

HANDLING PROCUREMENT ADMINISTRATION BY PT ROYALINDO EXPODUTA FOR ORGANIZING THE SIXTH CONFERENCE OF THE GLOBAL PARLIAMENTARIANS AGAINST CORRUPTION (GOPAC)

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ABSTRAK

Jurnal ini membahas mengenai penanganan dokumen administrasi yang dibutuhkan sebagai salah satu syarat PT Royalindo Expoduta dalam mengikuti tender atau lelang MICE pada pengadaan yang diadakan oleh Dewan Perwakilan Rakyat melalui laman LPSE DPR. Nama lelang yang diadakan yaitu Pengadaan Professional Conference Organizer (PCO) Untuk Kegiatan Penyelenggaraan The Sixth Conference Of The Global Parliamentarians Against Corruption (GOPAC). Selain itu penulis membahas mengenai strategi apa saja yang perlu dipersiapkan untuk mendukung keberhasilan PT Royalindo Expoduta yang menjadi pemenang pada saat itu. Menjelaskan kendala maupun hambatan serta solusi terbaik oleh Divisi Tender PT Royalindo Expoduta.

Kata Kunci: Administrasi, Lelang, MICE, PCO, Strategi

ABSTRACT

This journal is concerned with the handling of administrative documents required as one of the requirements of PT Royalindo Expoduta for participating in the tender of MICE on the procurement held by the Dewan Perwakilan Rakyat (DPR) through the LPSE website of the Dewan Perwakilan Rakyat. The name of the auction is the Procurement Professional Conference Organizer (PCO) for the Operation of The Sixth Conference Of The Global Parliamentarians Against Corruption (GOPAC). In addition the authors discuss about what strategies need to be prepared to support the success of PT Royalindo Expoduta who became the winner at that time. Describe the constraints and obstacles and the best solution by Tender Division of PT Royalindo Expoduta.

Keyword: Administration, Procurement, MICE, PCO, Strategy

INTRODUCTION

Tourism is a variety of tourist activities or trips of a person or group of people temporarily to a Tourist Destination Area (DTW) for a particular destination and not settled in the sense of not moving from its place of origin. Currently tourism activities are already familiar with the community because tourism is considered as one of the industries that has a multiplier effect, which is the impact of other sectors such as the economic sector, which is to increase foreign exchange and income of the country or region where a tourism activity is held, as a service business.

excellent that can boost regional income (PAD) since the last few years, open up employment opportunities that can reduce unemployment, etc.

Meeting, Travel, Incentive, Conference-Convention, and Exhibition (MICE) service businesses and Special Event Organizing service businesses can drive all tourism service businesses. MICE (Meetings, Incentives, Conventions and Exhibitions) as an integral part of the tourism service business includes business conventions, incentive trips and exhibitions in a series of service activities for meetings or gatherings of people or groups of people (statesmen, business

people, scholars, public, and so on) in a place which is conditioned by a problem, discussion or mutual interest. The birth of the concept of MICE and Events in the world of tourism changes the old paradigm and fosters that MICE tourism and events are the driving wheel of the industry in many business sectors. This is the reason why MICE and Events are known internationally as Big Business which is very positive and has great prospects.

One of the MICE scopes that the author will discuss is Conference, Congress, and Convention both refer to meeting more participants than Meeting. The British Tourist Authority (1977) provides an explanation of "conference" as "a meeting for expressing opinions, lasting at least six hours, attended by at least 25 people and having a definite agenda or program" (Lawson, 1991). At the event level, when viewed as a whole, there are always three parties involved as stake holders, namely the committee which is often referred to as the host or client for the conference and event industry, then the planners or organizers of the meeting, and the suppliers. Planners or Organizers are those who plan and organize a conference and event activities including the PCO (Professional Conference Organizer) Company.

IAPCO defines PCO as "a company, which specializes in handling congresses. This company acts as a consultant for the organizing committee, and executes decisions based on their experience and knowledge in organizing an event for many years". PCO companies in Indonesia are now highly developed in accordance with the development of the MICE industry. One of the many PCO companies in Indonesia is PT Royalindo Expoduta who has experience in handling MICE and other Event activities. In participating in the tender, PT Royalindo Expoduta had special handling, this was the author's attraction to discuss PT Royalindo Expoduta, which was established in 1989 and was founded by Siti Aksar, Iqbal Alan Abdullah, and Evita Nursanty.

PT Royalindo Expoduta is a leading company in the PCO service business in Indonesia with more than 150 professional events that have been

handled with management expertise in the fields of travel management, public relations, advertising, marketing, project management and creative graphic design. The company handles several events through a tender process conducted by the Tender Division of PT Royalindo Expoduta through the Electronic Procurement Services page of the State Ministry, Institutions, Regional Office Work Units and Institutions. One of the events organized by PT Royalindo Expoduta is The Sixth Conference of the Global Parliamentarians Against Corruption (GOPAC). GOPAC is an international relations organization that was established in October 2002, which focuses on combating corruption in the world with members of more than 50 countries in all parts of the world. In 2015, Indonesia hosted the international conference and through the House of Representatives that opened procurement on the DPR LPSE website, PT Royalindo Expoduta participated in the procurement of services with a value of HPS Package valued at Rp 7,766,719,000 and competing with other PCO companies.

The event is a big event in organizing international conferences and bringing delegates from various countries. As one of the case studies that the author will discuss in this journal, a title is determined, namely "Handling Administration of PT Royalindo Expoduta Auction in Organizing The Sixth Conference of the Global Parliamentarians Against Corruption (GOPAC)".

LITERATURE REVIEW

With the development of tourism science at this time which became the beginning of the formation of a revolution in the field of MICE coupled with a Special Event which became a Business Event and is one of the prima donna in the tourism industry. The PCO company in Indonesia and one of the leading companies, PT Royalindo Expoduta, uses several managerial concepts in carrying out work, especially in the tender division. The usefulness of some of these concepts is a reference made for the success of the company. MICE is short for Meetings, Incentives, Conventions and Exhibitions.

While PCO is a Professional Conference Organizer.

Aris Miyati Nasution and Wa Ode Sifatu (2017) provide the definition that meetings are meetings, meetings of groups of people who are members of an association, companies that have similar interests with the goals and interests of discussing a common problem. incentives are incentive trips and a travel activity organized by a company for employees and business partners in exchange for appreciation for their restoration; relation in the implementation of a convention that discusses the development of the company's activities and or exhibitions in addition, conventions are meetings of groups of people (statesmen, entrepreneurs, scholars, professionals and so on) to discuss issues related to joint interests and usually in large numbers of participants and exhibitions means that they are a form of activity to demonstrate, demonstrate, introduce, promote, promote and disseminating information on the results of the production of goods or services or visual information in a certain place within a certain period to be witnessed directly by the public to increase sales, expand markets and seek trade relations (Aris Miyati Nasution & Wa Ode Sifatu: 2017).

IAPCO defines PCO as a company, which specializes in handling congresses. The company acts as a consultant for the organizing committee and executes decisions based on their experience and knowledge in organizing an event for many years. Iqbal Alan Abdullah (2009) provides the understanding that PCO is a generic (general) terminology intended for each professional organizer of a conference and event, regardless of whether he is a specialized company, company or in related associations or in private.

Then in this journal the author will also discuss procurement, tenders, and auctions. Tender (bidding) is an activity following the invitation to win a conference and event to a country (Iqbal Alan Abdullah: 2009). In order to create transparency in the auction process, the Government Goods / Services Procurement Policy Agency (LKPP) states that eprocurement technology provides a monitoring and complaints mechanism

for alleged irregularities in a procurement process. Transparency and openness of the procurement process will certainly make the supervision process easier. In the case of electronic government procurement of goods / services, LKPP has developed an e-procurement application system based on Presidential Decree No. 80 of 2003. Furthermore, the use of the application was expanded with the participation and collaboration with various parties by establishing Electronic Procurement Services (LPSE) in various agencies.

Administrative documents are an important part of bid documents. Bidding document is a document made by bidders, which refers to the provisions of tender documents and post-qualification documents, such as administrative data, technical data, price bid data and qualification assessment form forms. In this writing according to Iqbal Alan Abdullah (2009) the intended administrative document is a document as one of the requirements to take part in the auction and administrative data include:

1. The original offer guarantee letter in accordance with the provisions in the Bidding Document
2. Declaration subject to Presidential Decree No.80 of 2003 and provisions on tender documents and other applicable regulations.
3. Declaration of ability to carry out work in accordance with applicable provisions and is willing to enter into a black list if resigning after being determined and / or appointed as the executor of the work
4. The statement will not demand a price increase or the cost of the work until the work is 100% complete
5. Declaration of correctness of data in the bidding document
6. A statement that the president director or company leader is not a civil servant, a BI employee, a BUMN / BUMD / BHMN employee
7. A statement of ability to submit a guarantee for the performance of work from a commercial bank (not a rural credit bank) of 5% of the contract value.

METHODOLOGY

1. Research Time and Location

The author's research was conducted from January 8, 2018 to July 8, 2018 about 6 (six) months at PT Royalindo Expoduta which is located at C&C Building Jl. Tanah Abang I No.10D, RT.11 / RW.8, Petojo Selatan, Gambir, Central Jakarta City, Special Capital Region of Jakarta 10160 and the author's research material is the Tender Division of PT Royalindo Expoduta

2. Research Data Types

In this research the author uses the type of research data that is Descriptive Research which is a study aimed at making a description of a social or natural phenomenon systematically, factually, and accurately. To obtain some required data related to the title of the study, the authors use studies that refer to the results of Primary and Secondary data research.

- a. Primary Data is data that the author can be from the original source or the first party obtained by the writer through the method of interviewing the interviewees and making observations
- b. Secondary data is data that the author can from various sources regarding this research. The research instruments that I use include a list of questions related to the research title, computers, and notebooks

3. Method of collecting data

In this study the authors conducted research at PT Royalindo Expoduta located at C&C Building Jakarta by conducting data collection methods, including:

a. Interview

According to Lexy J. Moleong (2002) the definition of an interview is a conversation with certain goals. Conduct an interview which is a Primary data collection technique through submitting several questionnaires to relevant informants and is a two-way

communication and is likely to get more information. The author conducted an interview with the Tender Division of PT Royalindo Expoduta as the most relevant resource person. On this occasion the writer interviewed a guest speaker, Mr. Winandri as the Bidding and Legal Supervisor of PT Royalindo Expoduta.

b. Observation

According to Wardiyanta (2006), observation is a Primary data collection technique by collecting data based on direct observation of the physical symptoms of research objects. The author made observations through the Bidding Document, Terms of Reference (KAK), as well as looking at the LPSE DPR web page, and GOPAC.

c. Library Research

Nazir (1998: 112) explained the study of literature is an important step where after a researcher determines the research topic, the next step is to conduct a study related to the theory related to the research topic. This technique uses a secondary data collection method that uses data retrieval methods taken from scientific books, literature, the internet, and other sources that are related to the research title and problem formulation that the writer has examined and is used as a theoretical foundation as a theoretical supporter in the problem discussed authors

4. Data analysis method

In the method of data analysis, the authors conducted a qualitative and descriptive research using data analysis stages, namely processing data which is a very important stage and determining the success of the research. According Sukmadinata (2009:53), qualitative research is research that is used to describe and analyze phenomena, events,

social activities, attitudes, beliefs, perceptions, and individuals and groups.

RESULT AND DECISION

In following the PCO procurement process to hold the GOPAC by the Tender Division of PT Royalindo Expoduta there are several stages that must be passed, namely there is an auction stage and auction information. In the auction stage there will be several subsequent stages. these stages are post qualification announcements, procurement document downloads, explanations, uploading bid documents, opening bid documents, evaluating bids, evaluating qualification documents, proving qualifications, uploading minutes of auction, determining winners, announcing winners, the objection period of auction results, letter of appointment of goods / services provider, and contract signatory.

The GOPAC Event was formed in October 2002 based on the results of the Global Conference in Ottawa, Canada which was attended by more than 170 MPs and 400 observers around the world who are dedicated to fighting corruption. GOPAC was a legal entity in the form of a non-profit organization in 2003. GOPAC is the only international parliamentary network that only focuses on curbing corruption. This organization has members from more than 50 countries throughout the world. The GOPAC Conference is a biennial event that brings together leaders, members, prospective members, stakeholders and funders to further inspire, educate and equip GOPAC members and individuals in the fight against corruption. The 2015 GOPAC Conference is the 6th Conference. For the 2015 GOPAC, based on technical specifications and a bill of quantity, it will be held on 6 - 8 October 2015 in Yogyakarta, Indonesia at The Royal Ambarrukmo Hotel. The opening ceremony was held on October 6, 2015.

Then there is the preparation of administrative documents based on the procurement documents and conditions downloaded from the DPR LPSE, the preparation depends on the data requested and required and all are prepared starting from the bidding

documents, legality documents, and the validity period of all data is checked required. Furthermore, the required classification must be checked accordingly, if it is not appropriate then it can fail in participating in the auction. The conditions needed to take part in the auction are in the auction information:

1. Non-Small Business SIUP Scans of Exhibition Services, Convention Services, Incentive Travel Services issued by authorized agencies

Trading Business License (SIUP) is a permit issued by a minister or official appointed to an entrepreneur to carry out business in the field of trade and services. SIUP is given to entrepreneurs, individuals, firms, CV, PT, cooperatives, BUMN, and so on

2. Scans of Business Licenses engaged in the field of MICE (Meeting, Incentive, Convention and Exhibition)

MICE permission is given to companies that have special business fields whose activities are organizers of activities with a combination of leisure and business, usually involving a group of people together, a series of activities in the form of meetings, incentive travels, conventions and exhibitions

3. Results of a scan (scan) of a bank reference or checking account last month of 2015

Bank reference letter or checking account is a statement of the status of the company's account at a bank that states the company's account is still active or not

4. The results of the scan (scan) Certificate of Domicile of the Company is still valid

Company Domicile Certificate is a letter that gives information about the location or domicile where the company operates. This letter was made in accordance with the domicile of the operating company.

5. Company TDP and PKP Scans

Company Registration Certificate is a list of official records as proof that the

company/business entity has compulsory registration of companies in accordance with the provisions of Law Number 3 of 1982 concerning mandatory registration. Based on article 38 KUHD (Book of Commercial Law), the deed of establishment of the company which made the articles of association that has been approved by the Minister of Law and Human Rights of the Republic of Indonesia, must be registered at the Registrar of the State Court in accordance with the company's domicile, then announced through the State Gazette

6. Scans of Support Letter from Sharp Brand Distributor Distributors for the supply of Photocopiers

A Letter of Support from a Sharp Brand Distributor Distributor for the supply of Photocopiers is a written support that the distributor can fulfill the request, helping to supply copiers to make the GOPAC event a success. This letter was requested by PT Royalindo Expoduta as an auction participant to the distributor as support

7. Scans of Support Letter from Ambarrukmo Hotel and Eastpac Hotel, Yogyakarta

The Support Letter from Ambarrukmo Hotel and Eastpac Hotel is a written support in the form of a letter stating that the hotel can support PT Royalindo Expoduta in participating in auctions for the GOPAC event at the hotel. A letter of support was requested by PT Royalindo Expoduta as a participant to stakeholders

8. Scans of Support from Prambanan Temple, Yogyakarta, for the Dinner Leader of the DPR RI

The Support Letter from Prambanan Temple Management is a letter prepared by Prambanan Temple Management which was requested by PT Royalindo Expoduta as a GOPAC auction participant. GOPAC activities use

the Prambanan Temple as a place for the dinner activities Leader of DPR RI.

9. The results of the scan (NPWP) and have met the tax obligations of the last tax year 2014 tax return

NPWP is a Taxpayer Identification Number given to taxpayers as a means of tax administration that is used as a personal identification or taxpayer identity in carrying out rights and obligations in tax matters. NPWP must be owned by Indonesian citizens, both individuals and business entities. SPT is a Notification Letter, which is a tax report submitted to the Indonesian government through the Directorate General of Taxes. All taxes are regulated in the Law of the Republic of Indonesia Number 36 of 2008.

CONCLUSION

Based on the results of research and discussion on the Administration of PT Royalindo Expoduta Auction Administration In Organizing The Sixth Conference Of The Global Parliamentarians Against Corruption (GOPAC) based on several theories relating to the discussion and research at PT Royalindo Expoduta, the following conclusions can be drawn:

The process of participating in the GOPAC auction at the DPR RI LPSE is:

- a. Post Qualification Announcement
- b. Download Procurement Documents
- c. Briefing
- d. Upload Bid Documents
- e. Opening of Bid Documents
- f. Bid Evaluation
- g. Evaluation of Qualification Documents
- h. Proof of Qualification
- i. Upload Minutes of Bid Results
- j. Determination of Winners
- k. winner announcement
- l. Disclaimer of Auction Results
- m. Letter of Appointment of Goods / Services Provider
- n. Contract Signing

Preparation of administrative documents based on procurement documents and conditions downloaded from LPSE DPR, the preparation depends on the data requested and required and all are prepared starting from the bidding documents, legality documents, and checking the validity period of all required data. Furthermore, the required classification must be checked accordingly, if it is not appropriate then it can fail in participating in the auction.

The strategy used for handling GOPAC procurement auction administration is that all legalities owned by the company must be rechecked, a checklist is made of what requirements need to be prepared, one day to the deadline for uploading bid documents must still be inspected. The principle of procurement follows the flow or stages provided by the DPR LPSE in participating in the GOPAC auction, with the change in the auction to E-procurement ensures that KKN is avoided. PT Royalindo applies the principles of procurement, procurement ethics, and procurement professionals according to Willem Siahaya. In participating in the GOPAC auction, there are no major obstacles, there are only a few minor obstacles, such as the problem of finding several legal documents that are not in one file, so the documents must be searched before scanning. Lack of device to scan is another obstacle that affects the slowness of time to collect data that has been through the scanner. The solutions that can be provided include more internal company in the flow of coordination, preparation, and others.

RECOMMENDATION

Based on the results of research and discussion on the Administration of PT Royalindo Expoduta Auction Administration in Organizing The Sixth Conference of the Global Parliamentarians Against Corruption (GOPAC) with the discussion and research on PT Royalindo Expoduta, the author would like to provide suggestions aimed at improving performance and effectiveness at PT. Royalindo Expoduta are as follows:

1. To improve company performance, good coordination is needed in accordance with the structure set by

the company, such as between workers, between divisions so that they have limits, responsibilities so that workers know the connection

2. With the addition of an expert workforce in the MICE field or in particular the bidding specialist, it will certainly facilitate the work of the PT Royalindo Expoduta Tender Division so that more procurement is won, improved performance, effective and efficient
3. Additional support tools are coordinated with the General Affairs such as additional computer sets, additional scan tools, and others

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