

## SPECIFICATIONS

### 1. Bid Title

Driver Dispatching Service for the Japan Foundation, Jakarta's office

### 2. Qualifications

Only qualified companies with at least five years-experiences in driver service for corporate offices and all the services specified below are eligible to participate in the bid. There may be cases where The Japan Foundation, Jakarta requests the applying companies to send their general information and the financial statements to inspect their qualifications. In such cases the applying companies shall send the requested documents accordingly, and if the applying companies fail to do so, they will be unqualified.

### 3. Specifications

#### (1) Contact Period:

1 April 2025 – 31 March 2027 (24 months)

#### (2) Work schedule and details of manpower:

	Schedule and working hour	Manpower
a. Daily service	Monday – Friday, 08:00-17:00 WIB	3 pax

[Notes]

- Appoint fixed three professional personnels for daily driver during the whole contract period.

#### (3) Scope of work

Every driver has the duty to drive the office's car in accordance with the instructions from the office, and to always maintain the office's car in good and clean condition.

#### (4) Other specifications:

- a. If the personnel appointed is absent, substitute the personnel within 2 (two) hours.
- b. The Japan Foundation, Jakarta may request overtime work for events or other temporary work outside the schedule specified above. In such case, salary for the overtime work shall be calculated according to the applicable laws and regulations based on the basic salary specified on the bid form.
- c. The contractor shall submit the name list of appointed personnels to the Japan Foundation, Jakarta after making of the contract.
- d. The contractor shall be responsible for any damage on the infrastructure or property that has been caused by the negligence of the personnel appointed by the contractor.
- e. **When there is a change on minimum wage in Jakarta regulated by the Jakarta Provincial Government or other official governmental body of Indonesia, among the items specified on the bid form, only the basic salary can be adjusted to conform to the new minimum wage regulations with previous approval from the Japan Foundation, Jakarta. In such case, fees for THR, BPJS and compensations shall be calculated according to the new basic salary with previous approval from the Japan Foundation, Jakarta.**

- f. **The bidder shall understand and agree that the Japan Foundation, Jakarta will defray the service fee with the maximum amount on the bid form only, and will not cover the exceeding costs.**
- g. **If any change on services and/or price arises, the contractor shall inform the Japan Foundation, Jakarta and get its agreement in advance. Any cost without previous agreement by the Japan Foundation, Jakarta shall not be burdened by the Japan Foundation, Jakarta.**
- h. Offer currency shall be IDR only.

#### **4. Remarks**

- (1) Any items that are not specified shall conform to the laws and regulation of Indonesia.
- (2) All services shall conform to the laws and regulation of Indonesia.

[End]