQP, the Procurement Organizer shall extend the submission deadline of the Qualification Document. Rights and obligations of the Procurement Organizer and Qualification Participant will reflect the extended deadline.
- 18.5. In the case that there is no Qualification Participants or there is only one Qualification Participant submitting a Qualification Document, the Procurement Organizer shall extend the submission deadline of the Qualification Document.
- 18.6. In the case of an event that after an extension for the submission of the Qualification Document as stated in Clause 18.5 of ITQP there is only one Qualification Participant submitting a Qualification Document, the Procurement Organizer continues the evaluation stage of the Qualification Document.

E. Qualification Document Evaluation Procedure

19. Opening of Qualification Document

- 19.1. The Procurement Agent shall open all Qualification Documents on the date, time, and place stated in the **QDS**.
- 19.2. Qualification Documents submitted electronically (if allowed in accordance with ITQP 18.1) shall be opened with the procedure stated in the **QDS**.
- 19.3. Interest and Qualification Document submission shall not be considered as a competitive event so missing data is still allowed to be added as stated in Clause 22 of ITQP.

20. Confidentiality

20.1. Evaluation of Qualification Documents is confidential up to the time for announcing the evaluation result as stated in Clause 27 of ITQP.

21. Clarification

21.1. The Procurement Organizer may require Qualification Participants to provide clarification in writing regarding the Qualification Document with a deadline set by the Procurement Organizer for such clarification.

21.2. In the event that the Qualification Participant fails to provide answers to clarification questions by the deadline set out in Clause 21.1 of ITQP, the Procurement Organizer shall conduct an evaluation of the Qualification Document based on available information.

22. Request for Data Completeness

22.1. The Procurement Organizer shall reserve the right to request required data completeness from the Qualification Participant in writing.

22.2. The Qualification Participant shall complete the data within, at most, seven calendar days after the Procurement Organizer submits a request for data completeness.

22.3. In the event that a Qualification Participant fails to submit requested data completeness, the Procurement Organizer shall perform an evaluation of the Qualification Document based on available data.

23. Sub-consultant(s)

23.1. The Qualification Participant declared to have passed the interest and Qualification Document submission shall not be allowed to engage in sub-contracting activities for the entire Service.

24. Evaluation of Qualification Document

24.1. The Procurement Organizer shall perform an evaluation, including qualification substantiation, on the Qualification Documents submitted by the Qualification Participants after the deadline for Qualification Documents has passed.

- 24.2. The Procurement Organizer utilizes criteria and requirements set out in Section IV to perform the evaluation of the Qualification Document.
- 24.3. The evaluation of the Qualification Document shall be performed using a weighting system with thresholds stated in REOID.

25. Rights of Procurement Organizer

- 25.1. The Procurement Organizer reserves the right to accept or deny any Qualification Document, stop the process of interest and Qualification Document submission, declare the failure of an interest and Qualification, and reject the entire Qualification Document, as well as inviting Qualification Participants declared to have passed the stage of interest and Qualification Document submission stage to deliver a proposal, without incurring any obligations on the Qualification Participants.

26. Determination of Shortlist

- 26.1. The Procurement Organizer includes at least one participant and at most eight participants into a Shortlist based on the Qualification Document evaluation results.
- 26.2. Qualification Documents which are unable to satisfy the requirements as stated in Section IV shall not be evaluated further and shall not be provided with invitations to deliver Bidding Proposals.
- 26.3. In the event that all Qualification Participants fail the Qualification Document evaluation, the Procurement Organizer shall declare the selection to have failed.

27. Announcement Qualification Document Evaluation Results

- 27.1. The results of the Qualification Document evaluations shall be announced and informed to each Qualification Participant.
- 27.2. The Qualification Document evaluation results, as stated on Clause 27.1 of ITQP, shall at least contain:
 - a. the name of the procurement package;
 - b. names and addresses of Qualification Participants declared to have passed and their rankings;

- c. names and addresses of Qualification Participants declared to have failed and the reasons for this decision; and
- d. names of Qualification Participants included in the Shortlist.

28. Objection Period

- 28.1. Qualification Participants submitting Qualification Documents shall be allowed to submit objections in writing regarding the results of the Qualification Document evaluation within ten days after the results have been announced.
- 28.2. As stated in Clause 28.1 of ITQP, objections can be submitted independently or together with other Qualification Participants, regarding:
 - a. deviations from stipulations and procedures stated in REOID;
 - b. certain manipulations hindering the realization of healthy business competition;
 - c. abuse of power by the Procurement Organizer; and/or
 - d. errors in performing evaluation.
- 28.3. Objections as stated in Clause 28.1 of ITQP shall be submitted to the Procurement Organizer through:
 - a. A letter, with attached supporting evidences and carbon copies to PA/KPA and PPK; and
 - b. A scanned copy of letter and evidences in the point a above to be submitted to email: pmqa.coretax@pajak.go.id.
- 28.4. The Procurement Organizer shall provide written answers on all objections, with carbon copies, to PA/KPA and PPK within seven days after the deadline for objection submission.
- 28.5. In the event of the objections as stated on Clause 28.2 of ITQP letters a, b, and/or d are accepted, the Procurement Organizer shall declare the selection to have failed.
- 28.6. In the event that the objections as stated on Clause 28.2 of ITQP letter b involving the Procurement Organizer are accepted, the PA shall declare the selection to have failed.
- 28.7. In the event that the objections as stated on Clause 28.2 of ITQP letter c are accepted, the PA shall declare the selection to have failed.
- 28.8. In the event that the objections as stated in Clause 28.2 of ITQP letters a, b, and c are accepted, re-selection shall be started.

- 28.9. As stated on Clause 28.8 of ITQP, the commencement of re-selection shall apply the following stipulations:
- a. performed by the same Procurement Organizer in the event that objections as stated on Clause 28.2 of ITQP letter a are accepted;
 - b. performed by the same Procurement Organizer in the case that:
 1. the objections as stated in Clause 28.2 of ITQP letter b are without involvement of the Procurement Organizer and letter a is accepted; or
 2. only objections as stated on Clause 28.2 of ITQP letter b without involvement of the Procurement Organizer are accepted;
 - c. performed by a new Procurement Organizer in the event that at least the objections as stated on Clause 28.2 of ITQP letter b involving the Procurement Organizer are accepted; or
 - d. performed by a new Procurement Organizer in the event that at least the objections as stated on Clause 28.2 of ITQP letter c are accepted.
- 28.10. In the event that only objections as stated on Clause 28.2 of ITQP letter d are accepted, the same Procurement Organizer performs the re-evaluation of Proposal.
- 28.11. In the event of objections as stated on Clause 28.1 of ITQP not being accepted, the Procurement Organizer continues the selection process.

29. Selection Process

- 29.1. The Procurement Organizer shall deliver the invitation to give a proposal, with a Selection Document attached and a contract design for the Qualification Participants included in the Selection Document after the objection period deadline has passed.

30. Changes in Qualification Participants

- 30.1. Any changes in the arrangement or formation of Qualification Participants after Qualification Participants have been included in the Shortlist as stated on Clause 29 of ITQP shall not be allowed.

SECTION III
QUALIFICATION DATA SHEET (QDS)

| ITQP Clausal References | Item |
|--------------------------------|---|
| A. General Provisions | |
| 2.2 | <p>Name of procurement package: <i>Pengadaan Jasa Konsultansi Owner's Agent – Project Management And Quality Assurance (Procurement of the Owner's Agent Consultancy Services – Project Management And Quality Assurance)</i></p> |
| 2.3 | <p>Brief description on Services: The OA-PMQA consultant will support the DJP in managing the Modernization of the CTAS project. The OA-PMQA will assist the DJP in performing project management by following the Project Management Body of Knowledge (PMBOK - sixth edition) guidelines that are tailored to the DJP's needs in managing the Modernization of the CTAS project. Furthermore, the OA-PMQA consultant will also provide supporting functions. Those functions are vendor and contract management and quality assurance services. Thus, to define the scope of the services comprehensively, the tasks of the OA-PMQA consultancy service are clustered into three main functions, namely: project management, vendor and contract management, and quality assurance service.</p> |
| 2.4 | <p>Name and address of Procurement Organizer: <i>Agen Pengadaan untuk Pengadaan Jasa Konsultansi Owner's Agent – Project Management And Quality Assurance (Procurement Agent for Procurement of the Owner's Agent Consultancy Services – Project Management And Quality Assurance)</i> Jalan Jenderal Gatot Subroto Kav. 40-42, Jakarta 12190</p> |
| 3.1 | <p>The Procurement is funded from: DIPA Satuan Kerja Kantor Pusat Direktorat Jendral Pajak Budget Year 2020-2023</p> |

| ITQP Clausal References | Item |
|-----------------------------|---|
| 5.2 | Maximum numbers of members in a JV/JO: unlimited. |
| 5.14 | List of blacklisted companies and individuals are listed on the following pages: http://inaproc.id/daftar-hitam and www.worldbank.org/debarr |
| B. Contents of REOID | |
| 8.1 | <p>For the purpose of clarification, the contact of the Procurement Organizer:</p> <p>For the Attention of:</p> <p>Name: <i>Agen Pengadaan untuk Pengadaan Jasa Konsultansi Owner's Agent – Project Management And Quality Assurance (Procurement Agent for Procurement of the Owner's Agent Consultancy Services – Project Management And Quality Assurance)</i></p> <p>Email: pmqa.coretax@pajak.go.id</p> <p>Given the emerging COVID-19 pandemic and Government of Indonesia's guidance on social distancing, we will only receive and response the clarification request through the email address stated above.</p> <p>Clarification request is accepted at the latest 15 days before the submission deadline of the Qualification Document.</p> |
| 8.2 | Response to the clarification requests from the Qualification Participants shall be submitted at the latest 7 calendar days since the request of clarification has been received. |
| 8.3 | <p>Qualification explanation meeting to be held online with the following details:</p> <p>Date : 13 April 2020</p> <p>Time : 09:30 (GMT+7)</p> |

| ITQP Clausal References | Item |
|---|--|
| | Given the emerging COVID-19 pandemic and the Government of Indonesia's guidance on social distancing, we will be holding an online explanation meeting. The link to attend the online explanation meeting will be shared together with the acknowledgment email of your registration request. |
| C. Preparation of Qualification Document | |
| 12.1. b. iii | <p>Together with the submitted Qualification Document, the Qualification Participant shall also provide additional documents such as:</p> <ul style="list-style-type: none"> a. Deed of association (or other documents related and/or equivalent to the deed of association or articles of association), and/or the registration document of the legal entity stated above, in accordance with Clause 5.9 of ITQP; b. In the case of intended of JV/JO, letter of intent to establish JV/JO, in accordance with Clause 5.2 of ITQP; c. In the case of Qualification Participant is a state-owned enterprise in accordance with Clause 5.15 of ITQP, the document indicating that it operates and abides by the applicable commercial rules and regulations; d. The organizational structure diagram, list the members of the board of directors, and the beneficial ownership requirements e. Copies of financial statements of the Qualification Participant, or all member if the Qualification Participant is a JV/JO, since 1 January 2015 f. And other documents indicated in section IV, V, VI, VII |
| 13.2 | Participation of Sub-consultant(s) or employees of the Qualification Participant to join as personnel in more than one bidding is not allowed. |
| 15.2 | <p>The source used to determine the currency exchange value is: Bank of Indonesia Foreign Exchange Rate (https://www.bi.go.id/en/moneter/informasi-kurs/transaksi-bi/Default.aspx) with the following stipulations:</p> |

| ITQP Clausal References | Item |
|--|--|
| | <ul style="list-style-type: none"> a. for earnings or annual financial data, the applicable exchange rate is the exchange rate on the last date of the related last calendar year; and b. for the value of a single contract, the applicable exchange rate is the exchange rate on the Contract date. |
| 16.1 | <ul style="list-style-type: none"> 1. The Qualification Document is submitted in the form of: <ul style="list-style-type: none"> a. One (1) original hardcopy; b. Three (3) hardcopy duplicates; and c. Two (2) softcopies in two separate USB flash disks. 2. In the event that discrepancy is found between the original document, its duplicates, and the softcopy document, the original hardcopy document shall prevail. 3. The Qualification Document shall be signed by a person(s) with signing authorities on behalf of the Qualification Participant and marked as “ASLI” (ORIGINAL), while duplicates are to be marked as “SALINAN” (DUPLICATE). |
| D. Submission of Qualification Document | |
| 17.1 | <p>Delivery of Qualification Document</p> <p>The Qualification Participant shall submit the Qualification Document to the Procurement Organizer at the determined address directly via registered post, expedition agent, or through a courier service attaching proof of sending. The Qualification Document shall reach the Procurement Organizer in accordance with the defined deadline as stated in the following point. The Procurement Organizer shall not be responsible for and shall not process envelopes which do not abide by this.</p> |
| 18.1 | <p>Submission Deadline:</p> <p>Date : 6 May 2020 Time : 12.00 WIB (GMT +7)</p> <p>Only for the purpose of submitting Qualification Document:</p> <p>Address : Kantor Pusat Direktorat Jenderal Pajak Gedung Mar’ie Muhammad lantai 22 Jalan Jenderal Gatot Subroto Kav. 40-42, Jakarta 12190</p> |

| ITQP Clausal References | Item |
|--|---|
| | <p>Option for submitting Qualification Document electronically: No</p> |
| <p>E. Qualification Document Evaluation Procedure</p> | |
| <p>19.1</p> | <p>The opening of Qualification Documents shall be conducted online with the following details: Date: 6 May 2020 Time: 13.30 WIB (GMT +7)</p> <p>Given the emerging COVID-19 pandemic and the Government of Indonesia's guidance on social distancing, we will be holding an online opening of Qualification Documents. The link to attend the online meeting will be shared together with the acknowledgment email of your registration request.</p> |
| <p>19.2</p> | <p>Procedure for opening electronic Qualification Documents is: N/A</p> |

SECTION IV

QUALIFICATION CRITERIA AND REQUIREMENTS

This section contains all methods, criteria, and requirements to be used by Procurement Organizer to evaluate submitted Qualification Documents. Information provided related with each requirement and definition or related terms is entered on each Form.

Table 1 – Qualification Criteria and Requirements

1. Eligibility

| Criteria | | | Single Entity Requirements | JV/JO Requirements | | | Document |
|----------|--------------------|--|----------------------------|----------------------------|--------------------------|---------------|---|
| No. | Subject | Requirement | | Combination of All Members | Individual Member | Single Member | Requirements for Document Submission |
| 1.1 | Citizenship | <p>A company/business entity or individual from a particular country or goods produced in a particular country could be considered to be ineligible when they are listed on Section IV and/or, based on applicable rules and regulations, the Government sanctions trade relationships with such countries.</p> <p>The Qualification Participant can be considered to have come from a certain country where it is:</p> <ul style="list-style-type: none"> a. established; b. formed; or c. registered, and operated <p>based on legal stipulations in such country and it is proven with the deed of association (or other documents related and/or equivalent to the deed of association or articles of</p> | Must satisfy requirement | Must satisfy requirement | Must satisfy requirement | N/A | ELI – 1.1 and 1.2 Form Sheets, with attachments |

| Criteria | | | Single Entity Requirements | JV/JO Requirements | | | Document |
|----------|-----------------------------|---|----------------------------|----------------------------|--------------------------|---------------|--------------------------------------|
| No. | Subject | Requirement | | Combination of All Members | Individual Member | Single Member | Requirements for Document Submission |
| | | association), and/or the registration document of the legal entity. The criteria are also applicable for agents, Sub-consultant, service provider, and/or their employees proposed to be parts in the Service Contract. | | | | | |
| 1.2 | Conflict of Interest | <p>The Qualification Participant shall not have any conflict of interest. The Qualification Participant is considered to have a conflict of interest when a company/business entity and/or its affiliation(s) participate as consultant(s) in the preparation, design, and/or formulation of technical specification, or to have been employed or proposed to be employed as Provider in relation with Contract implementation to the Renewal of the Tax Administration System.</p> <p>The Qualification Participant shall be considered to have conflict of interest</p> | Must satisfy requirement | Must satisfy requirement | Must satisfy requirement | N/A | Interest Letter |

| Criteria | | | Single Entity Requirements | JV/JO Requirements | | | Document |
|----------|---------|---|----------------------------|----------------------------|-------------------|---------------|--------------------------------------|
| No. | Subject | Requirement | | Combination of All Members | Individual Member | Single Member | Requirements for Document Submission |
| | | <p>when they have a family relationship or a business relationship with any staff of DJP and the Ministry of Finance (including the Civil Servants (ASN) and non-Civil Servant (non-ASN)) who are directly or indirectly involved in any part of the:</p> <ol style="list-style-type: none"> a. preparation of the Technical Specification/Terms of Reference for the Service; b. selection process; or c. supervision of the Contract. <p>The Qualification Participant having or considered to have conflict of interest shall be forbidden from being awarded the Contract for this Service.</p> <p>A family relationship is biological relations or in-laws within a straight hereditary line and/or one degree of separation.</p> | | | | | |

| Criteria | | | Single Entity Requirements | JV/JO Requirements | | | Document |
|----------|--|--|----------------------------|----------------------------|--------------------------|---------------|--------------------------------------|
| No. | Subject | Requirement | | Combination of All Members | Individual Member | Single Member | Requirements for Document Submission |
| 1.3 | Eligibility from Government -side | <p>A company/business entity or individual listed on a blacklist and/or sanctioned by the Government shall be forbidden to participate in the Expression of Interest and Qualification Document submission process.</p> <p>A list containing names of companies/business entities or individuals entered into a blacklist could be viewed electronically at the website listed in the QDS</p> <p>A company/business entity or individual from a particular country or goods produced in a particular country could be considered to be ineligible when they are listed on Section IV and/or, based on applicable rules and regulations, the Government sanctions trade relationships with such countries.</p> | Must satisfy requirement | Must satisfy requirement | Must satisfy requirement | N/A | Interest Letter |

| Criteria | | | Single Entity Requirements | JV/JO Requirements | | | Document |
|----------|----------------------------|--|----------------------------|----------------------------|--------------------------|---------------|---|
| No. | Subject | Requirement | | Combination of All Members | Individual Member | Single Member | Requirements for Document Submission |
| 1.4 | Eligibility | A company/business entity or individual from a particular country or goods produced in a particular country could be considered to be ineligible when they are listed on Section IV and/or, based on applicable rules and regulations, the Government sanctions trade relationships with such countries. | Must satisfy requirement | Must satisfy requirement | Must satisfy requirement | N/A | ELI – 1.1 and 1.2 Form Sheets, with attachments |
| 1.5 | Operational-ibility | The Qualification Participant has been operational for at least five years | Must satisfy requirement | N/A | Must satisfy requirement | N/A | ELI – 1.1 and 1.2 Form Sheets, with attachments |

2. History of Contract Execution Failure

| Criteria | | | Single Entity Requirements | JV/JO Requirements | | | Document |
|----------|--|---|----------------------------|----------------------------|--------------------------|---------------|--------------------------------------|
| No. | Subject | Requirement | | Combination of All Members | Individual Member | Single Member | Requirements for Document Submission |
| 2.1 | History of Contract Execution Failure | No failure in contract execution since 1 January 2015. | Must satisfy requirement | Must satisfy requirement | Must satisfy requirement | N/A | CON-2 Form |
| 2.2 | Undergoing Litigations | Financial position and long-term vulnerability possibility of the Qualification Participants to remain in good health in accordance with the criteria stated on point 3.1 below and with an assumption that the Qualification Participant is declared to lose in all current litigations. | Must satisfy requirement | N/A | Must satisfy requirement | N/A | CON-2 Form |
| 2.3 | History of Litigations | No consistent history on court/arbitration decrees which determine the Qualification Participant as the losing side since 1 January 2015. | Must satisfy requirement | Must satisfy requirement | Must satisfy requirement | N/A | CON-2 Form |

3. Financial Performance and Situation

| Criteria | | | Single Entity Requirements | JV/JO Requirements | | | Document |
|----------|-------------------|--|----------------------------|----------------------------|-------------------|---------------|--------------------------------------|
| No. | Subject | Requirement | | Combination of All Members | Individual Member | Single Member | Requirements for Document Submission |
| 3.1 | Financial Ability | a. Qualification Participants should demonstrate that the Qualification Applicants have access to or have liquid assets, immovable assets that are not used as collateral, credit facilities, and other financial facilities (which are independent or independent from advance payments from any contract) that are sufficient to meet the cash flow requirements for the execution of the contract in net/net of other commitments on the part of the Qualification Participant. | Must satisfy requirement | Must satisfy requirement | N/A | N/A | FIN – 3.1 Form with attachment |
| | | b. The Qualification Participants should also demonstrate that they has sufficient financial resources to meet the cash flow requirements for the current contract and for future contract commitments. | Must satisfy requirement | Must satisfy requirement | N/A | N/A | |

| Criteria | | | Single Entity Requirements | JV/JO Requirements | | | Document |
|------------|--------------------------------|---|----------------------------|----------------------------|--------------------------|---------------|--------------------------------------|
| No. | Subject | Requirement | | Combination of All Members | Individual Member | Single Member | Requirements for Document Submission |
| | | c. Audited balance statement, when not required by applicable law in the country where the Qualification Participant resides in, other financial reports admissible by the Procurement Organizer, in the past five (5) years, shall be required to be submitted and Qualification Participants shall be required to show their current health of the financial position as well as showing long-term vulnerability possibility. | Must satisfy requirement | N/A | Must satisfy requirement | N/A | |
| 3.2 | Average annual earnings | <p>Average minimum annual earnings in the sum of USD 10,000,000 (ten million United States Dollars), calculated as the total in the past five (5) years, divided five (5) years.</p> <p>For a JV/JO, the USD 10,000,000 (ten million United States Dollars), shall be the total annual earnings amount of all the JV/JO members' annual earnings amount.</p> | Must satisfy requirement | Must satisfy requirement | Must satisfy requirement | N/A | FIN – 3.2 Form |

4. Experience

| Criteria | | | Single Entity Requirements | JV/JO Requirements | | | Document |
|----------|---------------------------|--|----------------------------|----------------------------|-------------------|---------------|--------------------------------------|
| No. | Subject | Requirement | | Combination of All Members | Individual Member | Single Member | Requirements for Document Submission |
| 4.1 | General experience | The Qualification Participant shall have experiences*) in project management or implementation support or consultancy service as main contractor, member of JV/JO, Sub-contractor, or management contractor with minimum value of 1,000,000 USD (one million United States Dollars)/ contract for at least the past 5 years | Must satisfy requirement | Must satisfy requirement | N/A | N/A | EXP – 4.1 Form |
| 4.2 | Special experience | a. The Qualification Participant shall have experiences*) in business process improvement or quality assurance as main contractor, member of JV/JO, Sub-contractor, or management contractor for at least the past 5 years. An international certification related process improvement and quality assurance will be a strong advantage | Must satisfy requirement | Must satisfy requirement | N/A | N/A | EXP – 4.2 Form |

| Criteria | | | Single Entity Requirements | JV/JO Requirements | | | Document |
|----------|---------|--|----------------------------|----------------------------|-------------------|---------------|--------------------------------------|
| No. | Subject | Requirement | | Combination of All Members | Individual Member | Single Member | Requirements for Document Submission |
| | | b. The Qualification Participant shall have experiences*) to assist projects related to countrywide COTS system implementation in the government or Stated Owned Enterprises in the past 5 years | Must satisfy requirement | Must satisfy requirement | N/A | N/A | |
| | | c. The Qualification Participant shall have experiences*) in project management or implementation support or consultancy service relate to design and/or implementation of Tax Administration System in the past 5 years. | Must satisfy requirement | Must satisfy requirement | N/A | N/A | |
| | | d. The Qualification Participant shall have experience*) in PMQA (Project Management and Quality Assurance) projects in Indonesia for past 5 years | Must satisfy requirement | Must satisfy requirement | N/A | N/A | |

*) proven by a copy of the contract / letter of assignment/ other relevant as documents that arto contracts

Table 2- Assessed Criteria and Requirements

Only Qualification Participants satisfying criteria and requirements of the qualification on Table 1 will be assessed.

1. Past Performance

| | Score | | Weight (%) | Final Score | Document |
|--|-----------|--|------------|-------------|--------------------------------------|
| Requirement | In Number | Description | | In Number | Requirements for Document Submission |
| <p>4.1 General Experience The Qualification Participant shall have experiences*) in project management or implementation support or consultancy service as main contractor, member of JV/JO, Sub-contractor, or management contractor with minimum value of 1,000,000 USD/contract for at least the past 5 years</p> | 100 | 0 contract = 0 1-3 contract = 20 4-6 contract = 40 7-9 contract = 60 10-12 contract = 80 > = 12 contract = 100 | 20% | 20 | EXP – 4.1 Form |
| <p>4.2 Special Experience a. The Qualification Participant shall have experiences*) in business process improvement or quality assurance as main contractor, member of JV/JO, Sub-contractor, or management contractor for at least the past 5 years. An international certification related process improvement and quality assurance will be a strong advantage</p> | 100 | Having an International Certificates= 20 Supported by experiences: 0 contract = 0 1-3 contract = 20 4-6 contract = 40 7-9 contract = 60 > = 10 contract = 80 | 20% | 20 | EXP – 4.2 Form |

| | Score | | Weight (%) | Final Score | Document |
|--|-----------|---|------------|-------------|--------------------------------------|
| Requirement | In Number | Description | | In Number | Requirements for Document Submission |
| b. The Qualification Participant shall have experiences*) to assist projects related to countrywide COTS system implementation in the government or Stated Owned Enterprises in the past 5 years | 100 | 0 contract = 0 1-3 contract = 20 4-6 contract = 40 7-9 contract = 60 10-12 contract = 80 > = 12 contract = 100 | 20% | 20 | |
| c. The Qualification Participant shall have experiences*) in project management or implementation support or consultancy service relate to design and/or implementation of Tax Administration System in the past 5 years. | 100 | 0 contract = 0 1 contract = 40 2 contract = 70 > = 3 contract = 100 | 20% | 20 | |
| d. The Qualification Participant shall have experience*) in PMQA (Project Management and Quality Assurance) projects in Indonesia for past 5 years | 100 | 0 contract = 0 1-3 contract = 20 4-6 contract = 40 7-9 contract = 60 10-12 contract = 80 > = 12 contract = 100 | 20% | 20 | |

The Total Final Score is 100

Minimum threshold total score required to pass is: 65

The Qualification Participants are required, at all time, to abide by Applicable Rules and Regulations on KKN.

SECTION V
EXPRESSION OF INTEREST LETTER AND QUALIFICATION FORM

Interest Letter

Number : *[insert the number of Interest Letter]*
Date : *[insert date, month, and year]*
Name of Service Package : *[insert name of Service package]*
REOID Number : *[insert REOID Number]*
REOID Date : *[insert date, month, and year of REOID]*

To:

[insert name of Procurement Organizer]

We, the undersigned, submit the Qualification Document for the purpose of joining the interest and Qualification Document submission and hereby declare that:

- a. **there is no objections**, we have checked and express no objections on REOID, including its addendum, released in accordance with Clause 9 of ITQP: *[insert number and date of each existing addendum]*;
- b. **there is no conflict of interest**, we possess no conflict of interest as regulated by Clauses 5.10, 5.11, and 5.12 of ITQP;
- c. **eligibility**, we *[and our Sub-consultant(s) (if any)]* satisfy the eligibility requirements as stated on Clauses 5.13, 5.14 and 6.1 of ITQP;
- d. **sanctions from Government and blacklist**, we, together with our agents, Sub-consultant(s), service provider, and/or employees for any parts of this contract, shall not abide by nor shall we be controlled by any entity or individual receiving sanctions from Government and we are not included in any blacklist. We do not belong to any parties declared ineligible for tender in accordance with stipulations in the REOID;
- e. **state-owned enterprises**: *[select suitable option and erase other unsuitable options] [We are not state-owned enterprise]/ [We are a state-owned enterprise but satisfying requirements of Clause 5.15 of ITQP]*;
- f. **Commission, service charge, additional costs**, we declare that the followings commissions, service charges, or additional costs have been paid or will be paid in the relation of interest and Qualification Document submission process, selection process, or Contract execution:

| Name of Recipient | Address | Reason | Amount |
|--|--|------------------------|---|
| <i>[insert full name for each service]</i> | <i>[insert street name /number/city/country]</i> | <i>[insert reason]</i> | <i>[insert currency, value, exchange rate, and value equivalent in IDR]</i> |
| etc. | | | |

[In the case that there is no payment to be made or promised, add the following statement: “No commission or service charge have been or shall be payable to use by any agents or third parties in relation with this Interest Letter]

- g. **no binding to accept**, we understand that the Procurement Organizer reserves the right to accept or reject any Qualification Documents, cancel the process of interest and Qualification Document submission, and reject the entire Qualification Document, as well as inviting Qualification Document declared to have been included in the Shortlist to submit proposal, without incurring any obligation on the Qualification Documents in accordance with Clause 25.1 of ITQP;
- h. **Compliance to anti-corruption laws and regulations**, we declare our commitment to always comply with the Applicable laws in relation to the eradication of Corruption, Collusion and Nepotism, as further detailed and defined in Section VII; and
- i. **correct and accurate**, the entire information, statement, and description listed on the Qualification Document are correct, accurate, and complete in all their parts.

Thus submitted, for the cooperation, we express our gratitude.

name of participant : *[insert full name of the Qualification Participant or name of JV/JO]*

signature : *[insert signature of official representative/holder of power of attorney from the Qualification Participant]*

name : *[insert full name of the signee]*
[insert the capacity of the signee]

[For JV/JO, signee(s) are all the members or any of the valid representative/holder of power of attorney and in such event, the power of attorney shall be attached to allow for the individual to sign on behalf of all other members]

ELI -1.1 Form
Participant Information Sheet

Date : *[insert date, month, and year]*
Name of Service Package: *[insert name of Service package]*
REOID Number : *[insert REOID Number]*
REOID Date : *[insert date, month, and year of REOID]*
Page : *[insert page number]* of *[insert total page number]*
pages

| |
|---|
| Name of Qualification Participant: <i>[insert full name]</i> |
| In the case of JV/JO, name each member: <i>[insert the full names of each member of the JV/JO]</i> |
| Actual country name where the Qualification Participant is or shall be registered in: <i>[state name of country as place of registration]</i> |
| Actual establishment year in which the Qualification Participant is or shall be established: <i>[insert year of establishment]</i> |
| Official address of the Qualification Participant (in a country where Qualification Participant is registered): <i>[insert address of Qualification Participant]</i> |
| Information on official representative/holder of power of attorney: Name: <i>[insert full name]</i> Address: <i>[insert full address]</i> Phone/fax number: <i>[insert phone/fax number, including country and area codes]</i> Email address: <i>[insert email address]</i> |
| 1. The following attachments are duplicates of original documents: <input type="checkbox"/> Deed of association (or other documents related and equivalent to deed of association or articles of association), and/or registration document of the legal entity stated above, in accordance with Clause 5.9 of ITQP. <input type="checkbox"/> In the case of intended of JV/JO, letter of intent to establish JV/JO, in accordance with Clause 5.2 of ITQP. |

In the case of Qualification Participant is a state-owned enterprise in accordance with Clause 5.15 of ITQP, the document indicating that it operates and abides by the applicable commercial rules and regulations.

2. Please also attach organizational structural diagram, list of board of directors, and stakeholders (*beneficial ownership*).

ELI -1.2 Form

JV/JO Members Information Sheet

[The following form is an additional form to ELI – 1.1. Form, and it must be completed with related information of each member of JV/JO (if Qualification Participant is in the form of JV/JO) and Sub-consultant proposed by the Qualification Participant for any parts of the Contract which takes place as a part of this expression of interest and Qualification Document submission]

Date : *[insert date, month, and year]*
Name of Service Package: *[insert name of Service package]*
REOID Number : *[insert REOID Number]*
REOID Date : *[insert date, month, and year of REOID]*
Page : *[insert page number]* of *[insert total page number]*
pages

| |
|--|
| Name of Qualification Participant: <i>[insert full name]</i> |
| Name <i>[insert with “members of JV/JO of Qualification Participant” or “proposed Sub-consultant(s)”]</i> : <i>[insert full names of JV/JO members of Qualification Participant or proposed Sub-consultant(s)]</i> |
| Country as place of registration <i>[insert with “members of JV/JO of Qualification Participant” or “proposed Sub-consultant(s)”]</i> : <i>[state name of country as place of registration]</i> |
| Establishment year <i>[insert with “members of JV/JO of Qualification Participant” or “proposed Sub-consultant(s)”]</i> : <i>[insert year of establishment]</i> |
| Official address <i>[insert with “members of JV/JO of Qualification Participant” or “proposed Sub-consultant(s)”]</i> in the country where it was established: <i>[insert full address]</i> |
| Information of official representative/holder of power of attorney <i>[insert with “members of JV/JO of Qualification Participant” or “proposed Sub-consultant(s)”]</i> : Name: <i>[insert full name]</i> Address: <i>[insert full address]</i> Phone/fax number: <i>[insert phone/fax number, including country and area code]</i> Email address: <i>[insert email address]</i> |

1. The following attachments are duplicates of original documents:
 - Deed of Association (or other documents related and equivalent to deed of association or articles of association), and/or registration document of the legal entity stated above, in accordance with Clause 5.9 of ITQP.
 - In the case of intended of JV/JO, letter of intent to establish JV/JO, in accordance with Clause 5.2 of ITQP.
 - In the case of Qualification Participant is a state-owned enterprise in accordance with Clause 5.15 of ITQP, the document indicating that it operates and abides by the applicable commercial rules and regulations.
2. Please also attach organizational structural diagram, list of board of directors, and stakeholders (*beneficial ownership*).

CON – 2 Form

History of Contract Execution Failure, and Past and Current Litigation Processes

[The following table must be completed with information of the Qualification Participant and each member of the JV/JO]

Date : *[insert date, month, year]*
Name of Qualification Participant : *[insert full name]*
Names of JV/JO Members : *[insert full name]*
Name of Service Package : *[insert name of Service package]*
REOID Number : *[insert REOID number]*
REOID Date : *[insert date, month, and year of REOID]*
Page : *[insert page number]* of *[insert total page number]* pages

Failure to execute Contract as stated on Section IV, Table 1 – Qualification Criteria and Requirements (please tick one):

- no failure of contract execution since 1 January 2015 as regulated in Section IV,- Table 1 Qualification Criteria and Requirements Sub-Factor 2.1.
- failure in contract execution exists since 1 January 2015 as regulated in Section IV,- Table 1 Qualification Criteria and Requirements, Sub-Factor 2.1.

| Year | Unfulfilled parts of contract | Contract Identification | Total Contract Value (current value, currency, exchange rate, and equivalent value in IDR) |
|--|--|---|---|
| <i>[insert year]</i> | <i>[insert contract value and percentage of unfulfilled contract delivery]</i> | Contract Identification: <i>[insert full contract name/number and other identifications]</i> Buyer's name: <i>[insert full name]</i> Buyer's address: <i>[insert full address]</i> Reasons for not fulfilling contract: <i>[insert one or several reasons]</i> | <i>[insert value]</i> |
| Current litigations, as stated on Section IV, Table 1 – Qualification Criteria and Requirements (please tick one): | | | |
| <input type="checkbox"/> no current litigations as regulated on Section IV, Table 1 Qualification Criteria and Requirements, Sub-Factor 2.2. <input type="checkbox"/> with current litigations as regulated on Section IV, Table 1 – Qualification Criteria and Requirements, Sub-Factor 2.2 as listed below. | | | |
| Empty space for additional information | | | |

| Disputed year | Disputed value | Contract Identification | Total Contract Value (currency), value equivalent to IDR (exchange rate) |
|--|--------------------------------|---|---|
| <i>[insert year]</i> | <i>[insert disputed value]</i> | Contract Identification: <i>[insert contract name and number, and other complete identification]</i> Buyer's name: <i>[insert full name]</i> Buyer's address: <i>[insert full address]</i> Disputed subjects: <i>[insert main topic of dispute]</i> Party initiating dispute: <i>[insert "buyer" or "contractor"]</i> Dispute status: <i>[insert whether currently dispute is being handled by adjudicator, arbitration, or legal justice institution]</i> | <i>[insert value]</i> |
| Litigation history in accordance with Section IV, Table 1 Qualification Criteria and Requirements (please tick one): | | | |
| <input type="checkbox"/> no litigation history in accordance with Section IV, Table 1 Qualification Criteria and Requirements, Sub-Factor 2.3. <input type="checkbox"/> there is litigation history in accordance with Section IV, Table 1 Qualification Criteria and Requirements, Sub-Factor 2.3 as stated below. | | | |

| Year contract acquired | Final results declared in percentage of Net Worth | Contract Identification | Total Contract Value (currency), value equivalent to IDR (exchange rate) |
|------------------------|---|---|--|
| <i>[insert year]</i> | <i>[insert percentage]</i> | Contract identification: <i>[insert contract name and number, and other complete identification]</i> Buyer's name: <i>[insert full name]</i> Buyer's address: <i>[insert full address]</i> Disputed subjects: <i>[insert main topic of dispute]</i> Party initiating dispute: <i>[insert "buyer" or "contractor"]</i> Reasons for litigations and verdicts given <i>[insert one or several main reasons]</i> | <i>[insert value]</i> |

FIN – 3.1 Form
Financial Situation and Performance

[The following table must be completed with information of the Qualification Participant and each member of the JV/JO]

Date : *[insert date, month, year]*
Name of Qualification Participant : *[insert full name]*
Names of JV/JO Members : *[insert full name]*
Name of Service Package : *[insert name of Service package]*
REOID Number : *[insert REOID number]*
REOID Date : *[insert date, month, and year of REOID]*
Page : *[insert page number]* of *[insert total page number]* pages

1. Financial data

| Types of financial information in <i>[insert currency]</i> | Information history in the past 5 (five) years <i>[insert in letters]</i> (amount, currency, exchange rate*, amount equivalent in IDR) | | | | |
|--|--|------|------|------|------|
| | 2015 | 2016 | 2017 | 2018 | 2019 |
| Report of Financial Position (Balance Information) | | | | | |
| Total Assets (TA) | | | | | |
| Total Liabilities (TL) | | | | | |
| Total Equity/Net Worth | | | | | |
| Current Assets (CA) | | | | | |
| Current Liabilities (CL) | | | | | |
| Working Capital (WC) | | | | | |
| Information from Income Statement | | | | | |
| Total Revenue (TR) | | | | | |
| Profits Before Taxes (PBT) | | | | | |
| Net Income | | | | | |

| Types of financial information in <i>[insert currency]</i> | Information history in the past 5 (five) years <i>[insert in letters]</i> (amount, currency, exchange rate*, amount equivalent in IDR) | | | | |
|--|--|------|------|------|------|
| | 2015 | 2016 | 2017 | 2018 | 2019 |
| Cash Flow Information | | | | | |
| Cash Flow from Operating Activities | | | | | |
| Cash Flow from Investing Activities | | | | | |
| Cash Flow from Financing Activities | | | | | |
| Net Cash Flows from Operating, Investing and Financing Activities | | | | | |
| Financial Ratio | | | | | |
| Debt-to-Equity ratio | | | | | |
| Debt-to-EBITDA ratio | | | | | |
| Current ratio | | | | | |
| Debt service ratio | | | | | |

* Please refer to Clause 15 of ITQP for information on exchange rate

2. Financial Source

[The following table contains information on Qualification Participant and all combined party in the case that Qualification Participant is a JV/JO]

State available funding source to satisfy cash flow requirement for the current contract and for future contract commitment.

| No. | Funding source | Amount (equivalent in IDR) |
|------------|-----------------------|-----------------------------------|
| 1 | | |
| etc. | | |

3. Financial document

Qualification Participant shall provide copies of financial report for 5 years as stated on Section IV, Table 1 –Qualification Criteria and Requirements Sub-factor 3.1. Financial report shall:

- a. reflect the financial situation of the Qualification Participant or the members in the case of the Qualification Participant is a JV/JO, and not the financial situation of affiliated entities (e.g. holding company or group members);
 - b. be audited and certified independently in accordance with applicable regulations;
 - c. be complete, inclusive all of the notes on the financial report; and
 - d. have relationship/correspondence with past and audited accounting periods.
- Attach copies of financial statement¹ for 5 years as required above, and also abide by applicable regulations.

¹ When the current financial statement is for a period of less than 12 months from the date of submission, acceptable reason(s) shall be required to be provided.

FIN- 3.2 Form

Average Annual Earnings

[The following table must be completed with information of the Qualification Participant and each member of the JV/JO, or the intended member of JV/JO]

Date : *[insert date, month, year]*

Name of Qualification Participant : *[insert full name]*

Names of JV/JO Members : *[insert full name]*

Name of Service Package : *[insert name of Service package]*

REOID Number : *[insert REOID number]*

REOID Date : *[insert date, month, and year of REOID]*

Page : *[insert page number]* of

[insert total page number] pages

| Annual Earnings Data | | | |
|--|--|----------------------------|---------------------------------|
| (of the Qualification Participant, or all member if the Qualification Participant is a JV/JO or intended JV/JO) | | | |
| Year | Amount of Currency | Exchange rate* | Amount equivalent in IDR |
| <i>[insert calendar year]</i> | <i>[insert amount and currency used]</i> | | |
| etc. | | | |
| | | Average Annual Earnings ** | |

* Please refer to Clause 15 of ITQP for information on date and exchange rate source.

** Total amount equivalent with IDR for the entire year divided by the number of total years. Refer to Section IV, Table 1 Qualification Criteria and Requirements, 3.2.

EXP - 4.1 Form

General Experience

[The following table must be completed with information of the Qualification Participant and in the case of the Qualification Participant is a JV/JO, with information of each member of the JV/JO]

Date : *[insert date, month, year]*
 Name of Qualification Participant : *[insert full name]*
 Names of JV/JO Members : *[insert full name]*
 Name of Service Package : *[insert name of Service package]*
 REOID Number : *[insert REOID number]*
 REOID Date : *[insert date, month, and year of REOID]*
 Page : *[insert page number]*
 of *[insert total page number]* pages

[As regulated on Section IV, Table 1 Qualification Criteria and Requirements, Sub-Factor 4.1. insert all contracts chronologically, including contract starting dates.]

| Starting Year | Ending Year | Contract Identification | Role Participants |
|----------------------|----------------------|---|--|
| <i>[insert year]</i> | <i>[insert year]</i> | Contract name: <i>[insert full name]</i> Brief description of contract performed by Qualification Participant: <i>[insert brief description of contract(s)]</i> Contract value: <i>[insert value with currency, state currency used, exchange rate, and equivalent amount in IDR *]</i> Buyer's Name: <i>[insert full name]</i> Address: <i>[insert full address]</i> | <i>[insert "Main Contractor" or "Member of JV/JO" or "Sub-contractor", or "Management Contractor"]</i> |
| etc. | | | |

* Please refer to Clause 15 of ITQP for information on date and exchange rate source.

Attach copies of the contract / letter of assignment/ other relevant documents that are equivalent to contracts

**EXP - 4.2 Form
Special Experience**

(Table 1, 4.2 and Table 2)

[The following table shall be completed with information on contracts performed by Qualification Participant, each member of a JV/JO, and Sub-consultant(s)]

Date : *[insert date, month, year]*
 Name of Qualification Participant : *[insert full name]*
 Names of JV/JO Members : *[insert full name]*
 Name of Service Package : *[insert name of Service package]*
 REOID Number : *[insert REOID number]*
 REOID Date : *[insert date, month, and year of REOID]*
 Page : *[insert page number]* of
 [insert total page number] pages

| Requirement | Remarks |
|--|--|
| <p>4.2 Special Experience a. The Qualification Participant shall have experiences*) in business process improvement or quality assurance as main contractor, member of JV/JO, Sub-contractor, or management contractor for at least the past 5 years. An international certification related process improvement and quality assurance will be a strong advantage</p> | <p><i>[insert contract name(s) and contract number(s), and fill the contract details in the provided tables below]</i></p> |
| <p>a. The Qualification Participant shall have experiences*) to assist projects related to countrywide COTS system implementation in the government or Stated Owned Enterprises in the past 5 years</p> | <p><i>[insert contract name(s) and contract number(s), and fill the contract details in the provided tables below]</i></p> |
| <p>b. The Qualification Participant shall have experiences*) in project management or implementation support or consultancy service relate to design and/or implementation of Tax Administration System in the past 5 years.</p> | <p><i>[insert contract name(s) and contract number(s), and fill the contract details in the provided tables below]</i></p> |
| <p>c. The Qualification Participant shall have experience*) in PMQA (Project Management and Quality Assurance) projects in Indonesia for past 5 years</p> | <p><i>[insert contract name(s) and contract number(s), and fill the contract details in the provided tables below]</i></p> |

[As stated in Section IV, Table 1 - Qualification Criteria and Requirements, Sub-Factor 4.2., **insert all relevant contracts chronologically by start dates to support the above information]**

| Relevant Contract <i>[insert number] of [insert number of similar contracts as requirement]</i> | Information | | | |
|---|--|--|---|--|
| Contract identification | <i>[insert contract name and number, if any]</i> | | | |
| Contract starting date | <i>[insert date, month, year, e.g.: 13 May 2020]</i> | | | |
| Contract ending date | <i>[insert date, month, year, e.g.: 1 May 2022]</i> | | | |
| Duration as stated in the contract | <i>[insert completion duration]</i> | | | |
| If it is delayed, state the delay due to contractor's inability as reason for the delay | Force Majeure | Justified time extension | Contractor's failure | Others (put the explanation) |
| Duration of time related with the delay (months) | | | | |
| Role in contract <i>[check appropriate boxes]</i> | Main Contractor <input type="checkbox"/> | Member of JV/JO <input type="checkbox"/> | Management Contractor <input type="checkbox"/> | Sub-contractor <input type="checkbox"/> |
| Total contract value | <i>[insert total contract value in local currency]</i> | | IDR <i>[insert exchange rate and total contract value in equivalent amount in IDR]*</i> | |
| If as member of JV/JO or Sub-consultant, state the portion of the total contract value as well as role and responsibility taken | <i>[insert percentage]</i> | <i>[insert total contract value in local currency]</i> | <i>[insert exchange rate and total contract value in equivalent amount in IDR]*</i> | |
| | <i>[insert role and responsibility]</i> | | | |
| Describe contract similarity with Section IV Table 1, 4.2 | | | | |
| Complexity level | <i>[insert complexity description]</i> | | | |
| Method/Technology | <i>[insert specific aspects of the method/technology used in the contract]</i> | | | |
| Other characteristics | <i>[insert other characteristics indicating similarities with the Service characteristics]</i> | | | |

| Relevant Contract <i>[insert number] of [insert number of similar contracts as requirement]</i> | Information |
|---|---|
| Buyer's Name | <i>[insert full name]</i> |
| Address | <i>[insert full address]</i> |
| Phone/fax number | <i>[insert phone/fax number, including country and area code]</i> |
| <i>Email</i> | <i>[insert email address, if any]</i> |

* Please refer to Clause 15 of ITQP for information on date and exchange rate source.

Attach copies of the contract / letter of assignment/ other relevant documents that are equivalent to contracts

SAMPLE OF JV/JO AGREEMENT

[Agreement of
Joint Venture/ Joint Operation]

In relation with the announcement of interest and Service Qualification Document submission of _____
we:

_____ [name of company 1]
_____ [name of company 2]
_____ [name of company 3]
_____ [etc.]

express our intention to join the interest and Qualification Document submission and contract execution collectively as a JV/JO*.

We agree and decide to:

1. Collectively:

- a. Establish a JV/JO* and the name of the JV/JO* is _____
- b. Appoint _____ [name of company of this JV/JO member*] as the lead firm for the JV/JO* and represent, act for, and act on behalf of the JV/JO*.
- c. Agree, when awarded the contract, to be responsible for, either collectively or individually on all obligations in accordance with contract document.

2. The capital share of each company in the JV/JO* is as follows:

_____ [name of company 1] is _____% (_____ percent)
_____ [name of company 2] is _____% (_____ percent)
_____ [name of company 3] is _____% (_____ percent)
_____ [etc.] is _____% (_____. percent)

3. Each member of JV/JO* shall take part in accordance with their share as on point 2, in terms of expenditure, profit, and loss of the JV/JO*.

4. Sharing distribution in the JV/JO* shall remain the same during bidding period and during contract period except approved in writing by the Contract (PPK) and receive joint approval from each member of the JV/JO*.

5. Regardless of the sharing stated about, each JV/JO* member shall conduct full supervision on all aspects of the agreement, including the right to check financial issues, purchase orders, receipts, equipment and manpower list, sub-contract agreement, correspondences, etc.

6. Authority to sign offer for and on behalf of JV/JO* is provided to _____ [name of person from the lead firm of JV/JO*] in their position as the managing director/ executive director of _____ [name of the company of the lead firm of JV/JO*] based on this agreement.

7. The agreement is valid on the signing date.

8. *This agreement shall duly be annulled and void when JV/JO* is not awarded with the contract.*

9. *This agreement is created in ____ (_____) duplicates and each possesses equal legal power.*

BY THIS AGREEMENT, all members of JV/JO provide their signatures in _____ on _____ date _____ month _____ year _____*

[Participant 1]

[Participant 2]

[Participant 3]

(_____)

(_____)

(_____) *[etc.]*

Notes:

** erase as necessary*

When related JV/JO is awarded the contract, the JV/JO* agreement shall be certified by a notary.]*

SECTION VI
COUNTRIES ELIGIBLE TO PARTICIPATE

Companies or individuals or goods originating from any country are declared eligible to participate in the selection, unless they are included in the list below:

- List of unrecognized countries defined by United Nation (UN)
- List of debarred companies and individuals by World Bank
- List of blacklisted goods and service companies by LKPP

SECTION VII

PRACTICES OF CORRUPTION, COLLUSION, AND NEPOTISM (KKN)

[Text on this Section VII shall not be modified]

That the Pre-Qualification Participants should always abide by the Applicable Law regarding KKN. To follow up this policy, definitions use the following definitions of terms:

- a. “practice of corruption” is a criminal violation as stipulated in the laws on corruption criminal violation;
- b. “practice of collusion” is an agreement or cooperation against the Law between state’s officers or between state officers and other parties harmful to the public, communities, or the state;
- c. “practice of nepotism” is every illegal action of state officers which provides benefits to their family or cronies above the interests of the public, the nation, and the country;
- d. “fraudulent practice” is an action or negligence, including providing incorrect information, which is spread openly or discreetly misleading or an attempt to mislead, a party to acquire financial benefit or other s or to avoid an obligation;
- e. “coercion practices” are actions that damages or disadvantaging, or threatening to damage or disadvantage, directly or indirectly, certain parties or properties of the parties with illegal means to influence an action of a party;
- f. “practice of obstructing investigation” is:
 1. a deliberate action to destroy, falsify, change, or hide a material evidence of an investigation or create a false statement in an investigation with the objective of obstructing an investigation on an allegation of corrupt, fraud, collusion, nepotism, or coercion practices; and/or threaten, abuse, or intimidate other party to obstruct the party to disclose the party’s knowledge in relevant issues in an investigation, or
 2. actions aimed at obstructing the execution of DJP’s rights or other party’s on the approval of DJP in conducting inspection or audit.

Besides that, the Pre-Qualification Participants:

- a. shall be disqualified if the Pre-Qualification Participant, the agents, Sub-Contractor including Specialist Sub-contractor, suppliers, and/or the employees, either directly or indirectly, are involved in acts of corruption,

collusion, nepotism, fraud, coercion, or obstructing investigations in obtaining the Contract; and

- b. the company or individual, shall be imposed with sanctions in accordance with the Applicable Laws, including openly declaring that the company or individual as unqualified either permanently or for a certain duration of time:
 1. to be contracted by the government; and
 2. to be nominated as an agent, a Sub-contractor including the Specialist Sub-contractor, service provide, and supplier of a company which should be eligible to receive Government Contract.