



**GOVERNOR OF THE SPECIAL CAPITAL REGION  
OF JAKARTA**

Jakarta, 19 Mei 2016

To

Yth. Para Kepala Satuan Kerja Perangkat Daerah/  
Unit Kerja Perangkat Daerah (SKPD/UKPD)  
di Lingkungan Pemerintah Provinsi Daerah  
Khusus Ibukota Jakarta

in

Jakarta

**EDUCATIONAL LETTER**

**NUMBER 15/SE/2016**

**ABOUT**

**RECOMMENDATION OF GOODS/SERVICES FOR ELECTRONIC CATALOG**

Continuing the Educational Letter of the Head of the Policy Agency for Goods/Services Procurement of the Government of Jakarta Number 4 Year 2016 regarding the Recommendation of Goods/Services for the Electronic Catalog, with this being conveyed as follows:

1. Starting from April 1, 2016 until the deadline which has not yet been determined by the Policy Agency for Goods/Services Procurement (LKPP) will only process proposals for goods/services for the e-Catalogue that originate from K/L/D/I.
2. The Agency for Goods/Services Procurement of the Special Capital Region of Jakarta will consolidate proposals for goods/services from the Regional/Local Government Agency (SKPD/UKPD) for the e-Catalogue, both local and national, and subsequently for the e-Catalogue national proposal, the proposal will be conveyed by the Head of the Agency for Goods/Services Procurement of the Special Capital Region of Jakarta to the Head of LKPP.
3. Proposals for goods/services for the e-Catalogue that originate from the Regional/Local Government Agency (SKPD/UKPD) must be accompanied by supporting documents, including:
  - a. needs plan (volume, budget, time goods/services will be used);
  - b. specifications of goods/services;
  - c. Self-Estimate Price (HPS);
  - d. terms of suppliers of goods/services; and
  - e. previous procurement contract.

4. Penyedia barang/jasa yang berminat untuk memasukkan barang/jasa ke dalam e-Catalogue harus menyampaikan usulannya kepada Gubernur Provinsi DKI Jakarta c.q. Kepala Badan Pelayanan Pengadaan Barang/Jasa Provinsi DKI Jakarta.
5. LKPP dapat meminta personil/pegawai dari Badan Pelayanan Pengadaan Barang/Jasa Provinsi DKI Jakarta (pengusul) untuk menjadi Kelompok Kerja Katalog yang akan melakukan proses pemilihan calon penyedia e-Catalogue.

Edaran ini untuk menjadi perhatian dan agar dilaksanakan dengan sebaik-baiknya dan penuh tanggung jawab.



Tembusan :

1. Wakil Gubernur Provinsi DKI Jakarta
2. Sekretaris Daerah Provinsi DKI Jakarta
3. Para Asisten Sekda Provinsi DKI Jakarta