

LAMPIRAN 2

SYARAT KUALIFIKASI UMUM

Untuk Calon Peserta Pemilihan berstatus Daftar Penyedia Teregistrasi (DPT) Pertamina	Untuk Calon Peserta Pemilihan berstatus Non Daftar Penyedia Teregistrasi (Non DPT) Pertamina
Menyampaikan Surat Keterangan Teregistrasi (SKT) PT Pertamina (Persero) dari website IVendor 2.1 https://apps.pertamina.com/ivendor yang di cetak dalam format pdf per tanggal pendaftaran atau setelahnya.	Lulus menjadi Daftar Penyedia Teregistrasi (DPT) Pertamina yang memiliki Golongan Usaha dan Sub Bidang sesuai BAB I Informasi Umum , melalui tahap REGISTRASI dengan menyampaikan dokumen sesuai butir huruf A atau B di bawah ini.
SKT harus memuat informasi Golongan Usaha dan Sub Bidang sesuai BAB I Informasi Umum.	Dokumen tersebut diupload ke website IVendor 2.1 https://apps.pertamina.com/ivendor , kemudian bukti bahwa telah upload secara lengkap di IVendor tersebut diupload ke SMART GEP dengan link, Nomor RFX, dan jadwal yang akan disampaikan setelah rapat penjelasan syarat kualifikasi.
ATAU Apabila SKT tidak memuat informasi Golongan Usaha dan Sub Bidang sesuai BAB I Informasi Umum , maka wajib menyampaikan dokumen sesuai butir huruf A atau B di bawah ini.	Dokumen tersebut diupload ke SMART GEP dengan link, Nomor RFX, dan jadwal yang akan disampaikan setelah rapat penjelasan syarat kualifikasi.
Dokumen tersebut diupload ke website IVendor 2.1 https://apps.pertamina.com/ivendor , kemudian bukti bahwa telah upload secara lengkap di IVendor tersebut diupload ke SMART GEP dengan link, Nomor RFX, dan jadwal yang akan	

APPENDIX 2

GENERAL QUALIFICATION REQUIREMENTS

For Bidder Candidate with Pertamina Registered Provider List (DPT) status	For Bidder Candidate with Pertamina Non Registered Provider List (Non DPT) status
Submit <i>Surat Keterangan Teregistrasi (SKT)</i> / Certificate of Registration PT Pertamina (Persero) from IVendor 2.1 website https://apps.pertamina.com/ivendor which is printed in pdf format as of the registration date or thereafter.	Passed into Registered Providers List (DPT) of Pertamina which has Financial Qualification and Category in accordance with CHAPTER I General Information , through the REGISTRATION stage by submitting documents according to points A or B below.
SKT must contain information of Financial Qualification and Category in accordance with CHAPTER I General Information.	Those documents are uploaded to IVendor 2.1 website https://apps.pertamina.com/ivendor , then the proof of the complete upload on the IVendor is uploaded to SMART GEP with the link, RFX number, and schedule to be notified after Explanation Meeting of Qualification Requirements.
That document is uploaded to SMART GEP with the link, RFX number, and schedule to be notified after Explanation Meeting of Qualification Requirements.	Those documents are uploaded to IVendor 2.1 website https://apps.pertamina.com/ivendor , then the proof of the complete upload on the IVendor is uploaded to SMART GEP with the link, RFX number, and schedule to be notified after Explanation Meeting of Qualification Requirements.
OR	
If SKT does not contain information of Financial Qualification and Category in accordance with CHAPTER I General Information , then it is obligatory to submit documents according to point A or B below.	
Those documents are uploaded to IVendor 2.1 website https://apps.pertamina.com/ivendor , then the proof of the complete upload on the IVendor is uploaded to SMART GEP with the link, RFX number, and schedule to be	

disampaikan setelah rapat penjelasan syarat kualifikasi.

notified after Explanation Meeting of Qualification Requirements.

A. Persyaratan Registrasi Bagi Badan Usaha Dengan Status Perusahaan Dalam Negeri Dan Perusahaan Nasional

1. Dokumen Administrasi Dan Legalitas, antara lain terdiri dari:

- 1) Surat Permintaan Registrasi;
- 2) Informasi Biodata Penyedia, antara lain alamat lengkap dengan kode posnya, telepon, fax dan e-mail, dan lain-lain;
- 3) Surat Keterangan Domisili dari instansi yang berwenang;
- 4) Pakta Integritas;
- 5) Surat pernyataan di atas meterai bahwa semua informasi yang disampaikan adalah benar dan apabila ditemukan ketidaksesuaian atas informasi yang disampaikan, akan dikenakan sanksi sesuai ketentuan yang berlaku di Pertamina;
- 6) Surat Ijin Tempat Usaha/Surat Keterangan Domisili Perusahaan dari instansi yang berwenang atau Nomor Induk Berusaha (NIB)
- 7) Tanda Daftar Perusahaan (TDP) atau Nomor Induk Berusaha (NIB);
- 8) Akta Pendirian/Anggaran Dasar perusahaan beserta perubahannya yang telah mendapatkan pengesahan dari Kementerian Kehakiman untuk PT, dari Pengadilan Negeri untuk CV dan dari Departemen Koperasi untuk Koperasi;
- 9) Informasi susunan Pengurus dan data Personal Pengurus;
- 10) Kartu Tanda Pengenal Pengurus.

2. Dokumen Penentuan Kualifikasi Umum, antara lain terdiri dari:

- 1) Surat Izin Usaha, antara lain :

No	Jenis Usaha	Izin Usaha
1	Pengadaan Barang	Surat Izin Usaha Perdagangan (SIUP) atau Izin Usaha Industri (IUI)

A. Registration Requirements for Domestic Company and National Company

1. Administrative and Legal Documents, including but not limited to:

- 1) Registration Request Letter;
- 2) Provider's Biodata Information, including complete address with postal code, telephone, fax and e-mail, etc;
- 3) Certificate of Domicile from the authorized agency;
- 4) Integrity Pact;
- 5) Statement letter with duty stamp that all the information submitted is correct and if any discrepancy is found with the information submitted, will be subject to sanctions in accordance with applicable regulations at Pertamina;
- 6) Business Place Permit/Corporate Domicile Certificate from the authorized agency or Business Identification Number (NIB)
- 7) Company Registration Certificate (TDP) or Business Identification Number (NIB);
- 8) Deed of Establishment/Articles of Association of the company and its amendments which have been approved by the Ministry of Justice for PT, from the District Court for CV and from the Department of Cooperatives for Cooperatives;
- 9) Information on the composition of the Management and Personal data of the Management;
- 10) Management Identity Card.

2. General Qualification Documents, including but not limited to:

- 1) Business License, including:

No	Type of business	Business License
1	Procurement of goods	Surat Izin Usaha Perdagangan (SIUP) atau Izin Usaha Industri (IUI)

2	Jasa Lainnya	Surat Izin Usaha Perdagangan (SIUP) atau Izin Usaha Tetap (IUT) dalam kegiatan usaha jasa
3	Pekerjaan Konstruksi dan Konsultasi Konstruksi	Surat Izin Usaha Jasa Konstruksi (SIUJK)
4	Jasa Konsultasi Non-Konstruksi	Surat Izin Usaha Perdagangan (SIUP) dalam kegiatan usaha Jasa Konsultasi
5	Penyelenggaraan dan Pengusahaan Angkutan Laut	Surat Izin Usaha Perusahaan Angkutan Laut (SIUPAL)
6	Salvage dan/atau Pekerjaan Bawah Air	Surat Izin Usaha Salvage dan/atau Pekerjaan Bawah Air
7	Keagenan dan Distributor	Surat Tanda Pendaftaran (STP)
8	Penyedia Jasa Tenaga Kerja	Surat Ijin Operasional Perusahaan Penyedia Jasa Pekerja/ Buruh dari DISNAKER Khusus untuk penyedia jasa Tenaga Kerja Jasa Penunjang (TKJP) harus berbentuk badan hukum Perseroan Terbatas (PT).

Daftar Jenis Usaha dan Izin Usaha di atas hanya merupakan acuan awal. Izin Usaha untuk menjalankan Jenis Usaha di atas dapat juga ditambah atau berbentuk lain sesuai dengan Peraturan Perundang-Undangan yang berlaku.

- 2) Permohonan Bidang Usaha dengan mencantumkan maksimal 3 (tiga) Bidang Usaha;
- 3) Data Pengalaman Kerja selama 3 (tiga) tahun terakhir;

2	Other service	Surat Izin Usaha Perdagangan (SIUP) atau Izin Usaha Tetap (IUT) in service business activities
3	Construction Works and Construction Consultancy	Surat Izin Usaha Jasa Konstruksi (SIUJK)
4	Non - Construction Consultancy	Surat Izin Usaha Perdagangan (SIUP) in Non - Construction Consultancy activities
5	Sea Transportation Business	Surat Izin Usaha Perusahaan Angkutan Laut (SIUPAL)
6	Salvage and/or Underwater Jobs	Salvage and/or Underwater Jobs Business License
7	Agent and Distributor	Surat Tanda Pendaftaran (STP)
8	Labor Service Provider	Surat Ijin Operasional Perusahaan Penyedia Jasa Pekerja/ Buruh dari DISNAKER Khusus untuk penyedia jasa Tenaga Kerja Jasa Penunjang (TKJP) harus berbentuk badan hukum Perseroan Terbatas (PT).

The list of Business Types and Business Permits above is only an initial reference. The business license to run the above type of business can also be added or in other forms in accordance with the applicable laws and regulations.

- 2) Application for Business Fields by stating a maximum of 3 (three) Business Fields;
- 3) Work Experience Data for the last 3 (three) years;

- 4) Surat Penunjukan Agen Tunggal/Agen/Distributor/Distributor Tunggal (apabila ada);
- 5) Status Penyedia Barang/Jasa sebagai Anak Perusahaan Pertamina/Perusahaan Terafiliasi Pertamina/BUMN selain Pertamina/ Anak Perusahaan BUMN selain Pertamina/Perusahaan Terafiliasai BUMN selain Pertamina (apabila ada).

3. Dokumen Aspek keuangan, antara lain terdiri dari:

- 1) Susunan Kepemilikan Modal
- 2) Nomor Pendaftaran Wajib Pajak (NPWP);
- 3) Surat Pengukuhan Pengusaha Kena Pajak (SPPKP)
- 4) Referensi Bank dan Nomor Rekening Bank;
- 5) Neraca Perusahaan (dalam hal Pelaku Usaha tidak dapat ditentukan Golongan Usahanya berdasarkan dokumen Ijin Usaha):
 - a) Bagi Penyedia Barang/Jasa dengan Golongan Usaha Menengah dan Besar (Equitas > Rp 1 Miliar) dipersyaratkan menyampaikan Neraca 1 (satu) tahun terakhir yang sudah diaudit oleh Kantor Akuntan Publik serta ada opini auditor dengan pendapat wajar tanpa pengecualian atau pendapat wajar tanpa pengecualian dengan bahasa penjelasan yang ditambahkan dalam laporan auditor bentuk baku atau pendapat wajar dengan pengecualian. Neraca audited KAP tahun sebelumnya sudah bisa tersajikan terhitung mulai tanggal 01 April tahun berjalan; atau
 - b) Bagi Penyedia Barang/Jasa dengan Golongan Usaha Kecil (Equitas s/d Rp1 Miliar) dipersyaratkan melampirkan Neraca 3 (tiga) tahun terakhir.

B. Persyaratan Registrasi Bagi Badan Usaha Dengan Status Perusahaan Asing

Khusus untuk Penyedia Barang/Jasa Asing, seluruh dokumen hukum

- 4) Letter of Appointment of Sole Agent/Agent/Distributor/Sole Distributor (if any);
- 5) Status of Goods/Services Provider as Subsidiary of Pertamina/Pertamina Affiliated Company/BUMN other than Pertamina/BUMN Subsidiary other than Pertamina/SOE Affiliated Company other than

3. Financial Aspect Documents, including but not limited to:

- 1) Composition of Capital Ownership
- 2) Taxpayer Registration Number (NPWP);
- 3) Taxable Entrepreneur Confirmation Letter (SPPKP)
- 4) Bank Reference and Bank Account Number;
- 5) Company Balance Sheet (in the event that the Business Actor cannot determine its Business Group based on the Business License document):
 - a) Goods/Services Providers with Medium and Large Business Groups (Equity > Rp 1 billion) are required to submit a Balance Sheet for the last 1 (one) year which has been audited by a Public Accounting Firm and an auditor's opinion with an unqualified opinion or an unqualified opinion with explanatory language added to the standard form of the auditor's report or a qualified opinion. The previous year's KAP audited balance sheet can be presented starting April 1 of the current year; or
 - b) Goods/Services Providers with Small Business Group (Equity up to Rp1 billion) are required to attach a Balance Sheet for the last 3 (three) years.

B. Registration Requirements for Foreign Company

Especially for Foreign Goods/Services Providers, all legal documents issued by the government in the country where the document is issued

yang diterbitkan oleh pemerintah di negara tempat dokumen tersebut diterbitkan harus dilegalisasi oleh Kementerian Kehakiman dan/atau Kementerian Luar Negeri Negara dimaksud dan perwakilan Republik Indonesia di negara tersebut. Apabila Dokumen tersebut tidak dalam Bahasa Inggris maka wajib dilengkapi dengan terjemahan dari penerjemah tersumpah. Dokumen persyaratan Registrasi bagi Perusahaan Asing, antara lain:

No	Document	Description
1.	The original document of Application Letter by the CEO of the company.	Contains information of the proposed subfields (including subfields code), company address (including zip code), telephone number fixedline, facsimile and email address.
2.	The original document of Statement Letter.	Printed on company's letter head using attached format, signed by the CEO of the company. Legalized by the Ministry of Justice and/or the Ministry of Foreign Affairs of the country, and representatives of the Republic of Indonesia in the country.
3.	The original document of Letter Of Undertaking.	
4.	Pact of Integrity	
5.	Organizational Structure.	
6.	Certificate of Company Registration.	
7.	Company Business Licenses.	
8.	Certificate of Domicile/ Certificate of Residence.	
9.	Deed of Company Establishment and its <i>amendments</i> .	
10.	Identification Card or Passport for all active members of the company which is mentioned in the deed of the company.	
11.	Tax Identification Number of the company.	
12.	Tax payment evidence of the previous year.	
13.	Other tax documents.	

must be legalized by the Ministry of Justice and/or Ministry of Foreign Affairs of the country and representatives of the Republic of Indonesia in that country. If the document is not in English, it must be accompanied by a translation from a sworn translator. Registration requirements documents for foreign companies, including:

No	Document	Description	
1.	The original document of Application Letter by the CEO of the company.	Contains information of the proposed subfields (including subfields code), company address (including zip code), telephone number fixedline, facsimile and email address.	
2.	The original document of Statement Letter.	Printed on company's letter head using attached format, signed by the CEO of the company.	
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11.	Tax Identification Number of the company.		
12.	Tax payment evidence of the previous year.		
13.	Other tax documents.		
14.	Bank Reference Letter.		Bank reference letter (issued and stamped by the bank)

14.	Bank Reference Letter.	Bank reference letter (issued and stamped by the bank) indicating the company's account number.
15.	Company's work experience list for the last 3 years which corresponds to the proposed subfields.	Contains information of, at least, Client's detail, project location, time and contract value.
16.	Contract and completion certificate/ minutes of acceptance from the experiences submitted for number 15.	Contains information of, at least, contract number and date, the name and signature of both parties and the scope of work.
17.	Company's equipment list.	Main equipment that used in company's operational.
18.	Representative permission.	

Remarks:

1. All non-English documents must be accompanied by English translation (by a sworn translator).
2. All documents are still valid.
3. Hardcopy of Application Letter, Statement Letter, and Letter of Undertaking is sent to Registration Committee.
4. Company choose maximum three subfields.
5. Certified companies will be announced via email and Surat Keterangan Teregistrasi (SKT) can be printed by Supplier without Registration Committee signature.
6. Registration Committee has the right to request original document for verification purpose, if needed.

Catatan:

Pertanyaan perihal syarat kualifikasi umum dapat disampaikan rapat penjelasan syarat kualifikasi.

		indicating the company's account number.
15.	Company's work experience list for the last 3 years which corresponds to the proposed subfields.	Contains information of, at least, Client's detail, project location, time and contract value.
16.	Contract and completion certificate/ minutes of acceptance from the experiences submitted for number 15.	Contains information of, at least, contract number and date, the name and signature of both parties and the scope of work.
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Notes:

Questions regarding general qualification requirements can be delivered on Explanation Meeting of Qualification Requirements.