



PT. SULUH ARDHI ENGINEERING

PROJECT NO:

**BIDDER'S OFFICE FACILITIES**

0	12/02/2016	Issue for Bid	LK	YW	RS
Rev.	Date	Description	BY	CHK'D	APP'D
			CONTRACTOR		

## **1. BIDDER'S OFFICE FACILITIES**

### **1.1 Building Location**

Jakarta project office will be set up at Garden Centre Building 7<sup>th</sup> floor and 103 Building, Cilandak Commercial Estate, Jl. Raya KKO, Cilandak, Jakarta Selatan. Engineering, Procurement, Project Management, Project Control, QHSE and Construction activities will be separated in different building. Engineering activities will be located at Garden Centre Building 7<sup>th</sup> floor. For Procurement, Project Management, Project Control, QHSE and Construction activities will be located at 103 Building 1<sup>st</sup> & 2<sup>nd</sup> floor (near as Garden Centre Building). Street directory of Garden Centre Building and 103 Building is as shown in attachment 1 – Cilandak Commercial Estate Directory

### **1.2 Building Security**

Garden Centre Building has several securities at each floor and at the bottom of floor, people who want to access the lift, should be pass through logam detector. At Jakarta Project Office, 7<sup>th</sup> floor, there will be 1 security during office hours until midnight. After that time, will be shift into another security and stand by until next morning. Same with Garden Centre Building 7<sup>th</sup> floor, 103 Building 1<sup>st</sup> & 2<sup>nd</sup> floor have 1 security during office hours until midnight.

### **1.3 Parking Lot**

CONTRACTOR's office has parking area for motorcycle and car. Parking area located in Cilandak Commercial Estate Area. Detail location of parking lot is as shown in attachment 2 - Parking Lot Layout

### **1.4 Office Layout**

As explained in section 3.1, CONTRACTOR has 2 working area and will become dedicated office for this project, Garden Centre Building 7<sup>th</sup> floor and 103 building 1<sup>st</sup> & 2<sup>nd</sup> floor. Detail for office layout is as shown in attachment 3 – Office Layout.

### **1.5 Fire Detection, Protection System and Emergency Evacuation Plan**

Garden Centre Building is fully equipped with fire detection and protection system. Fire detection layout and emergency evacuation plan for each building is as shown in Attachment 4 – Fire Detection, Protection System and Emergency Plan.

### **1.6 Computer and Backup System**

#### **1.6.1 Computer System (including operating system, network)**

CONTRACTOR's computer facilities have minimum specification of Computer Workstation, Intel Core i5 Processor with a network environment allowing unrestricted internet access, shares Laser Jet printers, CD-RW, and color printer/scanner. The following software will be included:

1. Microsoft Office 2010 (Word, Excel, Outlook, Access, Power Point)
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2. MS Project 2013
3. Primavera P6 ver 8.2
4. PDF Adobe Acrobat 8
5. E-mail message (including attachment) must not exceed 10 MB
6. Auto Cad 2012 (for designer or drafter)
7. Specific Engineering Software (Hysys, PDMS V.12.1, Staad Pro V.8i and ETAP Ver.7)

For Network system, server, network equipment, computer workstation and printer will be connected with 100 Mbps rate speed capacity over local area network and 1 Gbps as backbone. The detail information about network system was explained in IT Plan

### **1.6.2 Backup storage system for computer files**

The system coming with back-up system for recovery data. The system set-up to the prior data need to be back-up and stored on the tape or disk media. As a regular processing, back-up system schedule for daily, weekly, monthly and yearly. Regularly it will doing every week to replace the tape or disk with the current status.

IT hardware as the electrical equipment are unpredictable for getting failure, but usually the trigger will be come from the unstable power and bad circumstance. To covering this matter, back-up unit for any necessary parts has provided such as, switch, computer set, printer and communication devices.

### **1.7 Industry Standard Code**

List of Engineering Division Standard and Code is as shown in Attachment 5 – Code & Standard List for SAE Engineering.

## **2. COMPANY'S OFFICE**

### **2.1 Description of Company Office**

CONTRACTOR will provide COMPANY office with the following facilities and services for exclusive COMPANY use at CONTRACTOR's engineering and design home office, for the duration of CONTRACT. COMPANY office will be located at 5<sup>th</sup> floor Garden Centre Building, as shown in attachment 6 – COMPANY Office. Building size for COMPANY office is 179.5 m<sup>2</sup>.

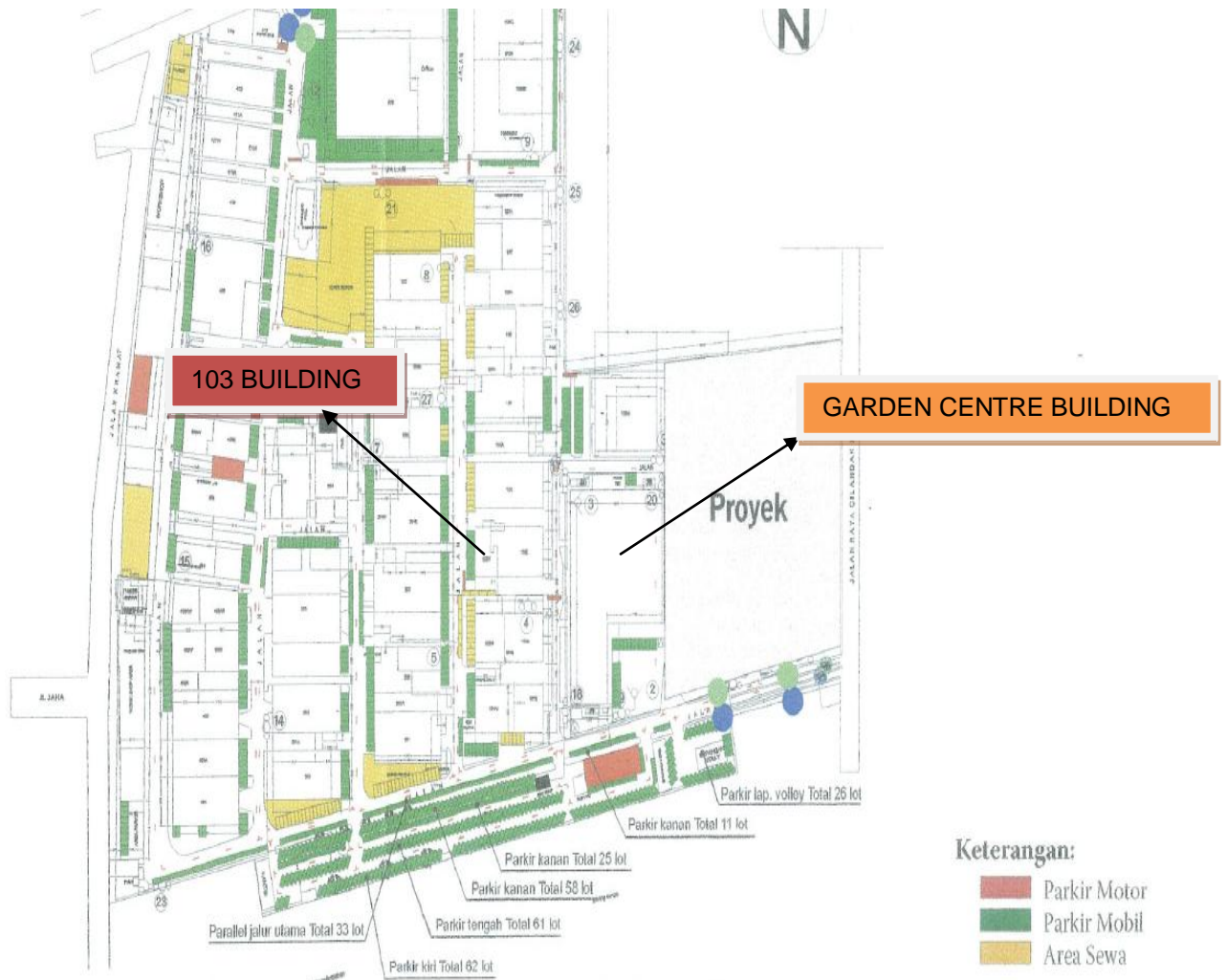
Office space complete with furniture, including Personal Computer equipped with Pentium Core i5, 4 GB RAM, 160 GB Hard disk, DVD Combo, USB, MS Office, Adobe PDF Distiller, WinRAR, 17" LCD flat screen, internet, LAN, keyboard, optical mouse, as minimum requirement including 3 copies of AutoCAD and 3 copies of MS Project. This office room can accommodate for 15 persons. There will be 1 big meeting room (74sqm) for ±20 persons completed with projector.

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Attachment 1 – Cilandak Commercial Estate Directory



## Attachment 2 – Parking lot Layout

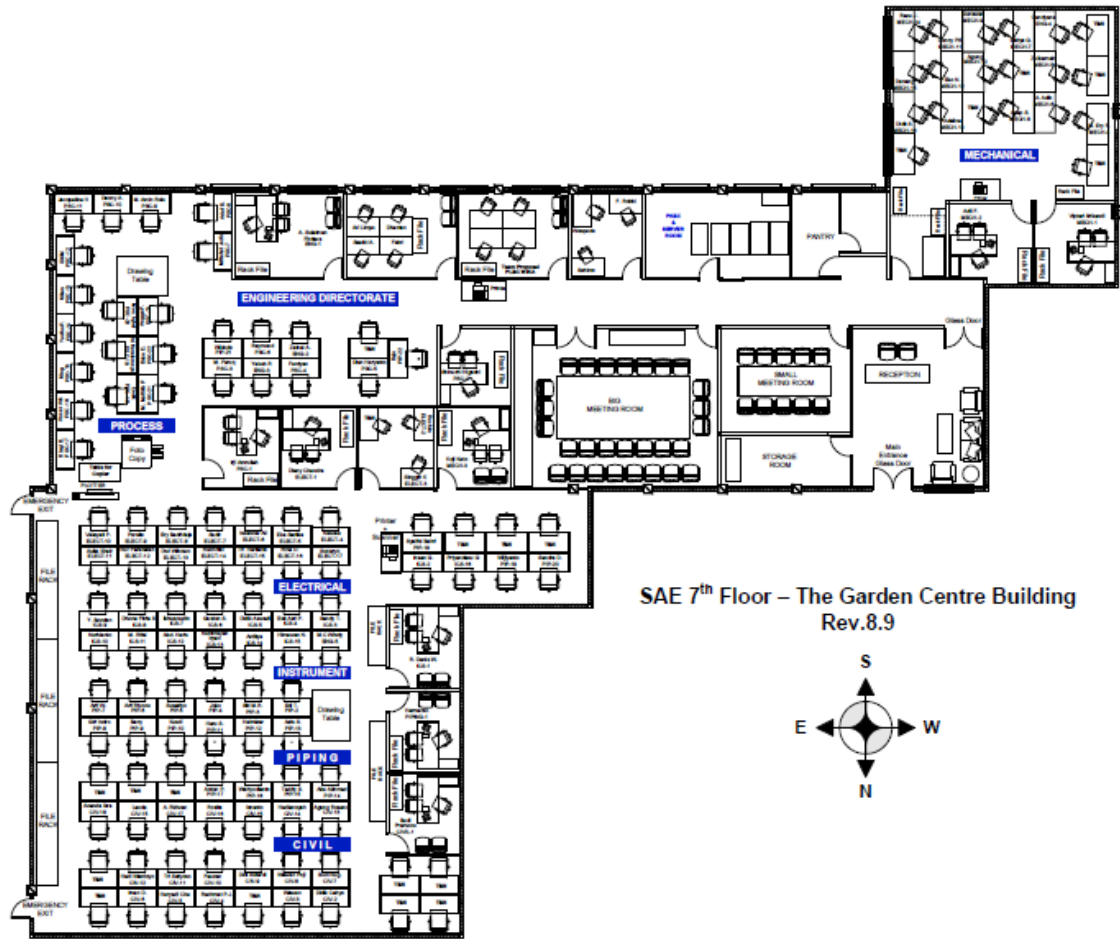


Note :

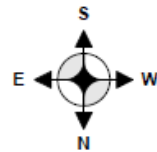
: Motorcycle Parking Area

: Car Parking Area

### Attachment 3.1 - Office Layout (Garden Centre Building)



SAE 7<sup>th</sup> Floor – The Garden Centre Building  
Rev.8.9



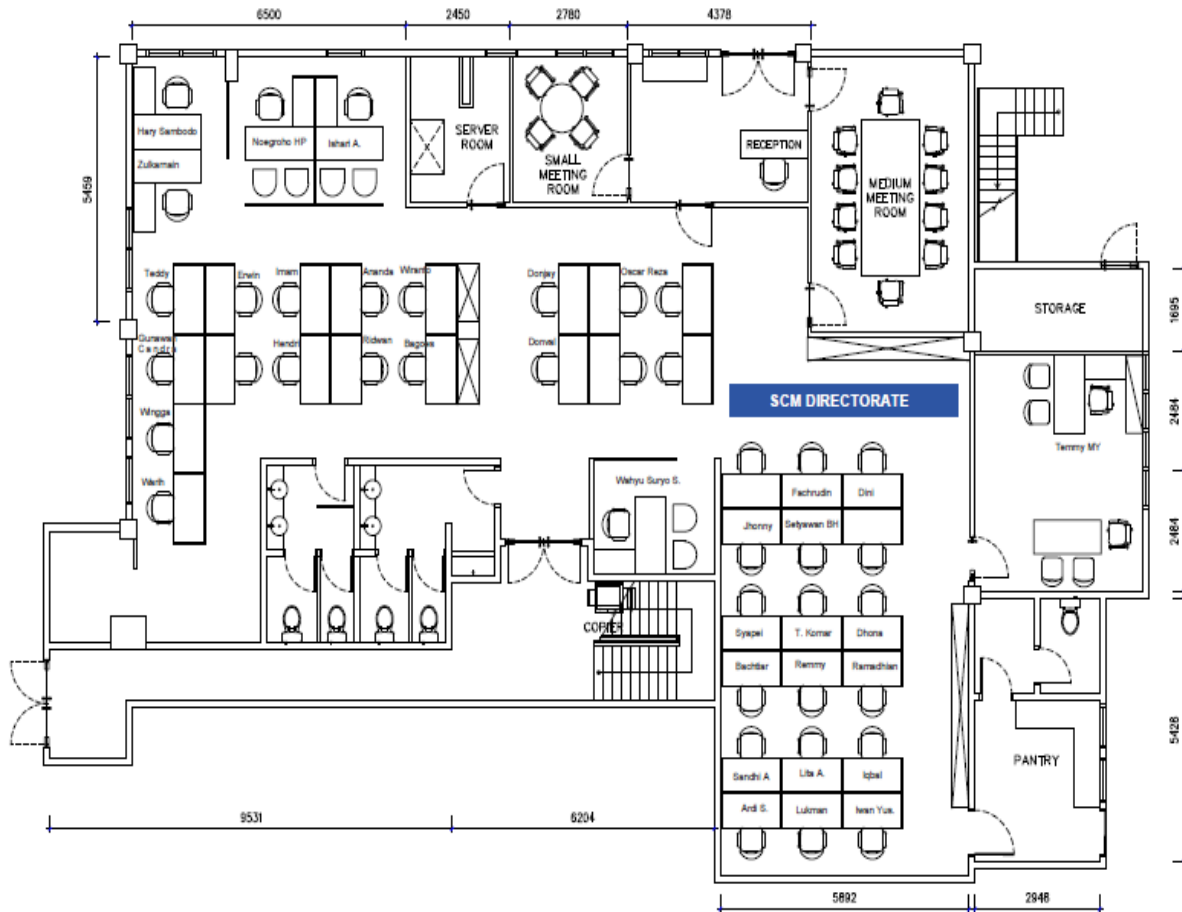
Office Layout 7<sup>th</sup> Garden Centre Building

Note:

In above layout, engineering group divided into some working areas, Mechanical, Piping, Process, Electrical, Instrument, Civil and Instrumentation. There are 1 (one) big meeting room, and 1 (one) small meeting room.

**Attachment 3.2 - Office Layout (103 Building)**

**#103 Building - 1st Floor**



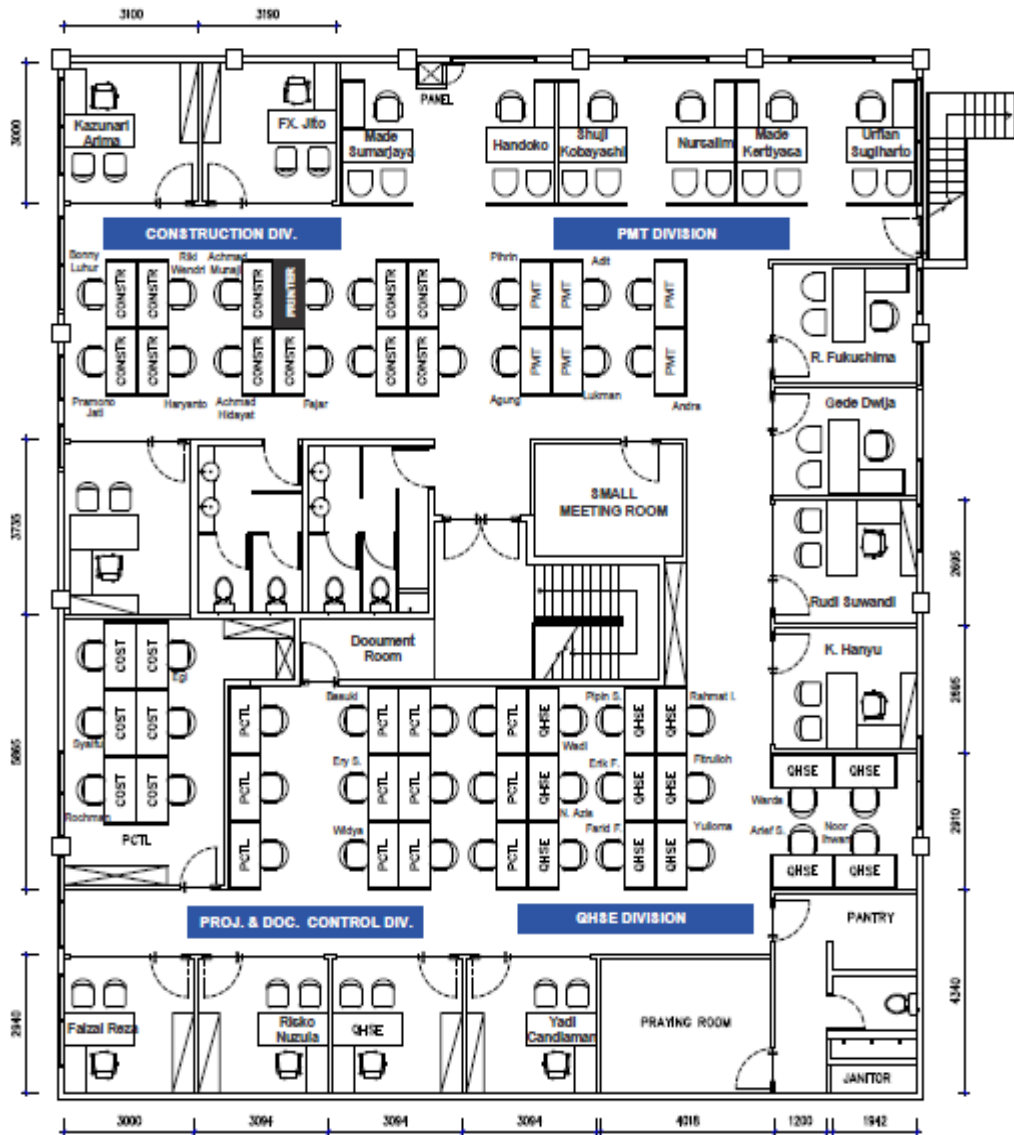
*Office Layout 7<sup>th</sup> 103 Building 1<sup>st</sup> floor*

**Note:**

In above layout, this floor is used for Supply Chain Management Division (Purchasing & Expediting, Subcontracting Admin and Traffic, Logistic & Material Control). There are 1 (one) big meeting room, and 2 (two) small meeting room in this floor.

Attachment 3.2 - Office Layout (103 Building)

#103 Building - 2nd Floor



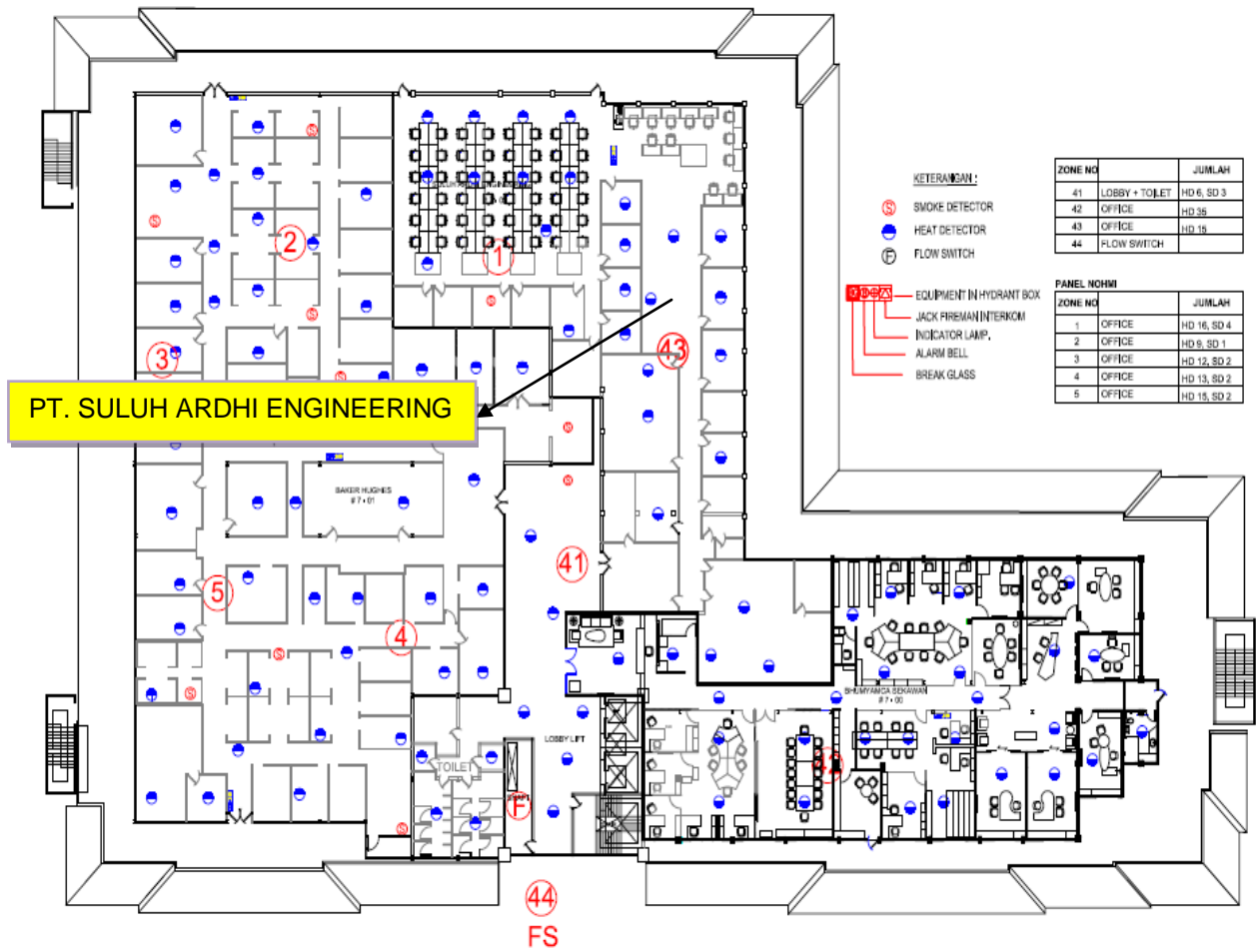
Office Layout 7<sup>th</sup> 103 Building 1<sup>st</sup> floor

Note:

In above layout, this floor is used for Project Management Team Division, Construction Division, Project Control Division and QHSE Division. There is only 1 (one) small meeting room in this floor..



## Attachment 4.1 - Fire Detection & Protection System



**Attachment 4.2 - Emergency Evacuation Plan (Garden Centre Building 7<sup>th</sup> floor)**



**Attachment 4.2 - Emergency Evacuation Plan (103 Building 1<sup>st</sup> & 2<sup>nd</sup> Floor)**



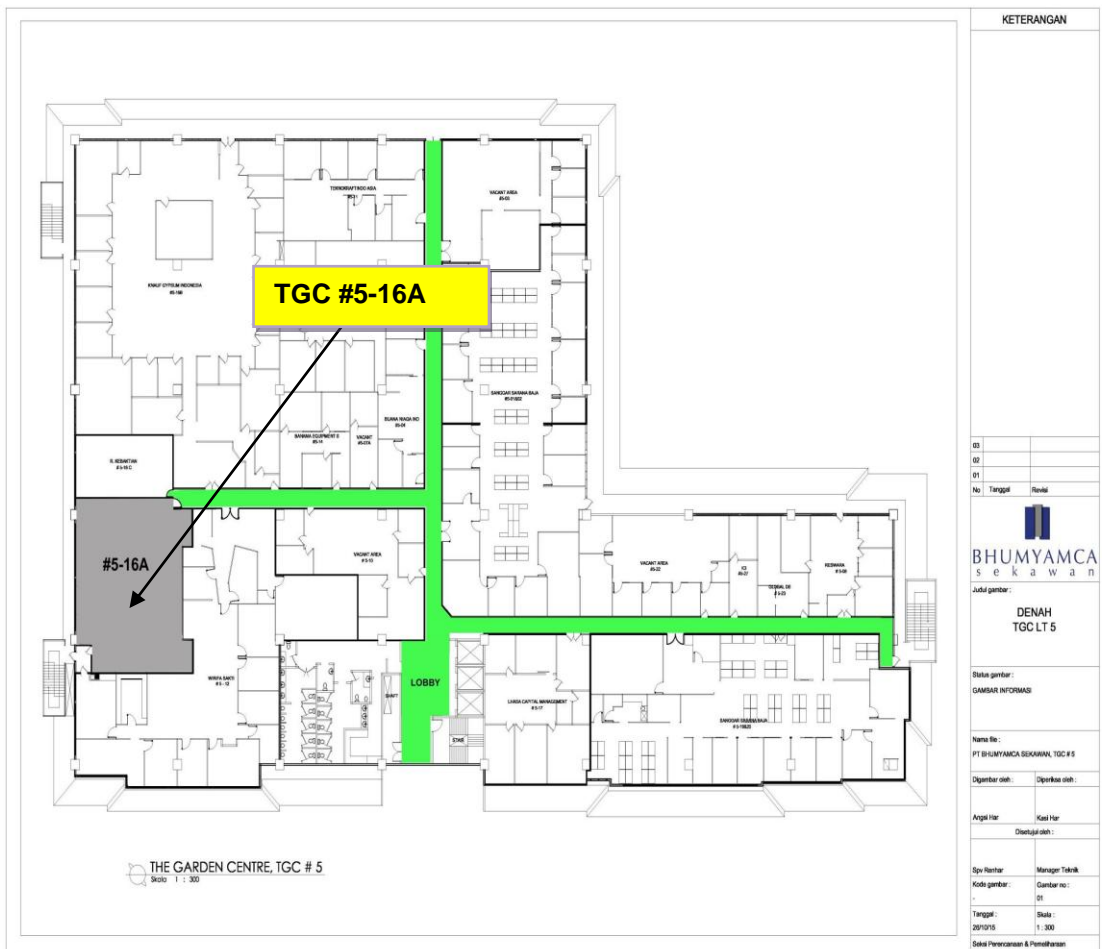
## Attachment 5 – Code & Standard List for SAE Engineering

### CODE AND STANDARD LIST FOR SAE ENG. DIVISION


Standard	Product Description	Product Code	Active	Historical
ASME	BPVC-Non Nuclear	TXU71	○	○
ASME	BPVC-Advantage	ASMBP	○	
ASTM	International - Metal	411N	○	
ASTM	Historical - International	7FBN		○
ASTM	Petroleum Products	414N	○	
API	Refining	593N	○	
	Transportation, Marketing and Safety	591N	○	
	Exploration and Production	592N	○	
	Historical (Before 1987)	7GBN		○
NACE		625N	○	
NFPA		Q639	○	
MSS		678N	○	
IEC	<a href="#">Custom 1 - 50</a>	IEC50	○	
	Reference Linking Solutions (*1)		○	
	Total			

\*1: IHS Reference Linking Solutions

- provides secured direct access to critical external content (standards and regulations) referenced from within your own documents and workflow processes.



**KETERANGAN**

01			
02			
03			
No.	Tanggal	Revisi	
 <b>BHUMYAMCA</b> s e k a w a n			
Judul gambar:			
<b>DENAH TGCLT 5</b>			
Status gambar:			
GAMBAR INFORMASI			
Nama file:			
PT BHUMYAMCA SEKAWAN, TGC # 5			
Digambar oleh:		Diperiksa oleh:	
Anggi Har		Khal Har	
Ditandatangani:			
Spv. Rancang:		Manager Teknik:	
Kode gambar:		Gambar no.:	
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Tanggal:		Skala:	
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Selain Perencanaan & Permisasi:			