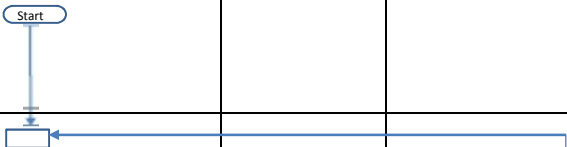



LPSE JAKARTA CAPITAL CITY PROVINCE

STANDARD OPERATING PROCEDURE (SOP) FOR REGISTRATION AND VERIFICATION OF FOREIGN GOODS AND SERVICES PROVIDER

No	Activities	Actor				Standard Quality			Notes
		Provider	Front office	Helpdesk LPSE	Verificator	Requirements	Time	Output	
1	Online register into LPSE/SPSE application website					1. It is obligated to use company email address (it is not allowed to use personal email address) 2. SPSE application registration procedure is referred to SPSE application user guide	N/A		
2	Registered provider at SPSE application					Application documents consist of : 1. Registration Forms, 2. Authentic and copy of Company documents (softcopy/hardcopy) consist of : a. Identity Card - For Foreign Investment Company having office in Indonesia : - In case President Director/Director (if there is no President Director position in Company Organisation Structure) position is held by Indonesian Citizens, then it is obligated to submit authentic and copy of Indonesian Citizen Identity Card (KTP) (softcopy/hardcopy), - In case President Director/Director (if there is no President Director position in Company Organisation Structure) position is held by Foreign Citizens, then it is obligated to submit authentic and copy of Passport and Temporary Residence Permit documents (softcopy/hardcopy) For Foreign Company having branch and office in Indonesia, but the location of its head office is outside of Indonesia : - in case of head Indonesia branch office is held by Indonesia Citizen, it is obligated to submit authentic and copy of Indonesian Citizen Identity Card (KTP) and head of Indonesia branch office appointment documents from head office, - In case of head Indonesia branch office is held by Foreign Citizen, it is obligated to submit authentic and copy of passport, maka menyampaikan Paspas, Temporary Residence Permit documents, head of Indonesia branch office appointment documents from head office, and Indonesia working visa For foreign company not having branch and/or not having office in Indonesia: It is obligated to submit authentic and copy of passport and visa/ Temporary Residence Permit documents of the person authorized to represent the foreign company, assignment documents which is mentioning that related person having authority to represent the foreign, and scanned colored copy of head of the foreign company passport,	N/A	Application documents. For foreign company Business lisenase requirement, Deed of incorporation and deed of amendment, Statement Letter, Company Profile, Power of Attorney, Director ID card, Passport, Indonesia Citizen ID card (KTP) of the person authorized, Passport of the person authorized, Integrity Pact, and Tax ID number adjusted to applicable regulations in relevant foreign company country. If having reference letter from related ministry about Foreign Investment permit, it can be included.	

						<ul style="list-style-type: none"> - For foreign company not having branch and not having office in Indonesia: - Submit scanned colored copy of passport (softcopy) person authorized to represent the foreign company, authentic assignment documents which is mentioning that the related person has authority to represent the foreign company, scanned colored copy of passport of the head of the foreign company. b. Authentic and Copy of Tax ID Number <i>For Foreign Investment Company or foreign branch: authentic and copy of Indonesia Tax ID (NPWP) of the company</i> <i>For foreign company not having branch and/or not having office in Indonesia, it is not required to submit Indonesia Tax ID Number (NPWP).</i> c. Business Liscense related to applicable regulations d. Deed of incorporation and deed of amendment (if exist), f. Integrity Pact, 4. For Individual and Koperasi, requirements is adjusted to applicabel regulations 			
3	Visiting LPSE and bringing Application documents. Report to front office then receive queue number						N/A		
4	Giving queue number and then invite provider to wait for queue at waiting room					-For foreign company not having branch and/or not having office in Indonesia, verification documents can be sent via email to lpsedki@jakarta.go.id	5 minutes	Queue Number	
5	Calling provider to go to helpdesk according to queue number						N/A		
6	Asking provider are they have already done online registration and in which LPSE location they are doing the registration						5 minutes		
7	Doing No.1 activity at <i>bidding room</i> . Refer to SOP intranet/internet access usage in Bidding Room for SPSE user						N/A		Refer to SOP intranet/internet access usage in Bidding Room for SPSE user
8	Receiving application documents and verifying whether the provider is enlisted as Blacklisted provider at INAPROC Portal						5 minutes		
9	Telling providers that their application is rejected and giving back their documents and also tell verifcator to input the provider's userid into SPSE application black list						5 minutes		

10	Verifying whether the application documents are complete by filling in application documents completeness checklist form					Application documents	5 minutes	Application documents completeness checklist form	
11	Telling provider to complete their documents as stated in application documents completeness checklist form						5 minutes		
12	Giving documents receipt to provider and sending application documents to verifactor						5 minutes	Documents receipt	
13	Receiving application documents and verifying whether the provider was already registered in another LPSE or not						5 minutes		
14	Telling the provider that they should use already registered userid					Notification via email	5 minutes		
15	Receiving notification from verifactor via helpdesk to login to SPSE application using already registered userid					Scanned copy of documents must conform and still valid	N/A		
16	Doing verification and validation of application documents:					Notification via email			
	a. Verifying conformity of authentic documents and copy documents					Authenticated documents and their copies must match, documents still valid and data between document must conform and consistent	10 minutes	verification result	
17	Giving provider userid creation approval by clicking "SETUJU" button at SPSE application					verification result	5 minutes	application approved	
18	Inputing application documents incompleteness, giving it to the provider via helpdesk email to be completed then doing re-verification					- For foreign company not having branch or not having office in Indonesia, incomple document can be sent via email	5 minutes		
19	Archiving the documents refer tp SOP of documents archiving						10 minutes	Documents archives	
20	Telling the provider that their SPSE application provider account is already active					Notification via email		Userid and password activated	

Notes : Documents validity will be verified by Auction Committee