

## **Guidelines of Oil and Gas Working-Area e-Tender Application**

This guideline was made to help the execution of Oil and Gas Block Tender which utilizing information and technology through e-Tender oil and gas block application module in <http://e-wkmigas.esdm.go.id>.

Before begin using this application, please read the guidelines carefully for each stage. If there are any question about this e-tender application module, can be asked via contact form or phone number which available in contact us menu.

### **1. Registration Preparation**

- a) Prospective tender participants look at the announcement of oil and gas block tender on the <http://e-wkmigas.esdm.go.id> website to take a look at the terms and conditions of tender blocks on the home page.
- b) Before purchasing bid documents, first prospective tender participants must prepare documents in digital form (\*.pdf), such:
  - 1) Company Incorporation Certificate;
  - 2) Company Proof of Residency (applies for companies that already have domicile in Indonesia);
  - 3) NPWP (taxation identification number for companies that already have domicile in Indonesia);
  - 4) Power of Attorney for a person duly authorized by Director (whose name is in the Company Incorporation Certificate) to represent the company to register.

The documents will be required on registration stage and purchasing bid documents.

### **2. Registration and Purchasing Bid Documents**

Registration and purchase bid documents schedule are:

#### **For Conventional Oil & Gas Block:**

from **June 15<sup>th</sup>, 2016** until **August 5<sup>th</sup>, 2016** for Direct Proposal Tender and from **June 15<sup>th</sup>, 2015** until **October 19<sup>th</sup>, 2015** for Regular Tender.

#### **For Unconventional Oil & Gas Block:**

tentative from **July 18<sup>th</sup>, 2016** until **November 16<sup>th</sup>, 2016** for Regular Tender and from **October 10<sup>th</sup>, 2016** until **November 16<sup>th</sup>, 2016** for Direct Proposal Tender

- a) Prospective tender participants make payment of bid documents through the account "BPN 019 Ditjen Migas, Account Number 122.00.0110899-5 Bank Mandiri, Branch: Jakarta Thamrin Nine". When make payment at the Bank, please describe the detail as follows "**Payment for Bid Documents on behalf of (company name) for (name) Block**". This is to ease the transaction checking.

b) Prospective tender participants fill in electronic registration form on the website <http://e-wkmigas.esdm.go.id> on registration menu, that is "Name", "Position", "Company Address" and "Email" with the following terms:

- "Name" is the name of the company's Director or a person who was gave the attorney from the company Director (whose name is in the Company Incorporation Certificate) to represent the company to register.
- "Position" is the position of the person concerned in the company.
- "Company Address" is company's domicile that can be proved by legally domicile statement letter.
- "Email" is the active and frequently used email address. This also will be used throughout the e-Tender process.

Documents that must be uploaded at this stage are :

- 1) The documents that mentioned in Number 1.(b) above, and
  - 2) Proof of transfer/deposit of the bid documents purchased, in accordance of Number 2.(a).
- c) After submitting registration form, the prospective tender participants will receive confirmation by email regarding username and password to login to the e-Tender application for downloading bid documents. Only prospective bidder that already registered is entitled to download/obtain bid documents.
- d) By downloading bid documents, means tender participants agreed to the rules that will not reproduce in any form to parties who are not entitled to the bid documents.
- e) Tender participants who have downloaded bid documents will get the \*.pdf receipt which generated by system and directly deliver to the tender participants email address.
- f) Tender participants may request the printed version of the bid documents from Directorate General of Oil and Gas, if there is any difference between downloaded version and printed version, then the printed version is used as the reference.
- g) The bid document which correspond to 1 (one) block shall be purchased in the amount of **Five Thousand US Dollars (US\$ 5,000)**. For the purchase of more than 1 (one) block bid documents, payments can be made in one transaction receipts. However, tender participant is still obliged to register separately for each bid documents were purchased.

**Example :**

*Company A is going to buy bid documents for X and Y blocks together, then the amount of the transaction in one payment receipt is US\$10,000. Furthermore, tender participants are required to register 2 (two) times which is register for block X (first registration) and then register for block Y bid documents (second registration).*

### 3. Clarification Forum Stage

Clarification forum schedule are :

**For Conventional Oil & Gas Block:**

from **June 20<sup>th</sup>, 2016** until **August 5<sup>th</sup>, 2016** for Direct Proposal Tender and from **June 20<sup>th</sup>, 2016** until **October 19<sup>th</sup>, 2016** for Regular Tender.

**For Unconventional Oil & Gas Block:**

from **July 21<sup>st</sup>, 2016** until **November 16<sup>th</sup>, 2016** for Regular Tender and from **October 13<sup>rd</sup>, 2016** until **November 16<sup>th</sup>, 2016** for Direct Proposal Tender.

- a) Clarification forum is done online through the application of e-Tender. Tender participants using the username and password to login and enter into this forum, in clarification forum menu.
- b) Admin may provide important information relevant to bid documents.
- c) Admin will answer every question asked, except to the substance of the question that already answered.
- d) In case of clarification forum time has ended, tender participants can not ask questions, but admin still have additional time to answer the questions.

### 4. Bid Submission (Participating Documents)

- a) Participating document shall be submitted directly to

Directorate General of Oil and Gas  
Migas Building  
HR Rasuna Said Str. Block B-5  
South Jakarta  
Indonesia  
Postal code : 12910

Direktorat Jenderal Minyak dan Gas Bumi  
Gedung Migas  
Jl. H.R. Rasuna Said Kav. B-5  
Jakarta Selatan  
Indonesia  
Kode pos : 12910

at the latest date:

**For Conventional Oil & Gas Block:**

tentative **August 8<sup>th</sup>, 2016** for Direct Proposal Tender and on **October 20<sup>th</sup>, 2016** for Regular Tender, at **02.30 pm**. There will be no document participation accepted after these hours.

**For Unconventional Oil & Gas Block:**

**November 17<sup>th</sup>, 2016** at **02.30 pm**. There will be no document participation accepted after these hours.

- b) Terms of submitting participating documents are regulated in bid documents.