

Manual Book Vendor English Version
E-Procurement Update Application System
PT Indonesia Asahan Aluminium (INALUM)
Version 1.0

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Chapter 1 Introduction

E-Procurement INALUM (IPRO) is a web-based application that acts as a mechanism for businesses to manage and procure staffing services. IPRO is same with E-Procurement and it will provide the detail information about how to use the system in term of tender process of PT Inalum (Persero). IPRO will give us some advantages, such as:

1. Speed up the tender process.
2. Bringing together vendor information, products and services.
3. Accelerate the process of evaluating the procurement of goods and services.

The guideline consists of several chapters with the following topics:

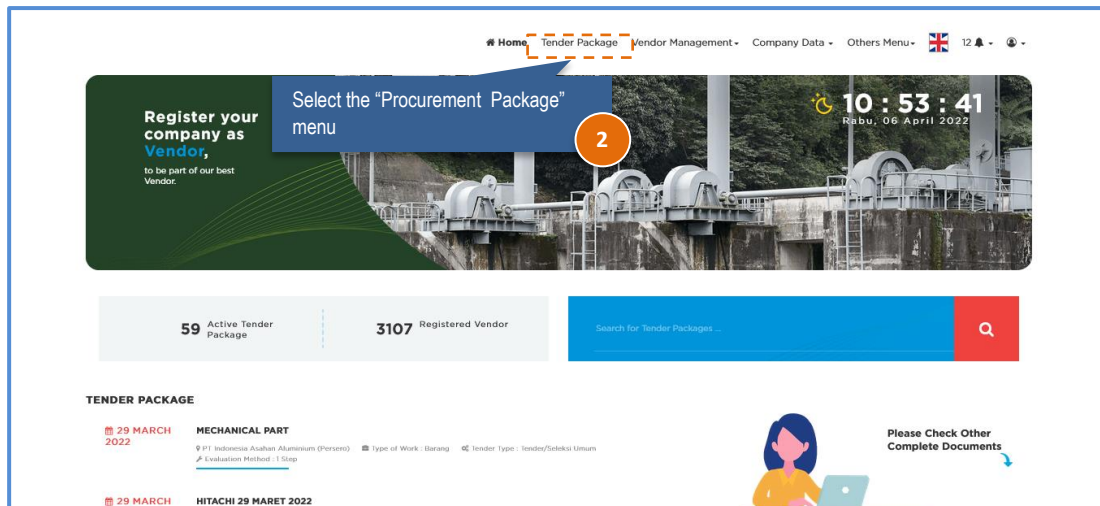
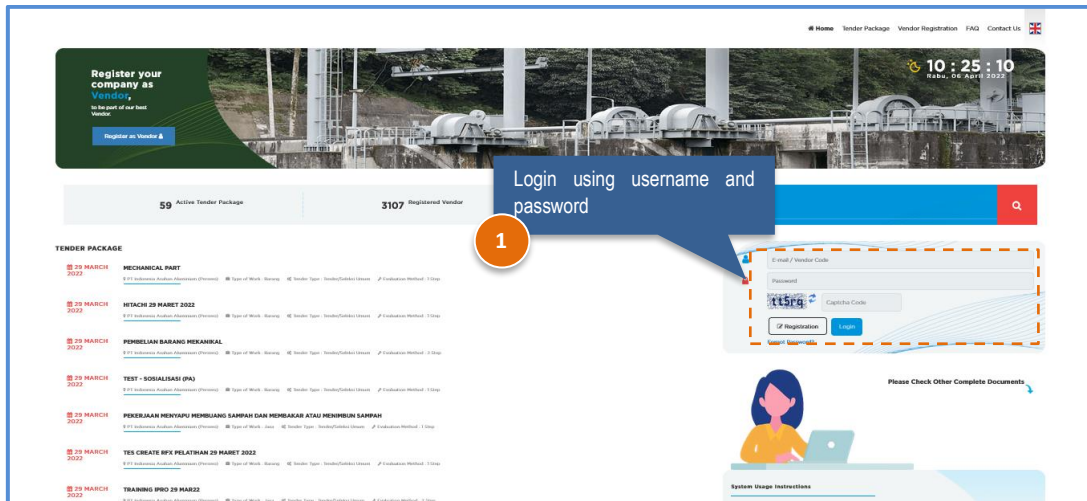
1. Chapter 1 Introduction
2. Chapter 2 features and functions
Guideline how to use IPRO System PT Inalum (Persero).

Chapter 2 Features and Function

In this module explained about the processes and features available in the e-Procurement system. Before started, web language can be change by clicking flag item in the right corner of the web. There are several features and functions in the e-Procurement system are as follows:

1. Tender Registration

The steps to register a vendor are as follows:



Home Tender Package Vendor Management Company Data Others Menu 12

/ Tender Package / Selection

TENDERS YEAR 2022 kontrak

Published Date	RFX Number	Job Package Name	Action
25 MARCH 2022	3220000196	KONTRAK PAYUNG SPARE PARTS PT Indonesia Asahan Aluminium (Persero) Type of Work : Goods Tender Type : Tender/Limited Selection You cannot sign up for this plan. The registration period has not started or has ended.	
25 MARCH 2022	3220000195	KONTRAK PAYUNG SPARE PARTS PT Indonesia Asahan Aluminium (Persero) Type of Work : Goods Tender Type : Tender/Limited Selection Please register for this tender package	REGISTER
10 MARCH 2022	4220000125	TEST UMUM 2 AMPLOP TUNGGAL SPLIT KONTRAK PAYUNG PT Indonesia Asahan Aluminium (Persero) Type of Work : Goods Tender Type : Tender/General Selection You cannot sign up for this plan. The registration period has not started or has ended.	
03 MARCH 2022	3220000117	TEST JASA 1 TAHAP TUNGGAL KONTRAK PAYUNG	

Click "Register" to register the tender

Home Tender Package Vendor Management Company Data Others Menu 12

/ Paket Lelang / Registrasi Paket

REGISTRATION AUCTION PACKAGE

Terms and Conditions

Qualification

Fields	Qualification
Agreement	

With this I declare :

- Will not practice Corruption, Collusion and Nepotism (KKN) and/or actions related to Bribery to anyone who is known or reasonably suspected to be related to the procurement of goods and services.
- Willing to report to the competent authority PT INALLUM (Persero) or the authorities if they know of any indications of KKN and/or Bribery in the procurement process.
- All information that we convey is true, so that if in the future there is a discrepancy with the information referred to, the Company is willing to accept administrative sanctions in accordance with the applicable provisions at PT INALLUM (Persero).
- Price Fairness Guarantee:
 - That the price we offer includes profits and all applicable taxes/benefits as well as all cost elements that have been stipulated in the procurement document and does not include Value Added Tax (VAT 10%).
 - That the price we convey is reasonable. If in the future it is known that the price we convey shows/indicates an irregularity, then we are able to account for and return the excess price to PT INALLUM (Persero) and be subject to sanctions (applies to the Company, its owners and management) in accordance with the applicable provisions at PT INALLUM (Persero).
- That the Company and its employees do not have a conflict of interest with PT INALLUM (Persero) which makes the Company inappropriate to act as a provider of PT INALLUM (Persero), including:
 - Direct economic interests, association relationships or other relationships (either personal or family) with Employees or Directors or Commissioners or controlling shareholders or guarantors
 - During the Work process and afterward, it will not take any action intentionally or unintentionally, including but not limited to accepting work from any party directly or indirectly, which has or results in a conflict of interest between the Company and PT INALLUM (Persero).
- If we violate this Integrity Pact, we will accept legal consequences or in accordance with PT INALLUM (Persero) internal rules including cancellation of ongoing contracts.

CANCEL REGISTER

Click the "Register" button to register for the tender package

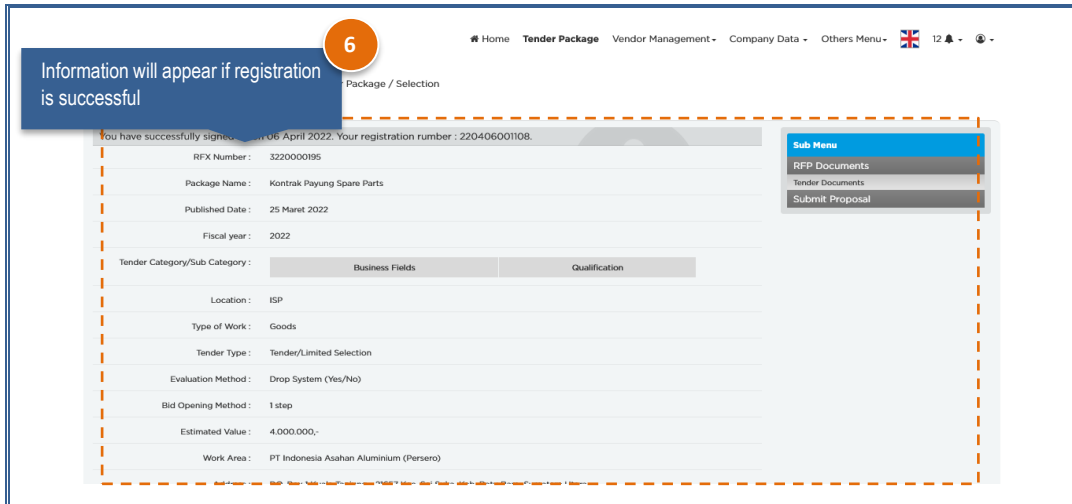
Checklist of all registration requirements

Main Office
P.O. Box 1 Kuala Tanjung
Kec. Sei Sukai, Kab. Batu Bara
Sumatera Utara 21657
Indonesia

- Online Prequalification Procedures
- Terms and Conditions
- Frequently Asked Questions (FAQ)

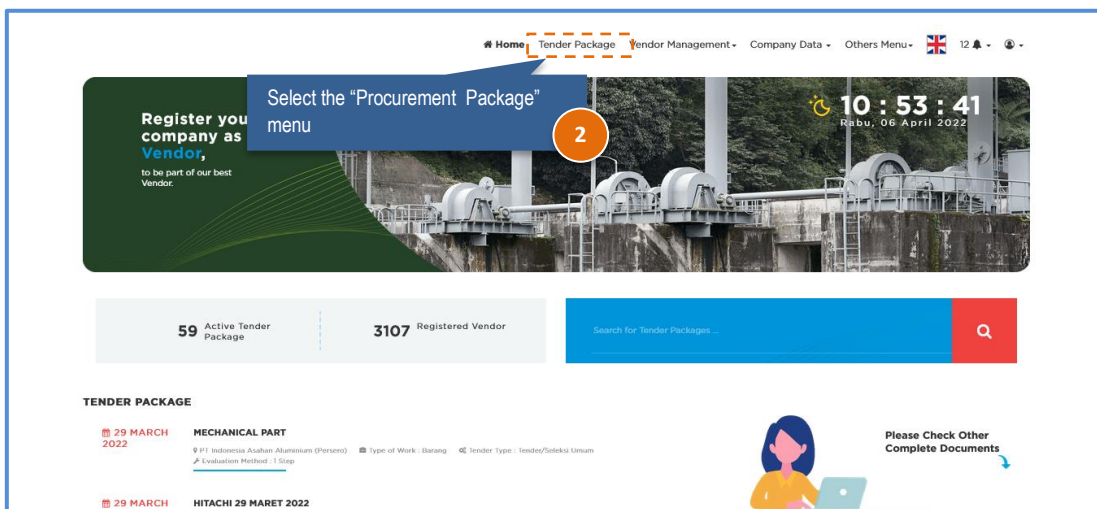
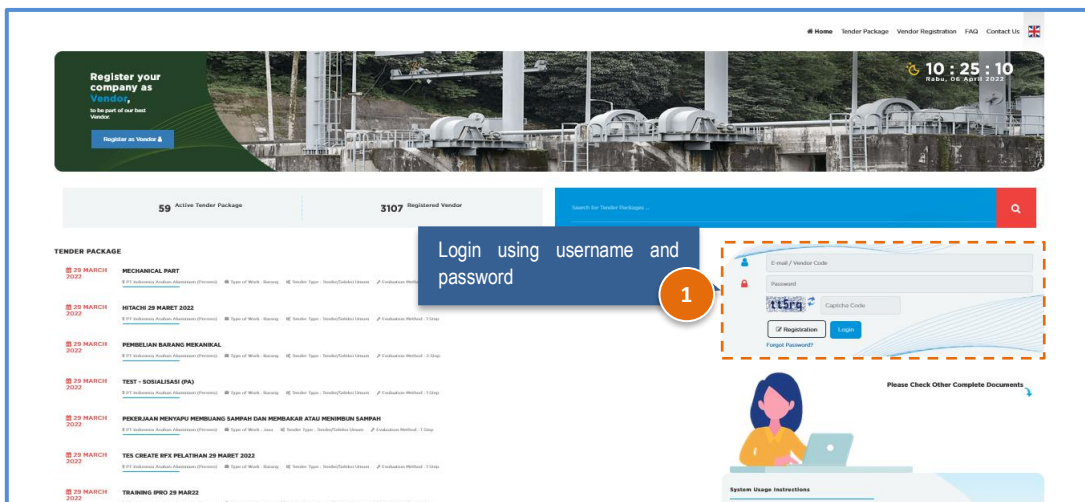
Note :

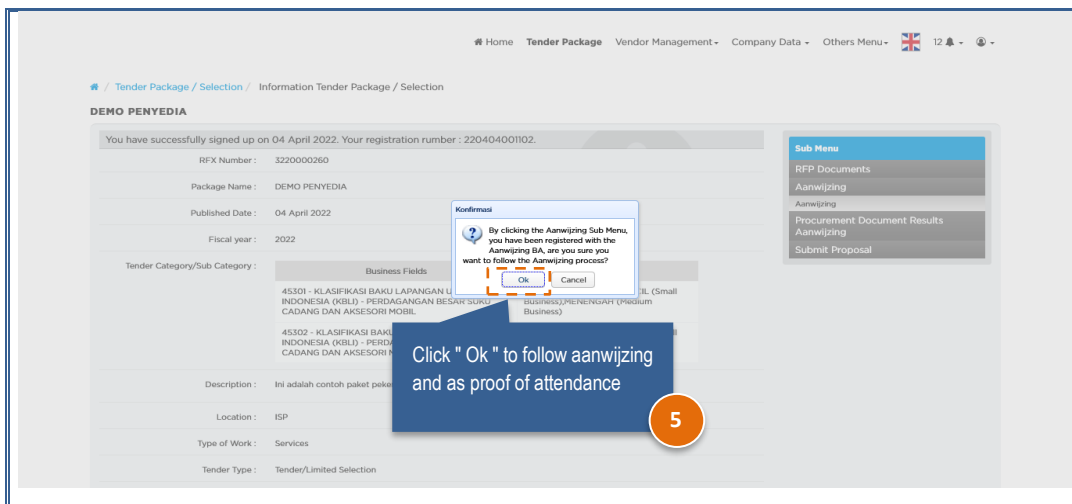
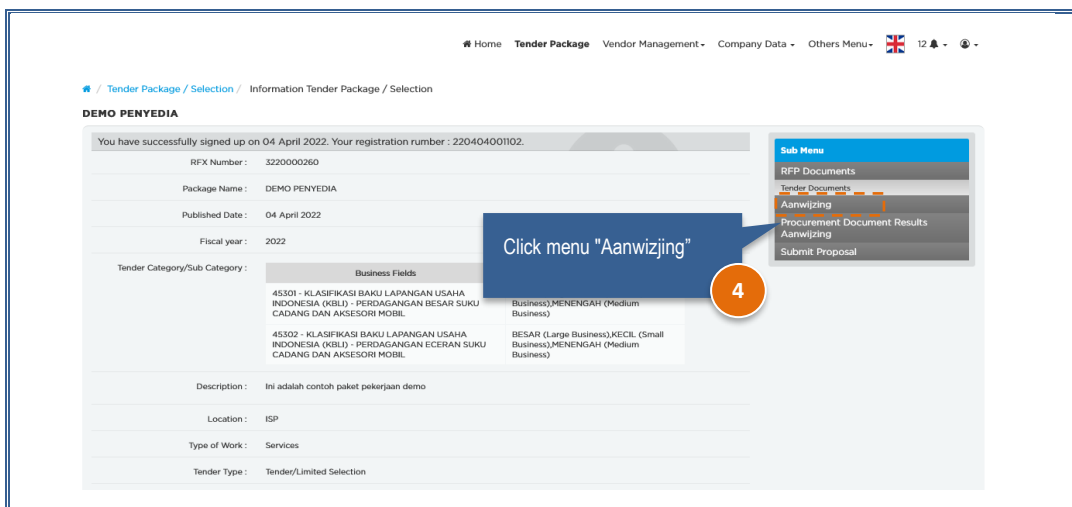
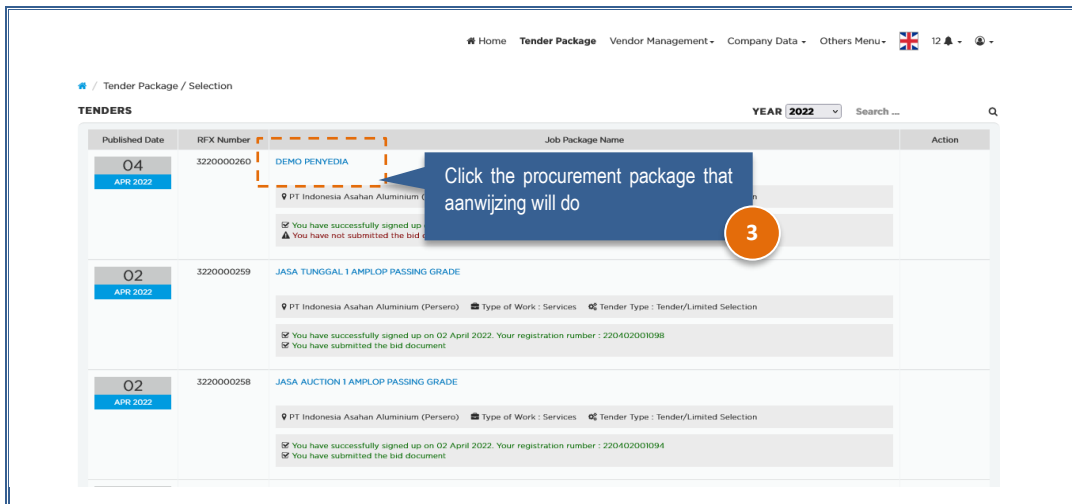
- Special registration for public/open selection tenders, it is mandatory to upload prequalification requirements as shown.
- Registration in addition to the public/open selection tender, just go to the statement checklist and list.

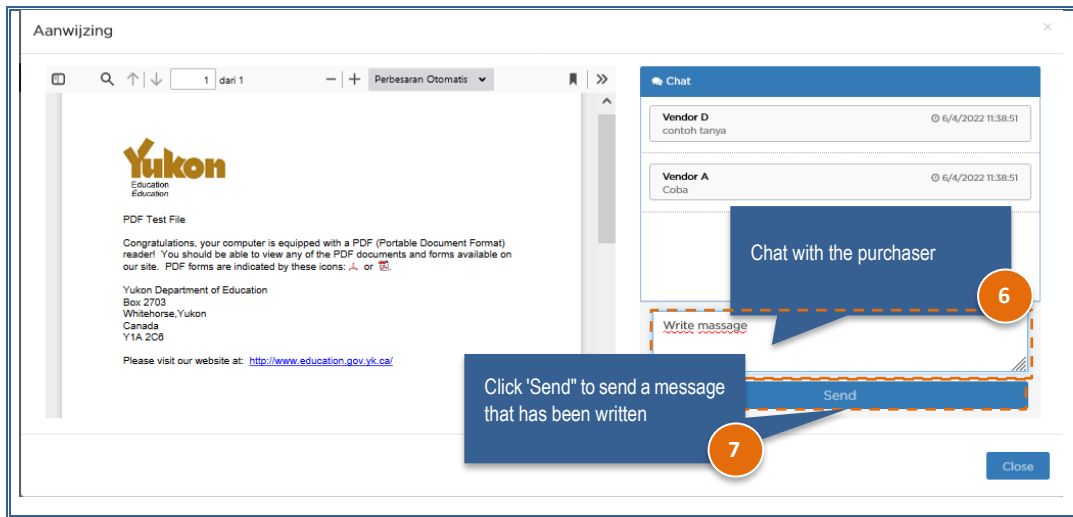


2. Aanwijzing

Aanwijzing process can be done if the date and hour of aanwijzing has been determined. Aanwijzing information will be received via e-mail registered on IPRO. The steps to perform aanwijzing are as follows:

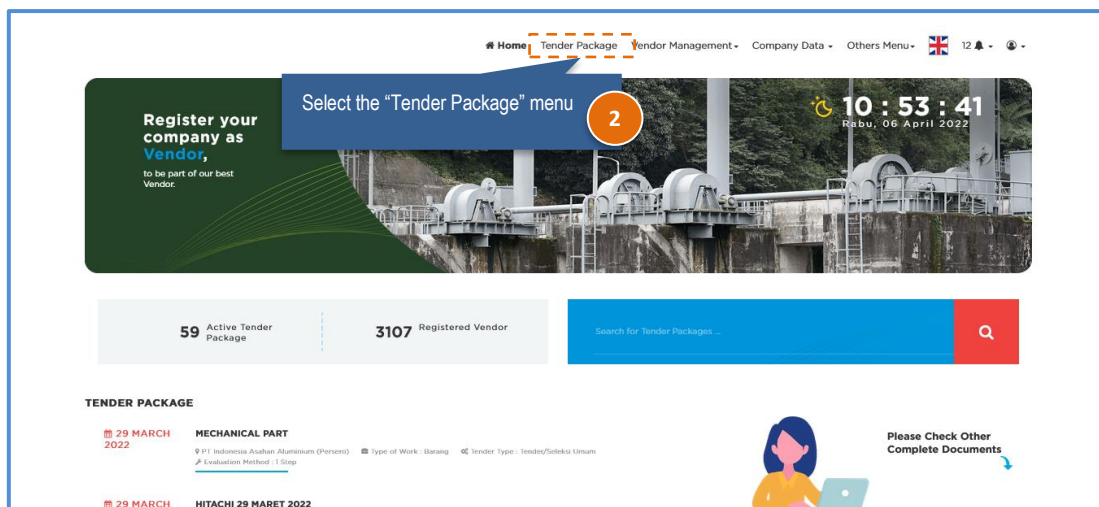
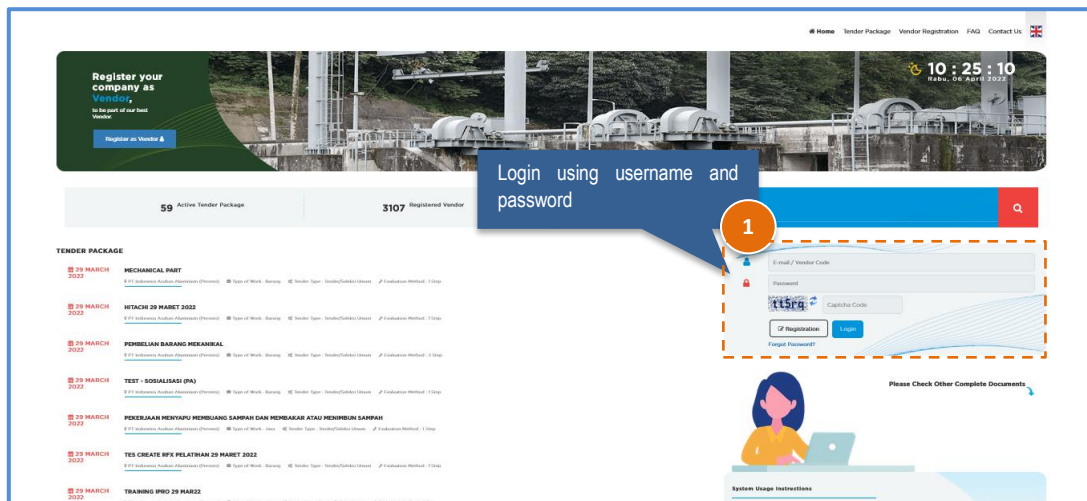


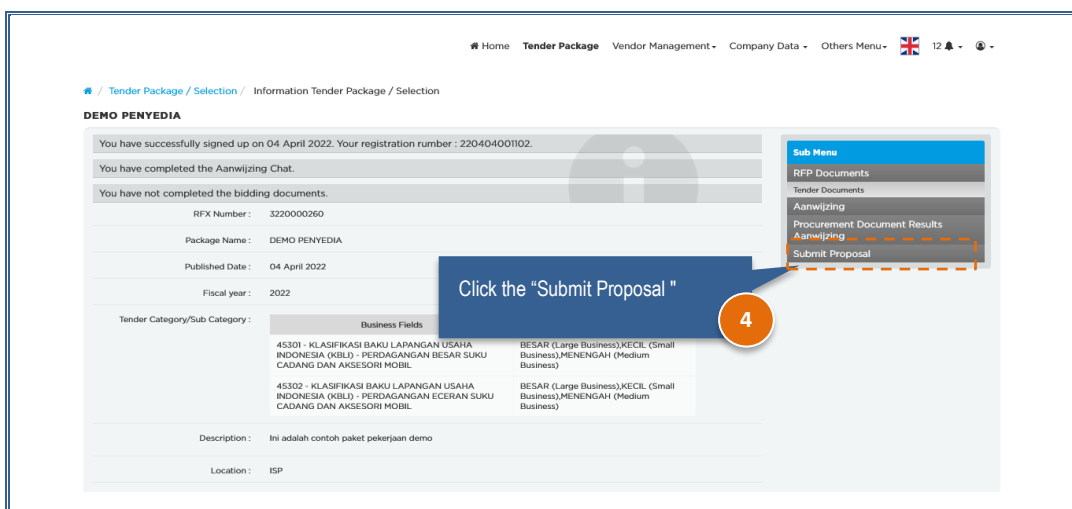
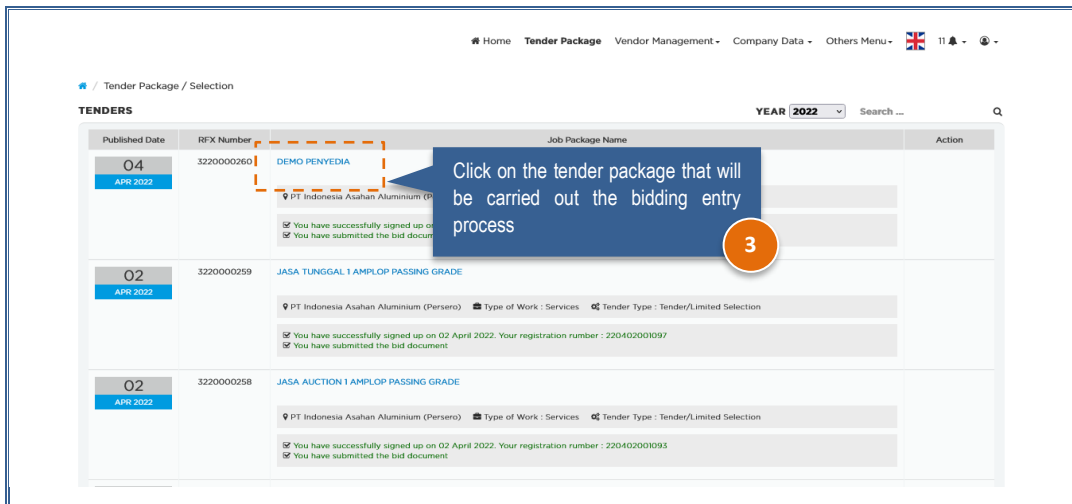




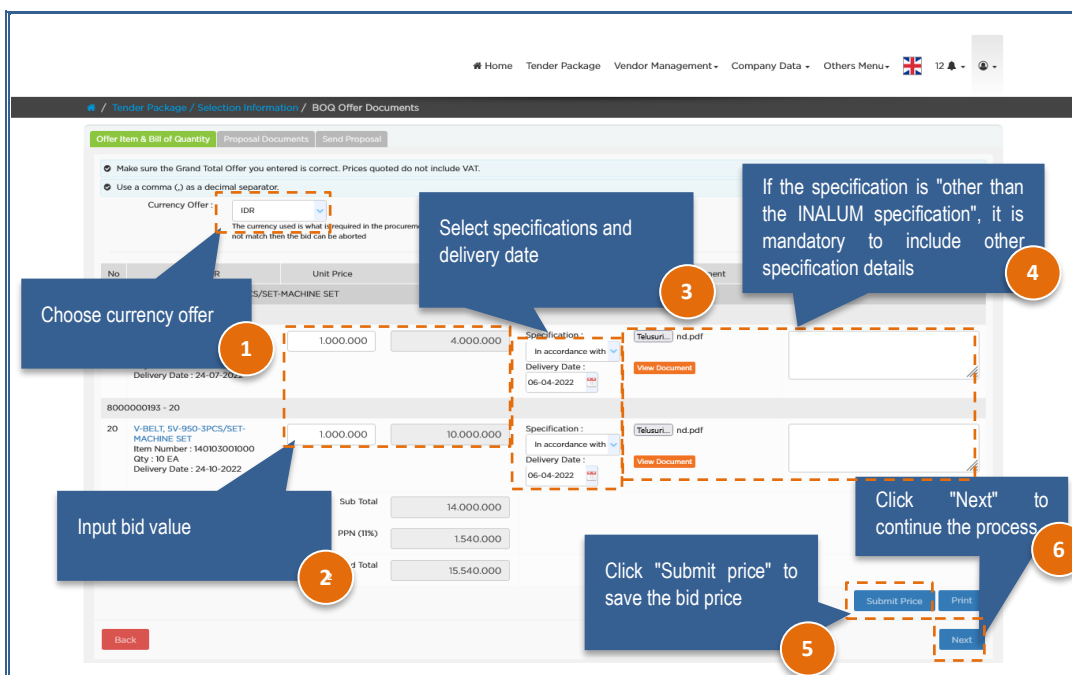
3. Submission Document

Please kindly note the deadline for the document submission and it can be entry within the date that set by the purchaser. There are 2 kind of evaluations and purchaser will only use one type. Submission Document steps are as follows:





a) Evaluation Type 1
It usually use in materials or goods.



Note :

- The total value of the offer will be calculated automatically by the system, after the unit price before VAT is entered.
- Print the details of the offer can be done by clicking the "print" button.

7 Upload documents if there are supporting documents

8 If there is an additional document to support your detail requirement or offering

9 Click "Next" to continue the process

10 Upload offer Guarantee document if required

11 Click "Submit" to submit the document

12 Click "Next" to continue the process

13 Checklist of Terms & Conditions

14 Input the delivery code sent via email

15 Click "Submit Offer Document" to post

b) **Evaluation Type 2: Passing Grade/Value**

The evaluation using passing grade/value and usually in Services process. Here is the view of the entry offer page of the passing grade evaluation type.

The screenshot displays the 'BOG OFFER DOCUMENT' interface. At the top, there are navigation links: Home, Tender Package, Vendor Management, Company Data, and Others Menu. The main section is titled 'Offer Item & Bill of Quantity'. Below this, there are instructions: 'Make sure the Grand Total Offer is calculated is correct. Prices quoted do not include VAT' and 'Use a comma (,) as a decimal separator'. The 'Currency Offer' is set to 'USD'. The table below lists various items with their respective quantities, unit prices, and total prices. Annotations 1 through 4 guide the user through the process of selecting the currency, inputting bid values, submitting the price, and clicking 'Next' to continue.

No.	Quantity	Unit Price	Total Price
1000003975 - GEARSHAFT, SPUR-GP4M-15-IN-036-EBARA	10	30.000.000	120.000.000
1000003975 - 10			
10 GEARSHAFT, SPUR-GP4M-15-IN-036-EBARA	10	30.000.000	240.000.000
1000003975 - 20			
20 SPROCKET WHEEL, PN-B127B7-HITACHI	20	40.000.000	1.320.000.000
20 SPROCKET WHEEL, PN-B127B7-HITACHI	20	30.000.000	300.000.000
8000000131 - 20			
20 SPROCKET WHEEL, PN-B127B7-HITACHI	20	30.000.000	120.000.000
20 SPROCKET WHEEL, PN-B127B7-HITACHI	20	30.000.000	240.000.000
8000000131 - 30			
30 GEARSHAFT, SPUR-GP4M-15-IN-036-EBARA	30	30.000.000	990.000.000
30 GEARSHAFT, SPUR-GP4M-15-IN-036-EBARA	30	30.000.000	300.000.000
8000000131 - GEARSHAFT, SPUR-GP4M-15-IN-036-EBARA			
1000003975 - 10			
10 GEARSHAFT, SPUR-GP4M-15-IN-036-EBARA	10	3.630.000.000	399.300.000
10 GEARSHAFT, SPUR-GP4M-15-IN-036-EBARA	10	30.000.000	120.000.000
1000003975 - 20			
20 SPROCKET WHEEL, PN-B127B7-HITACHI	20	30.000.000	240.000.000
20 SPROCKET WHEEL, PN-B127B7-HITACHI	20	30.000.000	240.000.000
8000000131 - 20			
20 SPROCKET WHEEL, PN-B127B7-HITACHI	20	40.000.000	1.320.000.000
20 SPROCKET WHEEL, PN-B127B7-HITACHI	20	30.000.000	990.000.000
8000000131 - 30			
30 GEARSHAFT, SPUR-GP4M-15-IN-036-EBARA	30	30.000.000	300.000.000
30 GEARSHAFT, SPUR-GP4M-15-IN-036-EBARA	30	30.000.000	300.000.000

Note :

- The total value of the offer will be calculated automatically by the system, after the unit price before VAT is entered.
- Print the details of the offer can be done by clicking the "print" button.

The provider shall input the technical evaluation according to the provisions made by the purchaser. Enter the technical specifications in the fields that are already available.

Home Tender Package Vendor Management - Company Data - Others Menu - 12

Tender Package / Selection / Information Tender Package / Selection / Technical Offer Documents

PROPOSAL DOCUMENTS

Item Penawaran & Bill of Quantity Technical Evaluation Proposal Documents Proposal Documents Send Proposal

Description	Remarks	Mandatory according to specifications	UOM	Specification	Your specifications
1 Scope of Work					
a. Volume of Work					
1 Pekerjaan Erotion (melt away)	(E1)		Spot	3.790	<input type="text" value="3.790"/>
2 Pekerjaan Erotion (melt away)	(E2)		Spot	2.636	<input type="text" value="2.636"/>
3 Pekerjaan Build Up Welding	(E3)		Spot	9.830	<input type="text" value="9.830"/>
4 Pekerjaan Thimble Removal (Sticking)	(S)		Ass'y	14.124	<input type="text" value="14.124"/>
5 Pekerjaan Deformation	(D)		Ass'y	17.779	<input type="text" value="17.779"/>
6 Pekerjaan Rod Bending	(B)		Ass'y	6.623	<input type="text" value="6.623"/>
7 Pekerjaan BA Ctad Change	(BA)		Ass'y	780	<input type="text" value="780"/>
8 Pekerjaan Rod Spark	(R)		Ass'y	5.444	<input type="text" value=""/>

Home Tender Package Vendor Management - Company Data - Others Menu - 12

Tender Package / Selection / Information Tender Package / Selection / Technical Offer Documents

5 Quality Control Standard		Submitted	<input type="button" value="Choose File"/> <input type="button" value="View Document"/>
6 Supporting Letter of able to supply material		Submitted	<input type="button" value="Choose File"/> <input type="button" value="View Document"/>
7 Declaration of Commitment (Mandatory)	Y	Submitted	<input type="button" value="Choose File"/>
Sub Total VII			
Grand Total			

5 Click "Submit technical offer" to save the technical specifications

6 Click "Next" to continue the process

Back

Home Tender Package Vendor Management Company Data Others Menu

/ Tender Package / Selection / Information Tender Package / Selection / Guarantee Offer Document

OFFER GUARANTEE

Item Penawaran & Bill of Quantity Technical Evaluation Proposal Documents **Send Proposal** Proposal Documents

- For bid security with a value of < USD 30,000 or its equivalent in other currencies, the bid guarantee is submitted in the form of a Bank Guarantee or Surety Bond.
- For bid collateral with a value of USD 30,000 or in another equivalent currency, the bid collateral is submitted in the form of a Bank Guarantee (1 USD = 14.600 IDR).
- In the event that it is constrained by the management period of the Bank Guarantee or Surety Bond, your Company must submit a certificate of management from the issuing agency, then must submit the original copy from the Bank.
- This offer requires a Bid Guarantee of 10.318.200 valid for 60 calendar days from the date of submission of the offer.

Upload offer Guarantee document if required **7**

Click "Submit" to submit the document **8**

Click "Next" to continue the process **9**

BACK NEXT

Contact Us E-mail Us Main Office Others Me

Home Tender Package Vendor Management Company Data Others Menu

/ Tender Package / Selection Information / Bidding Documents Term Condition

SEND PROPOSAL

Item Penawaran & Bill of Quantity Proposal Documents **Send Proposal**

Terms and Condition Resend Verification Code

- Will not practice Corruption, Collusion and Nepotism (KKN) and/or actions related to Bribery to anyone who is known or re...
- Willing to report to the competent authority PT INALLUM (Persero) or the authorities if they know of any indications of KKN...
- All information that we convey is true, so that if in the future there is a discrepancy with the information referred to, the C...
- a. That the price we offer includes profits and all applicable taxes/benefits as well as all cost elements that have been stip...
- b. That the price we convey is reasonable. If in the future it is known that the price we convey shows/indicates an irregular...
- That the Company and its emp...
 - Direct economic interest, and
 - During the Work process and in a conflict of interest between
- If we violate this Integrity Pact,

Checklist of Terms & Conditions **10**

Input the delivery code sent via email **11**

Click "Submit Offer Document" to post **12**

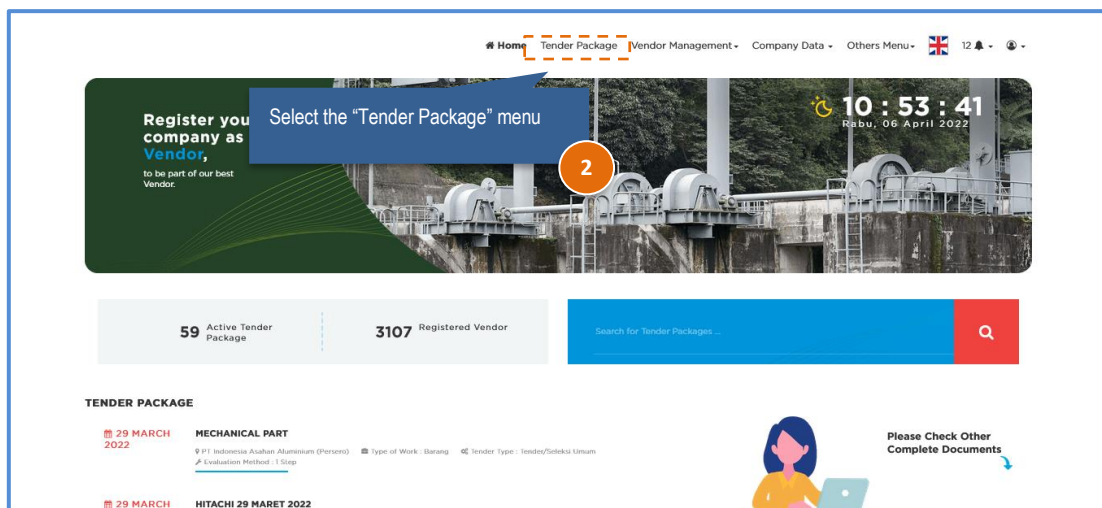
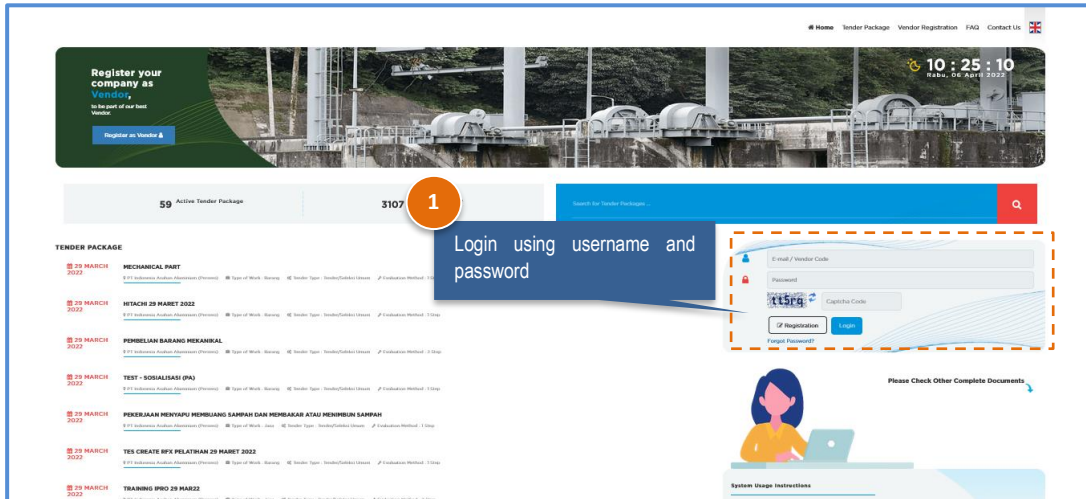
Back Send Bidding Documents

4. Negotiations

The negotiation process can be done if the date and time of the negotiation has been determined. Negotiation information will be received via e-mail registered on IPRO. Negotiation can be done in 2 ways : Single and e-Auction.

a) Single Negotiation

A single negotiation is a negotiation conducted directly to one Vendor. The steps are as follows:



Home Tender Package Vendor Management - Company Data - Others Menu - 11

Tender Package / Selection

TENDERS YEAR 2022 Search ...

Published Date	RFX Number	Job Package Name	Action
04 APR 2022	3220000260	DEMO PENYEDIA	
02 APR 2022	3220000259	JASA TUNGGAL 1 AMPLOR	
02 APR 2022	3220000258	JASA AUCTION 1 AMPLOR PASSING GRADE	

Select the tender package to be negotiated

3

Home Tender Package Vendor Management - Company Data - Others Menu - 12

Tender Package / Selection / Information Tender Package / Selection

EWRWE

You have successfully signed up on 31 Maret 2022. Your registration number : 220331001073.

Congratulations, you have been selected as a potential winner. Negotiation Schedule: 31 Maret 2022 At 17:00 WIB

RFX Number : 3220000252

Package Name : ewrwe

Published Date : 31 Maret 2022

Fiscal year : 2022

Tender Category/Sub Category : Business Fields

Location : IPP

Type of Work : Goods

Tender Type : Tender/Limited Selection

Evaluation Method : Drop System (Yes/No)

Bid Opening Method : 1 step

Work Area : PT Indonesia Asahan Aluminium (Persero)

Address : D11 Blok 1 Kuala Tanjung - 21657 Karo - Sei Suka Kab. Batu Bara - Sumatera Utara

Sub Menu

- RFP Documents
- Tender Documents
- Submit Proposal
- Negotiation
- Winner Announcement

Click the "negotiation" menu to negotiate

4

Home Tender Package Vendor Management - Company Data - Others Menu - 12

Tender Package / Selection / Information Tender Package / Selection / Negosiasi Rekanan Lot

NEGOTIATION

No	Description	Quantity	Unit	Vendor A		Negotiation		Agreement	
				Unit Price	Total	Unit Price	Total	Purchaser's Approval	Vendor's Approval
1	BRG, BALL, TRST-SIH4-NTN	2	EA	110.000	220.000	90.000,00	180.000,00		✓

Click "chat" to negotiate with Purchaser

5

Kembali

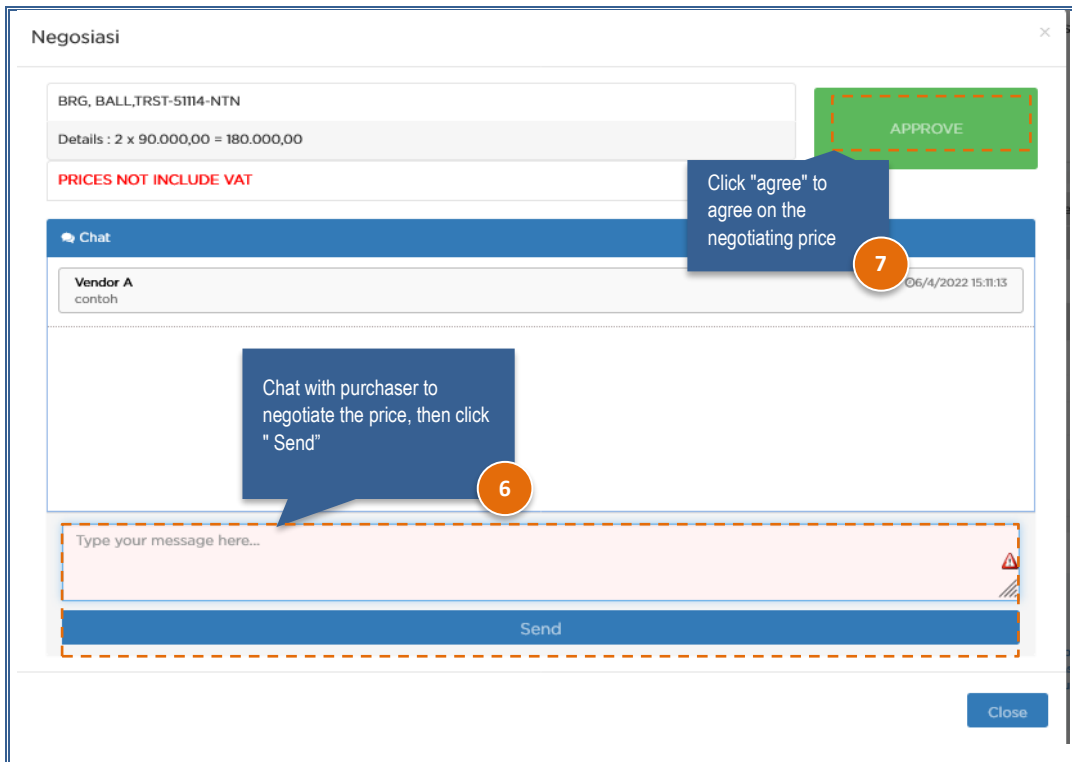
Contact Us (0622) 31311

E-mail Us pengadaan-adm@inalum.id

Main Office
P.O. Box 1 Kuala Tanjung
Kec. Sei Suka, Kab. Batu Bara
Sumatera Utara 21657
Indonesia

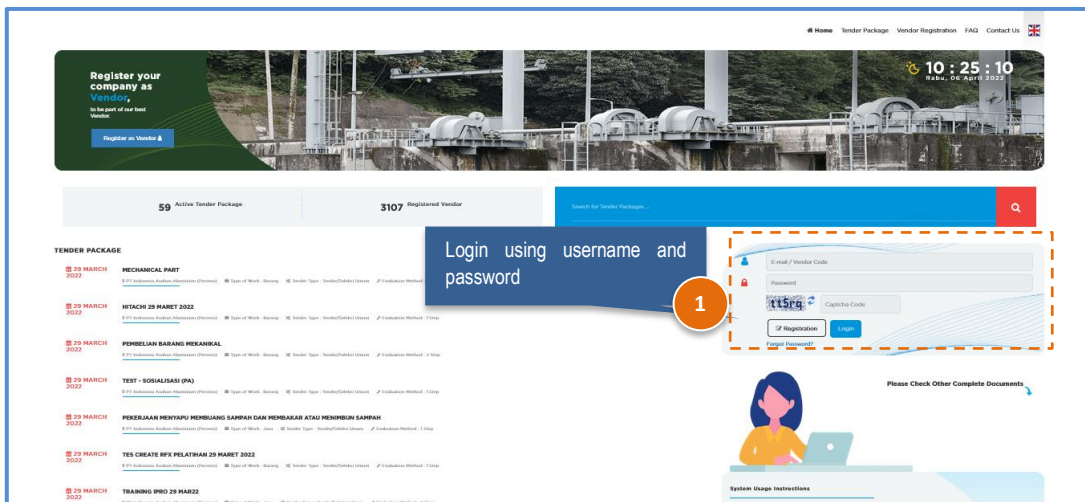
Others Menu

- Online Prequalification Procedure
- Terms and Conditions
- Frequently Asked Questions (FAQ)



b) E-Auction

E-Auction negotiations are negotiations conducted simultaneously between vendors with a length of time to be determined by the purchaser. Negotiating the offer with the lowest price will be the winner. The steps are as follows:



Home Tender Package Vendor Management Company Data Others Menu 12

Register your company as Vendor, to be part of our best Vendor.

Select the "Tender Package" menu

10:53:41 Rabu, 06 April 2022

59 Active Tender Package 3107 Registered Vendor

Search for Tender Packages

TENDER PACKAGE

29 MARCH 2022 MECHANICAL PART

PT Indonesia Asahan Aluminium (Persero) Type of Work : Barang Tender Type : Tender/Seleksi Umum Evaluation Method : 1 Step

29 MARCH HITACHI 29 MARET 2022

Please Check Other Complete Documents

Home Tender Package Vendor Management Company Data Others Menu 12

Tender Package / Selection / Information Tender Package / Selection

JASA AUCTION 1 AMPLOP PASSING GRADE

You have successfully signed up on 02 April 2022. Your registration number : 220402001093.

Congratulations, you have been selected as a potential winner. Negotiation Schedule: 04 April 2022 At 05:00 WIB

RFX Number : 3220000258

Package Name : Jasa Auction 1 Amplop Passing Grade

Published Date : 02 April 2022

Fiscal year : 2022

Tender Category/Sub Category : Business Fields

Location : ISP

Type of Work : Services

Tender Type : Tender/Limited Selection

Evaluation Method : Drop System (Passing Grade)

Bid Opening Method : 1 step

Offer Guarantee : 2.905.000,-

Sub Menu

- RFP Documents
- Tender Documents
- Submit Proposal
- e-Auction
- Winner Announcement

Click the "e-Auction" menu to conduct an auction between vendors

Home Tender Package Vendor Management Company Data Others Menu 12

Bidding time information and the number of participants who follow

Input the bid value, then click "Submit bid"

00:00:00

2 Number of participants

YOUR OFFER : 35.000.000

Type your offer...

Submit Offer

OFFER STATUS

The trophy icon indicates that your bid price is the lowest

CHAT

04/04/2022 06:27:09 PURCHASER : WAKTU BIDDING TELAH DIMULAI, MOHON UNTUK MENENTUKAN NILAI NEGOSIASI

04/04/2022 06:26:55 PURCHASER : SELAMAT PAGI BPK/IBU

Chat information provided by the procurement committee

The Vendor with the lowest price will be the winner with the trophy symbol