PT GENERAL ENERGY BALI

Mailing Address: The East 38th Floor Suite 05
Jl. DR Ide Anak Agung Gde Agung Kav. E.3.2 No. 1
Kel. Kuningan Timur Kec. Setiabudi Jakarta Selatan 12950
Tel.: +62 21-5793 84095 Fax: +62 21-5793 8482
Registered Address: Desa Celukan Bawang Kec. Gerokgak Kab. Buleleng - Bali

巴厘通用能源公司

PT GENERAL ENERGY BALI

采购文件

Procurement Document

综合部办公用品低值易耗品

General Affairs Department Office Supplies and Low-Value Consumables

项目编号：GEB-2026-P-062

Project Number.: GEB-2026-P-062

日期：2026年11月17日

Date: November 17, 2026

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第一部分：询比采购公告

Part 1:Request for Quotation (RFQ) Notice

致潜在供应商：

To Potential Suppliers,

巴厘通用能源公司（以下简称"我公司"）现就印尼巴厘岛电厂**【综合部办公用品低值易耗品】**采购项目进行公开询比采购。为了确保我公司生产经营所需物资的及时供应，并保障采购工作公开、公正、 透明，我们诚挚邀请贵公司参与报价。

PT General Energy Bali (hereinafter referred to as "our company")The public inquiry and procurement is now being conducted for PLTU CELUKAN BAWANG **【General Affairs Department Office Supplies and Low-Value Consumables】** in Bali, Indonesia.In order to ensure the timely supply of materials needed for production and operation of our company, and ensure that the procurement is open, fair and transparent, we sincerely invite your company to participate in the quotation.

请仔细阅读本询比采购文件内容，并按要求提供相应报价文件以及可编辑版报价。

Please carefully review the contents of this enquiry and comparison procurement document, and provide the corresponding quotation documents and editable quotation as required.

巴厘通用能源公司

PT General Energy Bali

Date: November 17, 2026

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1. 项目概况

Project Overview

项目名称：**【综合部办公用品低值易耗品】采购项目**

Project Name: **【 General Affairs Department Office Supplies and Low-Value Consumables】 Procurement projects**

采购内容：综合部办公用品低值易耗品（47 项，详见采购清单）

Procurement content: General Affairs Department Office Supplies and Low-Value Consumables(47 items, see procurement list)

包括不限于本产品的设计、制造、供货及指导安装，DDP 方式到买方指定地点等

Including, but not limited to, the design, manufacture, supply and installation of the product, DDP to the buyer's designated location, etc.

交货地点：印尼巴厘省布莱冷县格罗格区切鲁坎巴旺村， 巴厘通用能源公司仓库（邮编 81155）

Delivery Location: PT General Energy Bali Warehouse, Celukan Bawang Village, Gerokgak District, Buleleng Regency, Bali, Indonesia (Postal Code 81155)

交货日期：GEB 原则要求成交供应商自合同签订之日起 60 个日历天内完成交货。供应商应结合库存、生产及运输等实际情况，在报价文件中承诺交货周期。对于承诺交货周期超过 60 个日历天的，供应商应在报价文件中提供相应的交货周期。GEB 公司将根据采购项目实际需求，对交货周期的合理性进行审核；经审核认为能够满足采购需求的，可继续参与评审；经审核认为无法满足采购需求的，GEB 有权认定其响应不满足采购文件要求，不参与后续评审。

Delivery Schedule: GEB requires the successful supplier to complete delivery within 60 calendar days from the date of contract signing, as a general principle. The supplier shall commit to a delivery period in its quotation based on actual conditions such as inventory availability, production capacity, and transportation arrangements. If the supplier commits to a delivery period exceeding 60 calendar days, it shall provide a corresponding explanation for the proposed delivery period in its quotation. GEB will review the reasonableness of the proposed delivery

period based on the actual requirements of the procurement project. If, upon review, the proposed delivery period is considered capable of meeting the procurement requirements, the quotation may proceed to the subsequent evaluation. If the proposed delivery period is determined to be unable to meet the procurement requirements, GEB reserves the right to deem the quotation non-responsive to the requirements of the procurement documents and exclude it from further evaluation.

其他要求（如质保期、售后服务等）：质保期 1 年

Other requirements (such as quality assurance period, after-sales service, etc.): Warranty period: 1 year

2. 资格审查方式及合格供应商应具备的资格条件

Qualification examination method and qualification conditions of qualified suppliers

【 2.1、2.2 】

2.1 通用资格条件：

General eligibility requirements:：

2.1.1 响应人为印度尼西亚共和国境内合法注册的独立法人或其他组织，具有承担民事责任能力，具有订立合同的权利；

Bidders are independent legal persons or other organizations legally registered in the territory of the Republic of Indonesia, with the capacity to bear civil liability and the right to conclude contracts;

2.1.2 响应人没有处于被责令停产、停业或进入破产程序的状态，资产未被重组、未被接管、未被冻结，营业执照未被吊销；

The bidder is not in the state of being ordered to stop production, suspend business or enter bankruptcy proceedings, and the assets have not been restructured, taken over, frozen or revoked the business license;

2.1.3 响应人没有处于行政主管部门或中国华电集团有限公司相关文件确认的禁止响应的处罚期内；

The bidder is not in the period of penalty prohibited by the administrative department or China Huadian Group Co., Ltd. in relevant documents;

2.1.4 与采购人存在利害关系可能影响采购公正性的法人、其他组织或者个人，不得参加响应。单位负责人为同一人或者存在控股、管理关系的不同单位，不得参加同一标段响应或者未划分标段的同一采购项目响应；

Legal persons, other organizations or individuals who have interests with the purchaser and may affect the fairness of the procurement shall not participate in the response. Different units whose unit heads are the same or who have holding or management relations shall not participate in the response of the same bid section or the same procurement project response without dividing the bid section;

2.1.5 响应人不得被市场监督管理机关在全国企业信用信息公示系统（http://www.gsxt.gov.cn）中列入严重违法失信企业名单（在评标期间尚未解除的），此要求仅针对中国企业，非中国企业无需满足该条件。

Bidders shall not be listed on the Serious Illegal and Dishonest Enterprise List in the National Enterprise Credit Information Publicity System (http://www.gsxt.gov.cn) by market regulatory authorities (not lifted during the bid evaluation period). This requirement applies only to Chinese enterprises, and non-Chinese enterprises are not required to meet this condition.

2.1.6 响应人在评标期间不得被“信用中国”网站（https://www.creditchina.gov.cn/xinyongfuwu/?navPage=4）列入“严重失信主体名单”（在评标期间尚未解除的）此要求仅针对中国企业，非中国企业无需满足该条件。

During the bid evaluation period, bidders shall not be included in the "List of Seriously Dishonest Entities" (https://www.creditchina.gov.cn/xinyongfuwu/?navPage=4) by the "Credit China" website (which remains unrelieved during the bid evaluation period). This requirement applies only to Chinese enterprises, and non-Chinese enterprises are not required to meet this condition.

2.1.7 响应人不得存在下列情形之一：

The bidder shall not have any of the following circumstances：

(1) 为采购项目前期工作提供设计或咨询服务的（适用于施工类采购项目）；为采购项目前期工作提供咨询服务的（适用于设计施工总承包类采购项目）；为采购项目前期工作提供咨询服务的（适用于设计采购施工总承包项目，但公开已经完成的项目建议书、可行性研究报告、初步设计文件的项目除外）；与本采购项目的施工承包人以及建筑材料、建筑构配件和设备供应商有隶属关系或者其他利害关系（适用于监理类项目）；

Provide design or consulting services for the preliminary work of procurement projects (applicable to construction-related procurement projects); Offer consulting services for the preliminary work of procurement projects (applicable to design-construction general contracting procurement projects); Provide consulting services for the preliminary work of procurement projects (applicable to design-construction general contracting projects, except for those that have publicly disclosed completed project proposals, feasibility study reports, or preliminary design documents); Have affiliations or other conflicts of interest with the construction contractor and suppliers of building materials, components, and equipment for this procurement project (applicable to supervision-related projects);

(2) 为本项目的监理人；

As the supervisor of this project;

(3) 为本项目的代建人；

Acting as the agent for this project;

(4) 为本项目的采购代理机构；

The purchasing agency for this project;

(5) 与本项目的监理人、代建人或采购代理机构同为一个法定代表人或存在控股或参股关系；

The project supervisor, project builder or procurement agency are the same legal representative or have a controlling or shareholding relationship;

2.2 专用资格条件：

Special qualifications:

2.2.1 业绩要求：响应人 2023 年 01 月 01 日至响应截止日（以合同签订日期为准）具有至少 1 项采购清单所列物资供应的合同业绩。所有业绩均应提供合同主要信息原件扫描

件，包括合同封面（或合同首页）、供货范围页或清单页、主要技术要求（参数）页、签字盖章页等能证明业绩真实性的相关内容。

Performance Requirements: The Bidder must have secured at least one contract for supplying **materials listed in the purchase order** between January 1, 2023 and the response deadline (based on the contract signing date). All submitted evidence must include scanned copies of original contract documents, covering essential components such as the contract cover (front page), scope of supply/technical specifications page, key technical parameters, and signature/stamp pages – all materials demonstrating the authenticity of the performance record.

2.2.2 其他要求：

Other Requirements ：

上述提及的各种资质证照、业绩等证明材料（须是清晰可辨的复印件、扫描件，分辨率一般为 200-600DPI，格式一般为 pdf，可以采用黑白）须作为响应（报价）文件的内容部分递交，若提交的材料不满足前述要求将视为存在重大偏差。应保证纸质版与电子版响应（报价）文件内容一致，并保证提交的有关证明材料的真实有效，否则一旦发现虚假资料或内容，无论多么微小，将按“以其他方式弄虚作假，骗取成交的，成交无效”处理，取消其报价资格或成交资格。

All mentioned qualification certificates, performance records, and supporting documents (must be clearly legible copies or scanned files with resolution 200-600 DPI, typically in PDF format, acceptable in black and white) shall be submitted as integral components of the response (quotation) document. Failure to meet these requirements will be deemed as material deviation. The paper and electronic versions of the response (quotation) document must maintain content consistency, and all submitted supporting materials must be authentic and valid. Any discovery of fabricated information—even minor discrepancies—will result in "fraudulent transaction acquisition through other means," leading to disqualification from quotation or transaction eligibility.

3. 报价要求

Quotation Requirements

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3.1 报价：quoted price:

(1) 本次采购面向印尼所有具备承接此单业务资质的企业进行公开询比采购，如报价单位有需要澄清的内容，请统一整理成澄清表，发送至邮箱：ChuanheLiu001@outlook.com，由巴厘通用能源公司统一进行澄清。

This procurement is open to all enterprises qualified to undertake this business in Indonesia. If the quotation unit needs to clarify anything, please collect it into a clarification form and send it to email: ChuanheLiu001@outlook.com, and the clarification will be made by PT General Energy Bali.

(2) 所有供应商需要用印尼本地公司答应报价，并以印尼盾报价含税到厂价格（DDP），包装发运到交货地点，且由供应商负责清关，巴厘通用能源公司提供清关相应协助（如涉及）。

All suppliers are required to quote with a Indonesian company, and in Indonesian Rupiah (IDR) on a Delivered Duty Paid (DDP) price, with packaging and delivery to the designated delivery point. The supplier will be responsible for customs clearance, with assistance from PT General Energy Bali for the relevant customs procedures（if relevant）.

3.2 报价货币：印尼盾（IDR）

Currency: Indonesian Rupiah (IDR)

3.3 报价方式：DDP（完税后交货）含税到厂价

Quotation Method: DDP (Delivered Duty Paid) including tax

3.4 报价有效期：90 天

Quotation Validity: 90 days

3.5 报价截止：2026 年 11 月 24 日 15:00（印尼中部时间）

Quotation Deadline: November 24, 2026, 15:00 (Indonesia Central Time)

3.6 提交文件

(1) 报价表（包括单价、总价及税率、交货日期）

Quotation form (including unit price, total price, tax rate, delivery date, and payment terms)

(2) 公司营业执照副本复印件

Copy of the company's business license

(3) 相关资质证明

Relevant qualification certificate

(4) 相关项目业绩清单（若涉及跨境贸易，请注明贸易条款,如 DDP、DDU）

Relevant project performance list (where cross-border trade is involved, the applicable trade terms, such as DDP, DDU)

(5) 产品质量证明文件

Product quality certification documents

(6) 交货期承诺

Delivery time commitment

(7) 售后服务方案

After-sales service plan

(8) 原产地证明（如涉及）

Certificate of Origin (if applicable)

3.7 提交方式

Submission Method

电子邮箱：procurement@generalenergybali.com

Email: procurement@generalenergybali.com

（邮件主题格式：GEB-2026-P-062 报价-公司名称）

(Email subject format: GEB-2026-P-062 Quotation - Company Name)

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第二部分：技术规范

Part 2: Technical Specifications

详见附件 1：技术规范书

Please refer to Annex 1: Technical specifications

第三部分：合同草案

Part 3: Draft Contract

详见附件 2：合同模板

Please refer to Annex 2: Contract Template.

第四部分：报价清单

Part 4: Price Schedule

详见附件 3：报价表

Please refer to Annex 3：Quotation Form

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第五部分：评审标准

Part 5: Evaluation Criteria

1. 价格合理性

Price Reasonableness

2. 交货时间

Delivery Time

3. 产品质量及符合性

Product Quality and Compliance

4. 售后服务保障

After-sales Service Assurance

5. 供应商资质和信誉

Supplier Qualification and Reputation

评审结果将综合以上各项指标，采用“最低价中标法”确定中标供应商，即在满足技术和商务要求的前提下，报价最低者中标。巴厘通用能源公司将在报价截止后 10 日内通知中标企业履行采购手续。没有中标企业不再逐一进行告知，望理解。

The evaluation results will comprehensively consider the above criteria, and the winning supplier will be determined based on the “lowest bid wins” method, meaning the bidder with the lowest price will be awarded the contract provided that all technical and commercial requirements are met. PT General Energy Bali will notify the successful bidder to proceed with the procurement procedures within 10 days after the quotation deadline. Unsuccessful bidders will not be notified individually; we appreciate your understanding.

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第六部分：报价文件格式

Part 6: Quotation Document Format

请务必按照**附件 3** 报价表格式填报，否则视为无效报价。报价文件应包括：盖章 PDF 版报价表 1 份、可编辑 Excel 版报价清单 1 份，以及第 1 部分第 3 条所列的全部资料，按顺序提交。

Please ensure that you complete the quotation form in accordance with the format specified in Attachment 3. Any quotations not submitted in this format will be deemed invalid. The quotation documents must include: one stamped PDF version of the quotation form, one editable Excel version of the quotation list, and all materials listed in Section 1, Item 3, submitted in the specified order. |

报价单填报要求及注意事项：

Quotation Form Submission Requirements and Notes:

1. 备注栏信息： 请在备注栏中注明产品的 技术参数、品牌、型号、选型说明 或清晰的 产品图片，同时供应商在提交报价文件时，必须同步提交符合采购文件及技术规范书要求的技术文件，作为采购评审、技术比选和供应商遴选的重要依据。

Notes Section Information: Please specify the product's technical parameters, brand, model, selection notes, or clear product images in the notes section. At the time of submitting the quotation, the supplier shall simultaneously provide technical documents that comply with the requirements of the procurement documents and technical specifications. Such technical documents shall serve as an important basis for procurement evaluation, technical comparison, and supplier selection.

2. 盖章规范：报价单表头、内容页、尾页均需加盖有效印章

Seal Requirements: The header, content pages, and footer of the quotation form must all be stamped with a valid seal.

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第七部分：联系方式

Part 7: Contact Information

如有任何问题或需要进一步的信息，请联系：

For any questions or the need for further information, please contact:

联系人：刘川赫

Contact person: Liu Chuanhe

联系电话：+62 081330602533

Contact number: +62 081330602533

电子邮件：ChuanheLiu001@outlook.com

Email: ChuanheLiu001@outlook.com

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第八部分：注意事项

Part 8: Important Notes

1. 请确保所提交的报价文件内容真实、准确，并在规定时间内提交。

Please ensure that the submitted quotation documents are true and accurate, and they are submitted within the specified time.

2. 我公司将根据采购需求和评审标准进行综合评估，采用"最低价中标法"确定最终供应商。

Our company will conduct a comprehensive evaluation according to the procurement requirements and evaluation criteria to determine the final supplier using "the lowest bid award method".

3. 本次询比采购不构成任何采购承诺，报价仅作为采购决策参考。

This enquiry-based procurement does not constitute any procurement commitment; quotations shall serve solely as a reference for procurement decision-making.

4. 感谢贵公司对我公司采购工作的支持，期待与贵公司建立长期合作关系！

Thank you for your support to our company's procurement work, and looking forward to establishing a long-term cooperative relationship with your company!

巴 厘 通 用 能 源 公 司

PT General Energy Bali

日期：2026 年 11 月 17 日

Date: November 17, 2026