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CONFIDENTIAL

FORCLIME Fitting out – Manggala Office

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I. General information

1. Brief information on the project

The Forests and Climate Change Program (FORCLIME) supports the Government of Indonesia in its endeavour to mitigate the effects of climate change through forestry sector reform, capacity development and implementation of best management practices for sustainable forest management and biodiversity conservation. Field-based activities are being supported in selected districts of the provinces of Papua, West Papua and Central Sulawesi to Reduce Emissions from Deforestation and Degradation ("REDD" activities) and develop a forest-based bioeconomy. FORCLIME is funded by the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by GIZ (German International Cooperation) with the Indonesian Ministry of Environment and Forestry as the Program Executing Agency.

The Programme's overall objective is to reduce greenhouse gas emissions from the forest sector while improving the livelihoods of Indonesia's poor rural communities in Eastern Indonesia. To achieve this goal, the Programme team assists the Indonesian Government and provincial authorities in designing and implementing legal, policy and institutional reforms for the conservation and sustainable management of forests, at local, provincial and national level. Support to mobilize climate finance for forest resource management are a feature of the programme, providing decision-makers with experience of how REDD can be implemented "on the ground".

2. Objective

The need for an office renovation stem from the fact that the workspace, last updated in 2014, no longer meets current operational demands. The primary objective is to enhance functionality and efficiency by redesigning the layout to create more productive workstations and meeting spaces, while also improving employee well-being. This will be achieved by upgrading the overall comfort of the environment with better ventilation, lighting, and ergonomic furniture, ultimately fostering a more modern, professional, and motivating atmosphere that boosts both productivity and job satisfaction

3. GIZ shall hire the contractor for the anticipated contract term, from 04.09.2026 to 30.12.2026
4. The contractor shall provide the following work/service:
 - a) To conduct overall fitting out according to the rules and regulation of Ministry of Forest Management and GIZ, including but not limited to the following requirements:
 - All appropriate permits must be obtained.
 - Insurance covering all risks during construction, including but not limited to insurance for the entire building, third party liabilities and for workers; and
 - Completion of work according to the agreed timeline.
 - Comply with applicable construction work safety regulation.
 - Avoid any work that creates flame inside the building such as but not limited to welding works.
 - Maintain the cleanliness of project site and material delivery route within the building. Construction trash and debris shall be cleaned and removed from the site every day.
 - Repair and refinish any part of the building along to the material handling route that got damaged by the building material and tools mobilization.
 - Coordinate with Ministry of Forestry building maintenance team through GIZ for any work that requires modification of relocation of existing building infrastructure.
 - The working hour from Monday to Friday is from 17.00–22.00; weekend (Saturday & Sunday) is 06.00-22.00. No work during Indonesian public holiday.
 - b) To execute the office renovation and fitting-out according to the design, layout and BoQ as per the annexes, among others:
 - Preliminary works of general checking and cleaning, site security/protection, demolition of existing partition, wallpaper, etc.
 - Include without limitation all work relating to the interior of the office space such as mechanical and electrical work, air conditioning distribution work, installation of smoke detector and sprinklers, partitioning, cabling, fittings, fixtures, interior design and decoration including lighting and light fixtures, ceilings and other interior finishes;
 - Demonstrate an ability to fit-out the interior in accordance with the given design (BOQ).
 - Demonstrate the ability to move all projects furniture and equipment on a timely manner.
 - Ensure all data, LAN, phone, and electricity wiring is installed as directed and conforms to GIZ information and technology and building management fitting-out regulations and requirements; and
 - Ensure that any work related to branding and marking are approved prior to production and installation.
 - c) To manage/responsible and secure the overall removal of debris throughout the process of refurbishment works and fitting out, and other related waste in a safely manner and meet the safety measures.
 - d) To provide reliable and accountable work and services to accommodate flexibility to address any requests or requirements, within reason, presented by GIZ and/or

Ministry of Forestry Building Management, during fitting out including but not limited to:

- Correction or adjustment, including calculation error of wiring and ceiling plan design; and
 - Minor adjustment to the given interior design.
- e) To manage and responsible of overall technical work, administrative, coordination, monitoring and evaluation, management, and logistical support to complete the requirement of the office refurbishment and fit-out, among others.
- To keep the project site and building clean and safe including removal of debris safely throughout the process.
 - To assign a responsible project manager to oversee all fit-out tasks and be responsive to GIZ and/or Ministry of Forestry. If there is any change in the Consultant's personnel/worker, a written notification must be provided to GIZ and/or MoF immediately.
 - To provide necessary information, as requested and in a format determined by GIZ.
 - To provide progress report to GIZ every Monday throughout the fit-out process until completion of work, for monitoring and evaluation by GIZ; and
 - To provide guarantee of work after handing over and completion of work (post retention) upon the agreed terms by both parties.
- f) To manufacturing, supplying, installation and commissioning of furniture as indicated in the layout drawings. Guarantees, warranties and maintenance of furniture shall be secured.
- g) To refurbishing of existing wooden furniture used for the office space. The work will also include:
- Manage the transportation to/from furniture restoration workshop
 - Fitting-out and installation of furniture as indicated in the layout drawings
- Detail specifications of the furniture used for office space is attached in the annex. All appropriate permits must be obtained from MoF Building Management and/or GIZ
- h) To provide reliable, high quality and accountable work/services and product:
- The winning bidder is expected to deliver expertise in furniture manufacturing, products and materials according to the requirements of the furniture required with reliable experience, high quality product knowledge, accountable work/services and flexibility

Milestones/partial works	Date/location /responsibility	Criteria for acceptance	Payment
Output 1: Finishing and Interior (40% as BoQ)	Oct 2026	Preparation and demolition • Partition Demolition Work • Ceiling Demolition Work • Ceiling Trim Demolition Work • Floor Baseboard Demolition Work • Removal of Existing Light Fixtures • Removal of Air Conditioners • Removal of Internet Server Cabinets • Mobilization & Demobilization Partition work • Gypsum Partition Installation • Glass Wool Installation • Glass Partition Installation CEILING WORK • Ceiling Installation • Ceiling Trim Installation • Ceiling Painting Electrical • Lighting Installation • Electrical Outlet Installation Air Conditioner work • AC removal • AC Power Outlet Installation • Indoor-to-Outdoor Power Line Installation • AC Refrigerant Pipe Installation • AC Refrigerant Pipe Insulation • AC Drainpipe Installation • AC Drainpipe Insulation • Conduit for Cable Covering	Interim payment (after approval of Output 1)

		• Cable Tray Data and Telephone Installation • Data Installation • Conduit Pipes, Cable Covers - Cable Trays	
Output 2 Finishing and Interior (60% as BoQ) Submission of warranty (if any) and handover report (before-after picture) signed by both parties	Dec 2026	• Mobilization & Demobilization Partition work • Glass Wool Installation • Glass Partition Installation DOOR ACCESSORIES • Smartlock Handles • Door Handles • Panel Door Tracks • Door Closers • Door Stoppers • Glass Door Hinges • Solid Door Hinges Flooring Work Wall Installations Electrical Installations AirCon Installations Outlet Data Interior Meeting Room Interior Small Meeting Room Interior Pantry	Final payment (after completing 100%) 10% retention will be released after the defects liability period has expired, provided the Works are free of defects

II. Tender requirements

1. Qualifications of Contractor

- Companies with construction permits can be CV or PT with active construction SBU (Business Entity Certificate).
- Have at least 3 years construction experience in building, design interior, housing, and warehouses.
- Have NIB (Business Identification Number) and registered annual tax (SPT)

Annexes

- Annex 1: BoQ for Tender
- Annex 2: 3D-Design Drawing