



MINISTER OF FINANCE
OF THE REPUBLIC OF INDONESIA

COPY OF

REGULATION OF THE MINISTER OF FINANCE OF THE REPUBLIC OF
INDONESIA NUMBER 139/PMK. 01/2012

CONCERNING

MECHANISM OF REGISTRATION, VERIFICATION AND ASSESSMENT THE
PROVIDER PERFORMANCE OF GOODS / SERVICES IN PROCUREMENT
SERVICE CENTER ELECTRONICALLY OF MINISTRY OF FINANCE

BY THE GRACE OF GOD ALMIGHTY

MINISTER OF FINANCE OF THE REPUBLIC OF INDONESIA,

- Considering :
- a. that in order to improve the effectiveness, efficiency, and accountability of the Government Goods / Services Procurement electronically in the environment of the Ministry of Finance as well as the needs of management Provider of Goods / Services, it is necessary to improve mechanisms of registration and verification the Provider of Goods / Services in the Procurement Service Centre Electronically of Ministry of Finance ;
 - b. that the Regulation of the Minister of Finance Number 197/PMK.01/2010 concerning mechanisms of registration and verification the Provider of Goods / Services in the Procurement Service Centre Electronically of Ministry of Finance assessed no longer meet those efforts and it needs to be revisited its existence;
 - c. that based on the considerations set forth in letter a and letter b, it is necessary to stipulate Regulation of the Minister of Finance concerning the mechanisms of registration and verification the Provider of Goods / Services in the Procurement Service Centre Electronically of Ministry of Finance;
- In View of :
1. The Presidential Regulation Number 54 Year 2010 concerning Procurement of Goods / Services of Government;
 2. The Presidential Decree Number 56 / P Year 2010;
 3. Regulation of the Minister of Finance Number 42/PMK.01/2008 concerning Procurement of Goods / Services Electronically In the Environment of Ministry of Finance, as amended by Regulation of the Minister of Finance Number 82/PMK.01/2008;
 4. Regulation of the Minister of Finance Number 184/PMK.01/2010 concerning Organization and



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Working Procedure of the Ministry of Finance;

DECIDES:

To stipulate : REGULATION OF THE MINISTER OF FINANCE CONCERNING MECHANISM OF REGISTRATION, VERIFICATION AND ASSESSMENT THE PROVIDER PERFORMANCE OF GOODS / SERVICES IN PROCUREMENT SERVICE CENTER ELECTRONICALLY OF MINISTRY OF FINANCE.

CHAPTER I

GENERAL PROVISIONS

Part One

Understanding

Article 1

In this Regulation of the Minister, the following meanings:

1. Procurement Service Centre Electronically of Ministry of Finance, hereinafter called the Center LPSE of Ministry of Finance, is a structural unit in the environment of Ministry of Finance which provides services and organized system of Goods / Services procurement electronically.
2. Provider of Goods / Services is a business agency or individual whose business activities provide goods / Jobs Construction / Consultancy Services / other Services.
3. Registration is registration activities the Provider of Goods / Services in the electronic procurement system by *online* and *offline*.
4. Verification is the checking of the validity of the documents as required for the purpose of identity authentication the Provider of Goods / Services associated with *User ID* and *Password* as a representation of the person in charge of an business agency / corporate individuals, or individuals.
5. Field Verification is verification directly to the office / business performed by verification official to ensure the correctness of data Registration.
6. *User ID* is a unique identifier as the name or identity that is used to operate in an electronic system.



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7. *Password* is a collection of character or string used by the network user or a multi-user operating system (many users) to verify the *User ID* to the security system that is owned by the network or system.
8. Administrator, hereinafter referred to as Admin, is a person who acts for and on behalf of the Provider of Goods / Services in order to follow the Procurement of Goods / Services Electronically, and has not registered as an administrator of the Provider of Goods / other Services.
9. *Softcopy* is a *file* containing scanned documents which are Register requirement in PDF format.
10. *Update* the data is the data changes and / or data updating of Registration Provider of Goods / Services.
11. *E-mail* is electronic mail Providers of Goods / Services which used for the Procurement of Goods / Services electronically and posted on the entry form.
12. *Vendor Management* is a Provider of Goods / Services data management through a process of selection, classification, performance appraisal, and *profiling*.
13. Provider Performance Assessment is a process to measure the performance of Provider of Goods / Services in implementing the Procurement of Goods / Services based on the established criteria.

Part Two

Aims and Objectives

Article 2

- (1) This Regulation of the Minister of Finance is intended as a guide in the implementation of Registration, Verification, and Provider Performance Assessment Procedure of Goods / Services in the LPSE Center Of Ministry of Finance
- (2) Regulation of the Minister of Finance is intended that the implementation of the Registration and Verification in the LPSE Center of Ministry of Finance to be more effective and accurate, and to be the basis for the implementation of the Provider Performance Assessment procedures of Goods / Services in the environment of Ministry of Finance.



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Part Three

Scope

Article 3

This Regulation of the Minister shall regulate the Registration, Verification, and procedures for Assessment of Performance of Provider of Goods / Services in the Center LPSE of Ministry of Finance.

CHAPTER II

PROCEDURE OF IMPLEMENTATION OF REGISTRATION
FOR PROVIDERS OF GOODS / SERVICES

Article 4

Provider Registration Process of Goods / Services consist of:

- a. *Online* Registration process, and
- b. *Offline* Registration process.

Article 5

- (1) Providers of Goods / Services participating in the Procurement of Goods / Services electronically in the Ministry of Finance should meet the following requirements.
 - a. Providers of Goods / Services first conducting online Register at [website www.lpse.depkeu.go.id](http://www.lpse.depkeu.go.id);
 - b. Furthermore Providers of Goods / Services perform *offline* registration by coming to the LPSE office of Ministry of Finance;
 - c. Registration as referred to in letter b, done by taking document, which consists of:
 - 1) Participation Form;
 - 2) Form of Appointment Letter and Admin ID;
 - 3) Letter of Attorney;
 - 4) Registration Form (Form Provider);
 - 5) KTP of entire Board of Directors / owner / authorized officer in the company;
 - 6) NPWP;



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- 7) Trading Business Permit (SIUP) / Business License Contractor Service (SIUJK) / Permit, in accordance with each respective fields;
 - 8) Company Registration;
 - 9) Statute of Incorporation and Fresh Certificate of Incorporation (if any change);
 - 10) Certificate of Domicile;
 - 11) Fiscal years Certificate or Annual Tax Return (SPT) Income Tax (PPh) last year, and
 - 12) Tax Payment (SSP) PPh Article 25 for 3 (three) months.
- d. Documents as referred to in letter c number 1) through number 4) is made according to the format which can be downloaded on the website of the LPSE Ministry of Finance in *www.lpse.depkeu.go.id*;
 - e. The whole document as referred to in letter c is also in *softcopy* form, each of the *file* made in PDF format;
 - f. At the time of *offline* registration, Providers of Goods / Services shall show the original documents as referred to in letter c number 1) through number 4) and number 6) up to number 12), while for the documents as referred to in letter c number 5) is quite shown as the copy.
- (2) Replacement *E-mail* of Provider of Goods / Services that has been registered can be replaced only 1 (one) time by including reasons of changing *E-mail* from the CEO or head of the company, addressed to the Head of LPSE Center of the Ministry of Finance c. q. Head of Registration and Verification.
 - (3) Replacement of *E-mail* as referred in paragraph (2) can only be done by coming directly to the office of LPSE service Centers of the Ministry of Finance.
 - (4) The procedure on replacing *E-mail* as referred in paragraph (3) shall be further set in technical guidance of the Head of LPSE Centre of the Ministry of Finance.

Article 6

Submission of the documents as referred to in Article 5 paragraph (1) letter c is a requirement to obtain a *User ID* and *Password* and it is not an implementation of the pre-qualification process of Provider of Goods / Services.



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Article 7

- (1) Registration Officer of LPSE Centre of the Ministry of Finance check the complete *offline* registration document as referred to in Article 5 paragraph (1) letter c.
- (2) The Registration Document declared complete and then forwarded to the Verification officer, while the incomplete registration documents returned to the Provider of Goods / Services to be completed.
- (3) In the event that Provider of Goods / Services has done registration, the documents as referred to in Article 5 paragraph (1) letter c:
 - a. Original document number 1) up to number 4) and the overall *softcopy* documents to be stored to be archives of LPSE Center of Ministry of Finance, and
 - b. Original document number 5) up to number 12) returned to the Provider of Goods / Services.

Article 8

- (1) *Offline* Registration is done no later than 30 (thirty) calendar days from the date of *online* registration.
- (2) In the case of Providers of Goods / Services Registration does not register by *offline* until the lapse of the time limit as referred to in paragraph (1), then the registration data Provider of Goods / Services concerned will be removed from the data base of LPSE system of Ministry of Finance.
- (3) Providers of Goods / Services whose registration Data has been removed from the data base of LPSE system of the Ministry of Finance can sign up again.

CHAPTER III

PROCEDURES OF IMPLEMENTATION OF DOCUMENT
VERIFICATION FOR PROVIDER OF GOODS / SERVICES

Article 9

Documents Verification of Providers of Goods / Services done by:

- a. Examining the validity of the document;
- b. Examining the validity of the document, and



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- c. Field Verification for believing the truth of the data, if needed.

Article 10

- (1) Verification Officer conduct verification in the form of authentication and validation of the documents as referred to in Article 5 paragraph (1) letter c.
- (2) Based on the results of verification as referred in paragraph (1), the Verification Officer:
 - a. approve *User ID* and *Password* requests, in case the documents submitted by the Provider of Goods / Services are authentic and valid, or
 - b. Not approve *User ID* and *Password* requests, in case the documents submitted by the Provider of Goods / Services are not authentic and / or invalid.

Article 11

- (1) Verification Officer performed to confirm the phone to believe the truth of the data.
- (2) Confirmation as referred to in paragraph (1) may also be accompanied by the implementation of the field verification if necessary.
- (3) If the confirmation over the phone as referred in paragraph (1) and / or field verification as referred in paragraph (2) found that the Provider of Goods / Services guilty of abuse, violation of law in the form of falsification of documents and / or other actions that violate the law, then the Provider of Goods / Services shall be subjected to sanction in accordance with the relevant provisions of the legislation.

CHAPTER IV

USER ID AND PASSWORD OF PROVIDERS OF GOODS / SERVICES

Article 12

- (1) The approval as referred to in Article 10 paragraph (2) letter a, is done by providing *User ID* and *Password* to the Provider of Goods / Services.
- (2) *User ID* and *Password* as referred in paragraph (1) may be disabled if:



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- a. requirements document of Provider of Goods / Services as referred to in Article 5 paragraph (1) letter c proven not authentic and / or invalid;
 - b. The provider changes address without noticing and are not found when done Fields Verification;
 - c. not reform (*update*) the document at the time it expires;
 - d. within a maximum period of 1 (one) year, Provider of Goods / Services not following electronic auction in the LPSE Ministry of Finance, or
 - e. Provider of Goods / Services is on the blacklist status.
- (3) Disabling *User ID* and *Password* as referred in paragraph (2) informed through *E-mail*.
- (4) *User ID* and *Password* which are disabled can be re-activated when the validity period blacklisted exhausted, or:
- a. conditions as referred to in paragraph (2) letter a to letter c has been fixed by the Provider of Goods / Services, and / or
 - b. Provider of Goods / Services to apply for reactivation of the spectators inactivity caused by the conditions as referred to in paragraph (2) letter d.
- (5) Providers of Goods / Services are fully responsible for the *User ID* and *Password* that have been received.
- (6) Misuse *User ID* and *Password* by the other party are the responsibility of the Provider of Goods / Services as the owner of *User ID* and *Password* that concerned.
- (7) Misuse as referred to in paragraph (6) shall be sanctioned in the form of inactivity *User ID* and *Password*.

Article 13

- (1) In the event of any changes in the data, the Provider of Goods / Services shall update (*update*) data to deliver *softcopy* document changes to the LPSE Center of Ministry of Finance.
- (2) Provider of Goods / Services responsible for any data / information submitted.



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CHAPTER V

BLACK LIST

Article 14

- (1) Providers of Goods / Services penalized blacklisting if known doing violations as stipulated in the Presidential Regulation Number 54 Year 2010 concerning Procurement of Goods / Services of Government.
- (2) The announcement of sanctions black list on the website of the LPSE of Ministry of Finance done after first announced on National procurement portal.

CHAPTER VI

PERFORMANCE ASSESSMENT AND PROVIDER PROFILE

Article 15

- (1) Provider Performance Assessment aims to provide performance information Providers Goods / Services as a reference for the committee procurement / Procurement Services Unit / Commitment Making Official in decision-making.
- (2) Provider Performance Assessment conducted by the Commitment Making Official / users via assessment form prepared by the LPSE Centre and the results submitted to the LPSE Center of Ministry of Finance.
- (3) Provider Performance Assessment includes the accuracy of the quality, quantity and time of execution of work in accordance with the contract work.

Article 16

- (1) Provider Profile is information on the Provider of Goods / Services which describes the initial information based on data registration, classification, performance information, and the sanctions that have been received by the Provider of Goods / Services.
- (2) Provider Profiles published by the application of *Vendor Management System*.
- (3) Provider Profile can be used as a reference to the decision-making in the process of Procurement of Goods / Services.



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CHAPTER VII

MISCELLANEOUS PROVISIONS

Article 17

Further instructions concerning Registration procedures, Verification, and Assessment the Providers Performance of Goods / Services set out in the technical guidance Head of LPSE of the Ministry of Finance.

CHAPTER VIII

CLOSING PROVISIONS

Article 18

At the time of this Regulation of the Minister come into force, the Minister of Finance Number 197/PMK.01/2010 Registration and Verification Mechanism of Provider of Goods / Services in Procurement Service Electronically of Ministry of Finance, revoked and declared void.

Article 19

This Regulation of the Minister of Finance shall come into force on the date of its promulgation.

For public cognizance, this Regulation of the Minister of Finance shall be promulgated by placing it in State Gazette of the Republic of Indonesia.

Stipulated in Jakarta

on August 24, 2012

MINISTER OF FINANCE OF
THE REPUBLIC OF
INDONESIA,

Signed.

AGUS D.W MARTOWARDOJO

Promulgated in Jakarta

on August 24, 2012

MINISTER OF JUSTICE AND HUMAN RIGHTS



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OF THE REPUBLIC OF INDONESIA

Signed

AMIR SYAMSUDIN

STATE GAZETTE OF THE REPUBLIC OF INDONESIA NUMBER 854 YEAR 2012