

Jakarta, 9 November 2023

Nomor : 62/PPBJ-HM/PERPEN/XI/2023
Hal : Pengadaan Barang/Jasa

Kepada Yth
PT. SANBE KARYAPERSADA
Jl. Ir. H. Juanda 33 Bandung Jawa
Barat

KEMENTERIAN KOMUNIKASI DAN INFORMATIKA akan mengadakan barang/jasa tersebut dibawah ini :

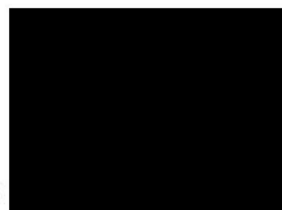
NAMA PEKERJAAN/BARANG	KETERANGAN
Pekerjaan Penyediaan Paket Meeting Kegiatan Tata Kelola Perjalanan Dinas di Lingkungan Biro Humas :	
A. Room Breakfast	
1. Deluxe Single - 1 night	1 Room
2. Deluxe Twin - 1 night	22 Room
B. Residential Meeting Package	
1. Single Occ - 1 night	1 Pax
2. Twin Share - 1 night	44 Pax

Sehubungan dengan hal tersebut kami minta Saudara untuk mengajukan penawaran harga, dengan syarat-syarat sebagai berikut :

- Surat Penawaran Harga dibuat rangkap 4 (empat) dan dikirim secepatnya.,
- Surat Penawaran Harga selambat-lambatnya
- sudah kami terima 3 (tiga) hari kerja terhitung mulai dari tanggal surat ini.
- Apabila penawaran Saudara dapat kami terima/setuju, maka pesanan akan segera kami lakukan kepada Saudara.

PEJABAT PENGADAAN BARANG / JASA
BIRO HUBUNGAN MASYARAKAT

NIP :



PAKTA INTEGRITAS

Kami yang bertanda tangan di bawah ini, dalam rangka pengadaan barang/jasa :
**Pekerjaan Penyediaan Paket Meeting Kegiatan Tata Kelola Perjalanan Dinas
di Lingkungan Biro Humas** dengan ini menyatakan bahwa kami :

1. Tidak akan melakukan praktek KKN;
2. Akan melaporkan kepada pihak yang berwajib/berwenang apabila mengetahui ada indikasi KKN di dalam proses pengadaan ini;
3. Dalam proses pengadaan ini, berjanji akan melaksanakan tugas secara bersih, transparan, dan profesional dalam arti akan mengerahkan segala kemampuan dan sumber daya secara optimal untuk memberikan hasil kerja terbaik mulai dari penyiapan, penawaran, pelaksanaan, dan penyelesaian pekerjaan/kegiatan ini;
4. Apabila kami melanggar hal-hal yang telah kami nyatakan dalam **PAKTA INTEGRITAS** ini, kami bersedia dikenakan sanksi moral, sanksi administrasi serta dituntut ganti rugi dan pidana sesuai dengan ketentuan peraturan perundang-undangan yang berlaku.

Jakarta, 10 November 2023

1. Pejabat Pembuat Komitmen
Biro Humas

:

2. Pejabat Pengadaan Barang/Jasa
Biro Humas

:

3. Penyedia Barang./Jasa
PT. SANBE KARYAPERSADA

Direktur

DATE : 11/10/2023
 REFERENCE # :
 CUSTOMER'S NAME :
 ORGANIZATION'S NAME : Kementerian Komunikasi dan Informatika
 STREET ADDRESS : Jl.Medan Merdeka Barat No.9
 POSTAL CODE :
 MOBILE PHONE :
 EMAIL :

Dear Salma,

Thank you for choosing **Courtyard by Marriott Bandung Dago** located at **Jl. Ir. H. Juanda No. 33 Bandung – West Java Indonesia** to host the **Kementerian Komunikasi dan Informatika**. This letter outlines the requirements we discussed for your event. We are committed to meeting your needs, delighting your guests and providing high quality service and attention to detail during your group's stay.

Rooms Information: The Hotel agrees that it will provide, and *Kementerian Komunikasi dan Informatika* agrees that it will use, room nights in the pattern set forth below:

ROOM ARRANGEMENT:

Period of stay : 17-19 November 2023
 Room : 23 Rooms

SPECIAL ROOM RATES

Room Type	Corporate Rates (Single/Double) IDR
	Rates
Deluxe	1,400,000
Premier	1,786,079
Executive Suite	2,347,946
Premier Suite	2,547,586
Corporate Suite	3,246,536
Courtyard Suite	4,810,286
Royal Suite	5,143,036

Hotel room rates are included applicable state and local taxes (currently 21%) in effect at the time of check in.

The following benefits are included in the rates mentioned above:

- Buffet breakfast at MoMo Cafe for single or double occupancy
- Welcome drink upon arrival

The group room rates listed above are net non-commissionable. The *Kementerian Komunikasi dan Informatika* will be responsible to pay any commissions due to any agency for this event.

If for any reason you no longer need the block of rooms, please let us know as soon as possible, and we will be happy to cancel the room block, without charge to the group. The cancellation policy applicable to individually made reservations will continue to apply.

The Kementerian Komunikasi dan Informatika agrees that neither the Group nor attendees of the Event shall be authorized to resell room reservations made pursuant to this letter.

The following billing arrangements apply to guest rooms: SELECT ONE OF THE FOLLOWING:

- Individual to pay all charges (cash-paying guests may be asked to leave a cash or credit card deposit to guarantee payment)
- Room and tax charges to Master Account OR All charges to Master Account.

Unless paid in cash, money order, or other guaranteed form of payment, all charges for the Event must be paid by credit card or company check, in which case a credit card authorization is required. Kementerian Komunikasi dan Informatika shall provide hotel with credit card authorization information. A Credit Card Information Request e-mail will be sent to the e-mail address provided by Kementerian Komunikasi dan Informatika. Kementerian Komunikasi dan Informatika agrees that the Hotel may charge to this credit card any payment as required under this Letter of Intent.

All reservations must be guaranteed with a major credit card or by Kementerian Komunikasi dan Informatika. The Hotel will not hold any reservations unless secured by one of the above methods. Reservations for all guests must be received on or *before November 15, 2023*. After the Cutoff Date, the hotel will release any unreserved rooms for general sale and, in the hotel's discretion, will accept reservations at Kementerian Komunikasi dan Informatika group rate, on a space and rate available basis.

Function Information, as we discussed, below outlines the function space needs for your event

MEETING ARRANGEMENT

Meeting Period : 18-Nov-23
Total Person : 45 Pax
Meeting Type : Fullboard Meeting

MEETING PACKAGE (minimum 10 pax)

HALFDAY MEETING PACKAGE	Rp. 400.000 net/person
<i>Morning or Afternoon Coffee Break, 1 X Lunch or Dinner (Maximum 5 hours)</i>	
FULL DAY MEETING PACKAGE	Rp. 500.000 net/person
<i>Morning & Afternoon Coffee Break, 1 x Lunch (Maximum 9 hours)</i>	
FULLBOARD MEETING PACKAGE	Rp. 600.000 net/person
<i>Morning & Afternoon Coffee Break, 1 x Lunch, 1 x Dinner (Max 14 hours)</i>	
ALLDAY MEETING PACKAGE	Rp. 700.000 net/person
<i>Morning & Afternoon & Evening Coffee Break, 1 x Lunch, 1 x Dinner (Max 14 hours)</i>	

RESIDENTIAL FULLBOARD MEETING PACKAGE – SINGLE OCCUPANCY	Rp. 1.200.000 net/person
<i>Morning & Afternoon Coffee Break, 1x Lunch , 1x Dinner (Max 14 hours)</i>	
RESIDENTIAL FULLBOARD MEETING PACKAGE – TWIN SHARE	Rp. 850.000 net/person
<i>Morning & Afternoon Coffee Break, 1x Lunch , 1x Dinner (Max 14 hours)</i>	

DAMAGE TO FUNCTION SPACE

Account agrees to pay for any damage to the function space that occurs while Account is using it. Account will not be responsible, however, for ordinary wear and tear or for damage that it can show was caused by persons other than Account and its attendees.

FACILITY FEES

Based on Account's requirements, Hotel's function space fees are IDR 67,090,000,-. Based upon the Room Night Commitment and the functions identified on the Function Information Agenda/Event Agenda outlined in this Agreement.

ATTRITION – Rooms Per Night

Hotel is relying upon Account's nightly use of the Room Night Commitment and, if applicable, the Minimum Food and Beverage Revenue as described below. Account agrees that a loss will be incurred by Hotel if Account's actual usage is less than ninety percent (90%) of the Room Night Commitment on any night of the Event. These charges represent a reasonable effort on behalf of the Hotel to establish its loss prospectively and shall be due as liquidated damages.

Hotel agrees to allow for a ten percent (10%) reduction in the nightly Room Night Commitment. Each night during the Event, Hotel will subtract the actual room usage for that night and the amount of permissible attrition for that night from the Room Night Commitment for that night. The difference of room nights will be multiplied by the Account's average room rate (excluding staff and or complimentary rooms) and the resulting amount will be posted as charges to Account's Master Account, plus applicable taxes, at the conclusion of the Event.

Additionally, at the conclusion of the Event, if the actual banquet food and beverage revenue is less than the Minimum Food and Beverage Revenue, forty percent (40%) of the difference will be posted to the Master Account.

MINIMUM BANQUET FOOD AND BEVERAGE REVENUE REQUIREMENT

Account agrees to a minimum banquet food and beverage revenue of IDR 67,090,000,- , exclusive of applicable taxes and service charges (the "Minimum Banquet Food and Beverage Revenue"). Hotel will confirm the food and beverage prices 17-19 November 2023 prior to Account's arrival date.

ROOM BREAKFAST						
Date	Package	Room	Night	Rate	Amount	
17-19 Nov 2023	Deluxe Single	1	1	1,400,000	IDR	1,400,000
17-19 Nov 2023	Deluxe Twin	22	1	1,400,000	IDR	30,800,000
Total					IDR	32,200,000
RESIDENTIAL MEETING PACKAGE						
Date	Package	Pax	Night	Rate	Amount	
17-19 Nov 2023	Single Occ	1	1	1,200,000	IDR	1,200,000
17-19 Nov 2023	Twin Share	44	1	850,000	IDR	37,400,000
Total					IDR	38,600,000
GRAND TOTAL					IDR	70.800,000

CANCELLATION - Contracts with Room Nights and F&B

Account will pay the following cancellation fees, as applicable:

- In the event of a cancellation by Account which occurs 0 to 3 business days prior to arrival, liquidated damages in the amount of one hundred percent (100%) of the Room Night Commitment, seventy percent (70%) of the Minimum Banquet Food and Beverage Revenue, and Total Meeting Room Rental will be due, plus applicable taxes.
- In the event of a cancellation by Account which occurs 4 business days to 90 days prior to arrival, liquidated damages in the amount of ninety percent (90%) of the Room Night Commitment and forty percent (40%) of the Minimum Banquet Food and Beverage Revenue will be due, plus applicable taxes.
- In the event of a cancellation by Account which occurs 91 to 180 days prior to arrival, liquidated damages in the amount of eighty percent (80%) of the Room Night Commitment and forty percent (40%) of the Minimum Banquet Food and Beverage Revenue will be due, plus applicable taxes.
- In the event of a cancellation by Account which occurs 181 to 365 days prior to arrival, liquidated damages in the amount of seventy percent (70%) of the Room Night Commitment and forty percent (40%) of the Minimum Banquet Food and Beverage Revenue will be due, plus applicable taxes.

BERITA ACARA PENILAIAN KEWAJARAN HARGA

Nomor : 62/PPBJ-HM/BAPKH/XI/2023

Pada hari ini, Jumat Tanggal Sepuluh Bulan November Tahun Dua Ribu Dua Puluh Tiga, yang bertanda tangan di bawah ini Pejabat Pengadaan Barang/Jasa Biro Hubungan Masyarakat Kementerian Komunikasi dan Informatika Tahun 2022, telah mengadakan evaluasi dan penilaian atas Penawaran Harga **Pekerjaan Penyediaan Paket Meeting Kegiatan Tata Kelola Perjalanan Dinas di Lingkungan Biro Humas** sebagai berikut :

1. Berdasarkan :

1.1. Surat Keputusan Menteri Komunikasi dan Informatika Nomor 552 Tahun 2022 tentang Penetapan Kuasa Pengguna Anggaran, Pejabat Pembuat Komitmen, Pejabat Penandatanganan Surat Perintah Membayar, Bendahara Penerimaan, dan Bendahara Pengeluaran di Lingkungan Kementerian Komunikasi dan Informatika.

1.2. Surat Penawaran Harga dari :

1.2.1. Nama Perusahaan : PT. SANBE KARYAPERSADA
1.2.2. Nomor : 561/Sales/BDO1/10/2023
1.2.3. Tanggal : 11 November 2023
1.2.4. Harga : Rp70.800.000 (tujuh puluh juta delapan ratus ribu rupiah)

1.3 Harga Perkiraan Sendiri (HPS) untuk pekerjaan ini adalah sebesar Rp70.800.000 (tujuh puluh juta delapan ratus ribu rupiah).

2. Setelah melakukan evaluasi dan penilaian atas penawaran harga dari rekanan tersebut pada butir 1.2, Pejabat Pengadaan Barang/Jasa Biro Hubungan Masyarakat bersama rekanan menyetujui harga yang dinilai wajar adalah sebesar **Rp67.090.000 (enam puluh tujuh juta sembilan puluh ribu rupiah)**.

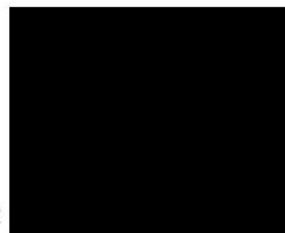
Demikian Berita Acara ini dibuat dengan sebenarnya untuk dapat dipergunakan seperlunya.

PT. SANBE KARYAPERSADA



Direktur

Jakarta, 10 November 2023
Pejabat Pengadaan Barang/Jasa
Biro Hubungan Masyarakat



NIP :



KEMENTERIAN KOMUNIKASI DAN INFORMATIKA RI
SEKRETARIAT JENDERAL
BIRO HUBUNGAN MASYARAKAT

Indonesia Terkoneksi: Makin Digital, Makin Maju

Jl. Medan Merdeka Barat No. 9, Jakarta 10110 Telp./Fax. (021) 3504024 www.kominfo.go.id

Nomor : 62/PPBJ-HM/TAP/XI/2023
Perihal : Penetapan Pelaksana Penyedia Barang/Jasa

Kepada Yth.

PT. SANBE KARYAPERSADA

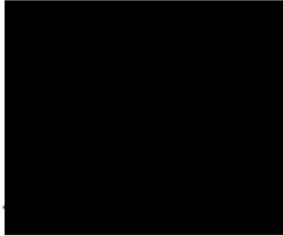
Jl. Ir. H. Juanda 33 Bandung Jawa Barat

Sesuai Berita Acara Penilaian Kewajaran Harga Nomor: 62/PPBJ-HM/BAPKH/XI/2023 tanggal 10 November 2023 dengan ini kami tetapkan perusahaan Saudara sebagai pelaksana Penyedia Barang/Jasa sebagai berikut :

Pekerjaan : Pekerjaan Penyediaan Paket Meeting Kegiatan Tata Kelola Perjalanan Dinas di Lingkungan Biro Humas
Harga : Rp67.090.000 (enam puluh tujuh juta sembilan puluh ribu rupiah).

Demikian penetapan ini kami sampaikan, ketentuan dan persyaratan lainnya akan diatur dalam Surat Perintah Kerja (SPK).

Jakarta, 13 November 2023
PEJABAT PENGADAAN BARANG/JASA
BIRO HUBUNGAN MASYARAKAT

NIP : 



KEMENTERIAN KOMUNIKASI DAN INFORMATIKA RI
SEKRETARIAT JENDERAL
BIRO HUBUNGAN MASYARAKAT

Indonesia Terkoneksi: Makin Digital, Makin Maju

Jl. Medan Merdeka Barat No. 9, Jakarta 10110 Telp./Fax. (021) 3504024 www.kominfo.go.id

Nomor : 62/PPBJ-HM/LAP/XI/2023
Perihal : Pelaksana Penyedia barang/jasa

Kepada Yth.
Pejabat Pembuat Komitmen I
BIRO HUMAS
di –
JAKARTA

Sesuai Surat Keputusan Menteri Komunikasi dan Informatika Nomor 552 Tahun 2022 tentang Penetapan Kuasa Pengguna Anggaran, Pejabat Pembuat Komitmen, Pejabat Penandatanganan Surat Perintah Membayar, Bendahara Penerimaan, dan Bendahara Pengeluaran di Lingkungan Kementerian Komunikasi dan Informatika, dengan ini kami laporkan bahwa proses pemilihan penyedia barang/jasa Pekerjaan Pengadaan **Pekerjaan Penyediaan Paket Meeting Kegiatan Tata Kelola Perjalanan Dinas di Lingkungan Biro Humas** telah dilaksanakan sesuai dengan Peraturan Presiden RI Nomor 4 Tahun 2015 tentang Perubahan ke-empat Atas Peraturan Presiden Nomor 54 Tahun 2010 Tentang Pengadaan Barang/Jasa Pemerintah.

Untuk keperluan proses lebih lanjut terlampir kami sampaikan berkas proses pemilihan penyedia barang/jasa dimaksud, dengan pelaksana sebagai berikut :

Nama Perusahaan	: PT. SANBE KARYAPERSADA
Alamat	: Jl. Ir. H. Juanda 33 Bandung Jawa Barat
NPWP	: 01.622.032.9-441.000
Harga	: Rp67.090.000 (enam puluh tujuh juta sembilan puluh ribu rupiah)
Nomor Penawaran	: 561/Sales/BDO1/10/2023

Demikian kami sampaikan, atas perhatiannya diucapkan terima kasih.

Jakarta, 13 November 2023
PEJABAT PENGADAAN BARANG/JASA
BIRO HUBUNGAN MASYARAKAT

NIP : 