BAB II

PELAKSANAAN PKL

2.1. Aktivitas Kegiatan PKL

Selama Praktek Kerja Lapangan (PKL) di NGO Lalenok Ba Ema Hotu (LABEH), kegiatan rutin yang dilakukan peneliti dalam kurang lebih 1 bulan adalah memonitoring media yaitu aktifitas pencarian berita melalui media-media tetapi media yang dijadikan sebagai referensi bersumber dari media cetak yaitu Koran-koran yang terbit setiap hari, jika dalam media cetak tersebut terdapat pemberitaan tentang LABEH, Korupsi dan Tender Monitoring (invitation to Bid dan Intet To ward) maka Berita Tersebut Di Capture kemudian memposting kedalam Forum Facebook Selain itu, kegiatan Insidentil di Lakukan oleh penulis yaitu meliput kegiatan pengenalan lingkungan tempat PKL yang dilakukan oleh penulis, Rapat Mingguan, Kebersihan Umum, menghadiri undangan acara Pelatihan Selama 2 hari oleh Menteri Keadilan dan Hak Asasi Manusia ,membuat Press Release, Menyebarkan Press Release Ke Media, Membuat Undangan Conferensi Pers dan Menyebarkannya Ke media baik Cetak Maupun Elektronik , Menghadiri Work Shop oleh LABEH yang diadakan di Luar Kota dan Menjadi Operator konferensi Pers yang Diadakan Oleh NGO LABEH, Menghadiri mengerjakan design Poster Talks Show Radio LABEH, Mendesign Pengumuman, dan menjadi Operator di Radio Internal

Adapun jadwal kegiatan penulis selama Praktek Kerja Lapangan, dapat dilihat pada tabel 2.1 dibawah ini :

Tabel 2.1

KEGIATAN PKL

No	HARI/TGL	KEGIATAN	SIFAT	
			RUTIN	INSIDENTIL
1	Selasa, 16 Juli 2013	• Wawancara • Pengenalan Perusahan		✓ ✓
2	Rabu, 17 Juli 2013	• Membuat undangan konfernsi pers • Mencetak Undangan Konferensi Pers • Menyebarkan Undagan Konferesnsi Pers ke Media		✓ ✓ ✓
3	Kamis,18 Juli 2013	• Menghadiri		✓

		Konferensi Pers • Menyusun Laporan Konferensi Pers		✓
4	Jumat, 19 Juli 2013	• Kebersihan Umum • Rapat Mingguan • Menyusun Laporan Konferensi Pers		✓ ✓ ✓
5	Sabtu,20 Juli 2013	LIBUR		
6	Minnggu,21 Juli 2013	LIBUR		
7	Senin,22 Juli 2013	• Membaca Surat Kabar • Memotret berita di Surat Kabar mengenai LABEH dan Korupsi • Mempublikasikan foto Berita Web di Forum Facebook Labeh	✓ ✓ ✓	

8	Selasa,23 Juli 2013	• Membaca Koran • Memotret berita di Koran mengenai korupsi dan Labeh,. • Mempublikasikan foto Web dan Forum Facebook Labeh	✓ ✓ ✓	
9	Rabu, 24 Juli 2013	• Membaca Koran • Memotret berita di Koran mengenai korupsi dan Labeh,. • Mempublikasikan foto Web dan Forum Facebook Labeh • Operator Radio Internal	✓ ✓ ✓	✓
10	Kamis,25 Juli 2013	• Membaca Koran • Memotret berita di Koran mengenai korupsi dan Labeh,.	✓ ✓	

		• Mempublikasikan foto Web dan Forum Facebook Labeh • Membuat Press Release	✓	✓
11	Jumat, 26 Juli 2013	• Kebersian Umum • Rapat Mingguan • Membaca Koran • Memotret berita di Koran mengenai korupsi dan Labeh,. • Mempublikasikan foto Web dan Forum Facebook Labeh • Membagi Press Release ke Media	✓ ✓	✓ ✓ ✓
12	Sabtu,27 Juli 2013	LIBUR		
13	Minggu, 28 Juli 2013	LIBUR		

14	Senin,29 Juli 2013	• Menhadiri WorkShop		✓
15	Selasa,30 Juli 2013	• Menhadiri WorkShop di		✓
16	Rabu,31 Juli 2013`	• Membaca Koran • Memotret berita di Koran mengenai korupsi dan Labeh,. • Mempublikasikan foto Web dan Forum Facebook Labeh • Operator Radio Internal	✓ ✓ ✓	✓
17	Kamis ,1 Agustus 2013`	• Membaca Koran • Memotret berita di Koran mengenai korupsi dan Labeh,. • Mempublikasikan foto Web dan Forum Facebook Labeh • Mendesign Poster Program Talk Show	✓ ✓ ✓	✓

		Radio		
18	Jumat,2 Agustus 2013	• Kebersihan Umum • Rapat Minnguan • Mendesign Poster Program Talk Show Radio		✓ ✓ ✓
19	Sabtu,3 Agustus 2013	LIBUR		
20	Minggu, 4 Agustus 2013	LIBUR		
21	Senin, 5 Agustus 2013	• Membaca Surat Kabar • Mencari Tender Monitoring (Invitation to dan Intent to Ward) DI Surat Kabar • Ketik Tender Monitoring	✓ ✓ ✓	

22	Selasa, 6 Agustus 2013	• Membaca Koran • Mencari Tender Monitoring (Invitation to dan Intent to Ward) di Surat Kabar • Ketik Tender Monitoring	✓ ✓ ✓	
23	Rabu, 7 Agustus 2013	• Membaca Koran • Mencari Tender Monitoring (Invitation to dan Intent to Ward) dalam surat Kabar • Ketik Tender Monitoring	✓ ✓ ✓	
24	Kamis, 8 Agustus 2013	• Rapat Mingguan • Membaca Koran • Mencari Tender Monitoring di Koran (Invitation to dan	✓ ✓ ✓	

		Intent to Ward) dalam surat kabar • Ketik Tender Monitoring • Mendesign Pengumuman untuk pendafataran Kursus • Mempublikasikan Pengguman Ke Web LABEH dan Forum Facrbook LABEH		✓ ✓
25	Jumat 9 Agustsus 2013	LIBUR LEBARAN		
26	Sabtu, 10 Agustus 2013	LIBUR		
	Minggu, 11 Agustus 2013	LIBUR		
27	Senin, 12 Agustus 2013	• Membaca Koran • Mencari Tender Monitoring di Koran	✓ ✓	

		(Invitation to dan Intent to Ward) dalam Surat Kabar • Ketik Tender Monitoring	✓	
28	Selasa, 13 Agustus 2013	• Menghadiri Seminar Di luar Kota		✓
29	Rabu,1 4 Agustus 2013	• Membaca Koran • Mencari Tender Monitoring di Koran (Invitation to dan Intent to Ward) • Ketik Tender Monitoring	✓ ✓ ✓	
30	Kamis, 15 Agustus 2013	• Membaca Koran • Mencari Tender Monitoring di Koran (Invitation to dan Intent to Ward) dalam surat kabar • Ketik Tender	✓ ✓ ✓	

		Monitoring		
31	Jumat,16 Agustus 2013	• Kebersihan Umum • Rapat Umum • Membaca Koran • Mencari Tender • Monitoring di Koran (Invitation to dan Intent to Ward) dalam Surat Kabar • Ketik Tender Monitoring	 ✓ ✓ ✓	✓ ✓

Sumber : Arsip Penulis, Juli 2013

2.2. Deskripsi Kegiatan PKL

2.2.1. Deskripsi Kegiatan Rutin

Kegiatan kerja praktek yang dilakukan penulis secara rutin selama pada Perusahaan Daerah Air Minum Kota Bandung. Yaitu pekerjaan yang dilakukan secara terus menerus ataupun berangsur-angsur dilakukan setiap hari. Adapun kegiatannya meliputi :

2.2.1.1 Mempublikasi Foto Berita

Kegiatan ini merupakan salah satu kegiatan rutin setiap pagi hari, dimulai dari pukul 08.30. Dimulai dengan membaca seluruh koran yang ada, lalu di klasifikasikan menurut beritanya. Jika terdapat berita mengenai LABEH dan masalah Korupsi lainnya kemudian berita tersebut difoto dan dipublikasikan Berita tersebut pada Web LABEH dan Forum Group LABEH Berikut adalah daftar media cetak yang digunakan :

- Timor Post
- Jornal Diario Nacional
- Independente
- Diliweekly
- Suara Timor Leste
- Tempo Semanal

Adapun contoh Foto Berita yang sudah siap dipublikasikan sebagai berikut



Theo Lautner

Jornal Nacional Diario - Tuir Relatorio segundu Trimestral LABEH hatudu katak Ministeiru 5 La Iha Transparensia Aprovizionamentu

Ministeriu 5 Laiha Transparensia Aprovizionamentu

Sosiedade Sivil konsidera iha Ministeriu lima (5) mak laiha transparensia iha prosesu aprovizionamentu tenderizasaun, tamba laiha numeru referensia tender nian no mos la publika motante osan projetu.

Ministeru lima nebe sosiedade sivil sira identifika nee mak, Ministeriu Saude (MS), Ministeriu Turismu no Kultura (MTK), Ministeriu

Kontinua ba pagina.....15

Like · Comment · Unfollow Post · Share · July 22 at 3:22pm via mobile

Chat (Off)



Komunidade Maria Imaculada (49) hala'o nia atividade fa'an sasan iha area Marconi, Dili Kuarta (10/07). FOTO: INDEPENDENTE/Raimundos Oki

KAK Lori Ajensia Anti-korrupsaun husi Nasaun 30 mai TL

Husi: João da Costa

DILI: Komisaun Anti-korrupsaun (KAK), ohin, Tersa (23/7) sei hahú konferensia internasional the Asian Development Bank no the Organization for Economic Co-operation and Development (ADB/OECD), Anti-Corruption Initiative for Asia and the Pacific iha Dili Timor-Leste.

Konferensia sei hahú durante lo-ron tolu hahú husi 25-27 fulan Maiok konferensia ne'e, liu lorron Tersa, sei hetan asistensia hosi diak 14 Steering Meeting Group husi Ministru Jeneralina sulu ne'e.

Konferensia ne'e sei fokus kestaun kona-ba prosesuni ba rekomendasaun sira ne ho hamutin ajensia anti-korrupsaun no ong sentral mak kooliu kona-ba KAK nian misaun ba tempu naruk no maluk ajensia anti-korrupsaun sira seluk iha mundu.

Partisipantes nain 60 husi nasaun 30 iha rejiaun Asia-Pasifika sei partisipa konferensia ne'e, exemplu internasional anti-korrupsaun ba dahuluk ne'ebe hetan iha TL, konferensia ne'e hetan suporta husi OECD.

Komisáriu KAK, Adérito de Jesus Hamutuk, konferensia ne'e hanoreset vista konferensia sida ba KAK tanba nasaun barak hakarak sei asina mais sendu di'ak mai konferensia ne'e atensaun mai TL mak sei sai nasaun.

"Ida ne'e hatudu katak komunidade internasional rekonhese ita nia kompromisu ba luta kontra korrupsaun," hatete Aderito ba jornalista sira liu husi nia komunikadu imprensa iha edifisiu KAK Palaparu, hornetuk.

Nia hatutan, konferensia ne'e hatudu mós Timor-oan hotu ho mudansa sá ntu'tu husi konferensia ne'e prezida esperiensia kombate Korrupsaun nian, tu-matán.

"Sosaz ba ita atu luta hasoru korrupsaun ho ne'ebé laiha fronteira (sin-ti) mesak deit. Kooperasaun internasional hanesan kaer-ida liu-liu atu kombate korrupsaun hahú liu fronteira," katak nia.

Nia dehan, konferensia ne'e vodan-tasi la tama iha tasse, maibé ita hakarak ba sukit-mukit ita tama, maibé iha lavon 25 sei iha konferensia imprensa hodi fó sai rezultadu konferensia ne'e ba publiku.

Iniasiativa Anti-Korrupsaun ba Asia no Pasifika estabele iha tinan 1999 liu-hosi Inisiativa sála ne'e fó suporta ba governu sira iha rejiaun Asia-Pasifika ba luta kontra korrupsaun. Nó Konferensia anual ba dala ikus ita Vietnam Nasaun Timor-Leste sosiedade sivil membru iha fulan Augusto 2012.

Iha fatin hanesan Publik Manager Especialist ADB Elizabeth Pacheco, ho Analista Justisia Pro-gram OECD, Nilsson Lee, hatete, ba KAK iniste hola oan ba nasaun sira seluk atu hasoru korrupsaun nian.

ML HOME OFFICE FURNITURES
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E-mail: maderlink_associat
Av. Liberdade da Imprensa Audaz



nian hodi baku uluk nia. No Sasin Francisco Bareto, nu- Neves. (myn)

KAK Investiga Projetu Mate Klamar iha PN

ÍLI—Prezidenti Komisaun ntí Korupsaun (KAK) Adérito Jesus konfesa katak prosesu vestigasaun ba projetu Mate amar iha Parlamentu Nasion- ba eis sekretáriu jerál PN la'o la.

"Ha'u lakohi ko'alia prosesu vestigasaun iha ne'e. Ita bo'ot ra hatene bele buka informa- un, maibé KAK nia servisu ín- stigasaun la'o nafatin," infor- a Prezidenti KAK ba jornalista iha salaun inkontru KAK, Segun- da (22/07).

Antes ne'e, Prezidenti Parla- mentu Nasional, Vicente Gu- terres husu ba Komisaun Antí- Koruosaun (KAK) atu halo in- vestigasaun kle'an ba kazu dis- konfia abuzu poder husi eis Sek- retariu Jerál ho Xefe IT parla- mentu Nasionál nian.

"Ha'u sei kolia ho sekretariu jerál parlamentu nian agora, para bele prepara dadus sira sasán lojistiku ninian par bolu koopera ho KAK m vestiga kle'an loloos," e Prezidenti Parlamentu Na ál, Vicente Guterres iha plenaria PN, Tersa (09/ Maske tinan-tinan d du sira iha Parlamentu N ál aprova osan ba sasán venefisia ema mafiadó Prezidenti hateten be bosu mós nenein sei na Iha sorin seluk, de

2.2.1.2 Tender Monitoring

Tender monitoring adalah salah satu kegiatan Rutin yang di buat Mahasiswa PKL diamana mencari berita mengenai invitation to bid (pemerintahan mengundang peserta Tender untuk memegan Usaha yang diberikan oleh Pemerintah Timor Leste seperti membuat bangunan kantor, sekolah, Jalan raya, jembatan dll) dan Intent to ward (pemerintah mempublikasikan kembali hasil pengeluaran berupa keungan, nama Peserta tender dan nama konstruksi agar tidak terjadinya kasus Korupsi. Setelah itu mengetik data terbut kemudian di berikan kembali kepada Direktur Executive sehingga

mengankat permasalahan-permasalahan yang didapati dalam intet to ward tersbut dan diangkat menjadi topic masalah untuk press release dan press conference.

Berikut adalah contoh Tender Monitoring (invitation to bid dan invitation to ward) yang dibuat :

Tabel 2.2

Invitation to Bid

NO	Date + News + Page	Gov. ITB Numbers	Date Announced	Officer signature	Status
COMISSAO NACIONAL DE APROVISONAMENTO					
1	1, 2/7/2013 Timor Post (19)	RFP No: RFP/004/CAC-2013	27/7/2013	Aniceto do Rosario (National Procurement Commission)	
Project Description					
1. The Government of Timor-Leste is Inviting proposals from qualified consultants for the: Consulting Service for the Detailed Engineering Design of Commission on Anti-Corruption Office Building 2. Funding for these Services will be made from the infrastructure fund under the Office of the Prime Minister.					

3. The project is located in Aldeia Halibur, suco Motael, Sub Distrito Vera Cruz, Distrito Dili,Timor Leste.
4. The scope of Service covers the Detailed Engineering Design of Commission on Anti-Corruption Office Building. It comprises fifty (50) person-months of experts input over a duration of five (5) months.
5. A firm will be selected under the Quality-cost Based Selection (QCBS) procedures as described in the RFP Documents.
6. The bidding shall be conducted as a two envelope procedure, wherein the Technical proposal and Financial Proposal shall be submitted together in separately sealed envelopes.
7. Interested Consultant Firms may inspect the RFP Documememts or obtain further information from :

   Mr. Aniceto do Rosario

   Member, National Procurement Commision

   Rua dos Direitos Humanos, Dili, Timor-Leste

   Email: adorosario@npc.gov.tl. Copy to milo@npc.gov.tl and gsherma@charleskendall.com
8. Participation in this bidding process is open to all interested international and national Consultant Firms.
9. The tender documents are available in CD-ROM and may be obtained free-of-charge by any interested bidder at the above office address. International consultant firm may send their written request by email after which a PDF copy of the tender documents will be sent also by email.
10. A pre-Proposal conference will be held at 1500 hours local time on 22 July 2013 at the same address specified above.
11. The proposals must be received in the Tender Box located at the same address specified above no latter than 15:00 local time on 13 August 2013. Late proposals will be rejected.
12. Technical Proposals will be opened immediately after closing time for the submission of the proposals

at the same address specified above in the presence of consultants who wish to attend

2	3,4/7/2013 Timor Post (19)	ICB/014/MPW-2013	2/7/2013	Aniceto do Rosario (National Procurement Commission)	

Project Description

1. The Government of the Democratic Republic of Timor Leste has received a Grant from the Asian Development Bank (ADB) towards the cost of the Dili Urban Water Supply Sector Project (DUWSSP) and part of this Grant will be used for payment under the contract named above.
2. This bidding is open to qualified bidders from the Democratic Republic of Timor Leste and from other eligible member countries of the Asian Development Bank.
3. The National Procurement Commission on behalf of the government of the Democratic Republic of Timor Leste (*the employer*) invites sealed bids from eligible bidders for the construction and completion of the **ICB/014/MPW-2013-supply and construction for Rehabilitation works for zone 1 of the Dili Urban Water Supply Sector Project.**
4. The scope of work includes supply and installation of a new bore well, new pipelines up to 150 mm diameter, 935 house service connections, gate valves, bulk meters and all other associated woks required to rehabilitate the zone including leak location and repair work
5. Only eligible bidders with following key qualifications should participate in this bidding:

- A minimum average annual construction turnover of **US$ 3,4 million** calculated as total certified payments received for contracts in progress pr completed, within the last **three (3) years**, for joint ventures, one partner must fulfill at least 40 % of this requirement, and each partner must fulfill at least 15% of this requirement.
- The Bidder must show that his resources, in terms of at least his latest year's working capital, lines of credit and with his last 3 months of bank statement to meet a cash flow requirement of US$ **0,450 million**
- Participation as contractor, management contractor, or subcontractor, in at least one (1) contract within the last seven (7) years. With a value of at least **US$ 1.25 million** that has been successfully or substantially completed and that is similar to the proposed works.

6. To obtain further information and inspect the bidding documents, bidders may contact:

   Aniceto do Rosoraio

   Member, National Procurement, Commission

   AV Dos Direitos Humanos, Dili Timor-Leste

   Phone: (+670) 3311038

   Email: adorosario@npc.gov.tl copy to milo@npc.gov.tl and gsharma@charleskendall.com

7. To purchase the bidding document in English, eligible bidders should :

   - Write to address above requesting the bidding documents for **ICB/01//014/MPW/2013-supply and Construction for Rehabilitation works for zone 1 of the Dili Urban Water Supply Sector Project**
   - Pay a non-refundable fee of Fifty US Dollars (US$ 50.00) in cash or by bank demand in favor of

the Ministry of Finance, payable at Banco Nacional Ultramarino (BNU), Timor Leste with the following details :

Account Number : 021080740

Beneficiary : Central Bank of Timor Leste

SWIFT Code : FRNYUS33

Bank : The Federal Reserve Bank of New York, 33 Liberty Street, New York NY 10045

8. The bidders are required to provide with their bid security in the amount of United **States Dollars Thirty Five Thousand (US$ 35,000)** and form specified in the bidding documents
9. Domestic (locally-registered) companies will not be given preference over international companies: however, international companies are encouraged to establish joint ventures with locally-registered companies, **provided that the local companies can meet all the financial requirements noted in the bid documents.**
10. **A pre-bid meeting** will be held at the same address specified above at **10:00 hours on 25 July 2013.**
11. The Bids must be received at the same address specified above no later at **15:00 hour's local time on 19 August 2013**. Bids received late shall be rejected.
12. The Technical Proposals shall be opened immediately after the closing time for the submission of the bids at the same address specified above and in the presence of bidders representatives who choose to attend

3	3,4/7/2013 Timor Post (19)	ICB/015/MPW-2013	2/7/2013	Aniceto do Rosario (National Procurement Commission)	

Project Description

1. The Government of the Democratic Republic of Timor Leste has received a Grant from the Asian Development Bank (ADB) towards the cost of the Dili Urban Water Supply Sector Project (DUWSSP) and part of this Grant will be used for payment under the contract named above.
2. This bidding is open to qualified bidders from the Democratic Republic of Timor Leste and from other eligible member countries of the Asian Development Bank.
3. The National Procurement Commission on behalf of the government of the Democratic Republic of Timor Leste (*the employer*) invites sealed bids from eligible bidders for the construction and completion of the **ICB/015/MPW-2013-supply and construction for Rehabilitation works for zone 10 of the Dili Urban Water Supply Sector Project.**
4. The scope of work includes supply and installation of a new bore well, new pipelines up to 150 mm diameter, 935 house service connections, gate valves, bulk meters and all other associated woks required to rehabilitate the zone including leak location and repair work
5. Only eligible bidders with following key qualifications should participate in this bidding:
    - A minimum average annual construction turnover of **US$ 1,2 million** calculated as total certified payments received for contracts in progress pr completed, within the last **three (3) years**, for joint ventures, one partner must fulfill at least 40 % of this requirement, and each

partner must fulfill at least 15% of this requirement.

- The Bidder must show that his resources, in terms of at least his latest year's working capital, lines of credit and with his last 3 months of bank statement to meet a cash flow requirement of US$ **0,160 million; and**
- Participation as contractor, management contractor, or subcontractor, in at least one (1) contract within the last seven (7) years. With a value of at least **US$ 375,000.00** that has been successfully or substantially completed and that is similar to the proposed works.

6. To obtain further information and inspect the bidding documents, bidders may contact:

   Aniceto do Rosoraio

   Member, National Procurement, Commission

   AV Dos Direitos Humanos, Dili Timor-Leste

   Phone: (+670) 3311038

   Email: adorosario@npc.gov.tl copy to milo@npc.gov.tl and gsharma@charleskendall.com

7. To purchase the bidding document in English, eligible bidders should :

   - Write to address above requesting the bidding documents for **ICB/01//015/MPW/2013-supply and Construction for Rehabilitation works for zone 10 of the Dili Urban Water Supply Sector Project**
   - Pay a non-refundable fee of Fifty US Dollars (US$ 50.00) in cash or by bank demand in favor of the Ministry of Finance, payable at Banco Nacional Ultramarino (BNU), Timor Leste with the following details :

     Account Number : 021080740

Beneficiary : Central Bank of Timor Leste

SWIFT Code : FRNYUS33

Bank : The Federal Reserve Bank of New York, 33 Liberty Street, New York NY 10045

8. The bidders are required to provide with their bid security in the amount of United States Dollars Eleven Thousand (US$ 11,000.00) and form specified in the bidding documents
9. Domestic (locally-registered) companies will not be given preference over international companies: however, international companies are encouraged to establish joint ventures with locally-registered companies, provided that the local companies can meet all the financial requirements noted in the bid documents.
10. **A pre-bid meeting** will be held at the same address specified above at **10:00 hours on 25 July 2013.**
11. The Bids must be received at the same address specified above no later at **15:00 hour's local time on 19 August 2013**. Bids received late shall be rejected.
12. The Technical Proposals shall be opened immediately after the closing time for the submission of the bids at the same address specified above and in the presence of bidders representatives who choose to attend

GABINETE DO PRESIDENTE

1	8,9/7/2013 Timor Post (11)	ICB No: RDTL-0007-VII-2013-GPR	5/7/2013	Amandio Goncalves General Director Gabinet of	

				President, Interino	

Project Description

1. The Presidencia da República of Timor Leste. Procurement Service Decentralized invites potential Companies to participate in this bid for **supply of ICT Equipment for Gabinet of President of Timor Leste.**
2. The bidding document and additional copies may be purchased for non-refundable fee of :**USD 20.00 (twenty USD dollar)** at address specified in **item no 4 of this letter**
3. Bidding will be conducted as a **two envelops procedure**, wherein the Technical Proposal and Financial Proposal shall be submitted together in **separated sealed envelope as specified in section 1 instruction to Bid item No. 5.** The Bidders shall note carefully the instructions in the bidding documentation
4. Bid shall submitted to: Procurement Decentralized Office, Gabinet of President, Rua Aitarak-Laran Dili, Timor-Leste **on or before 10:00 HTL, 5 August 2013 and the technical proposal will be opened at 10:30 HTL at the same day** in the presence of bidders who whish to attend.
5. **THE PRE BID MEETING** will be held in **Procurement Decentralized, Gabinet of President: Meeting room on 19 July 2013 at 10:30 HTL**
6. **Late Bids** : bids received after the above time and date shall not be considered
7. **Bid Security** – Bidders are required to provide a bid security which shall be **at least 2% of bid price,** put in financial proposal. The bid security shall be an on-demand irrevocable bank guarantee or Bank Toque made out to the Government of Timor-Leste. **All Bids received without bid security statement information in technical proposal will not be considered.**

8. **IMPORTANLY NOTE:** Bidder should consider the tender assessment criteria provided in section 3 bidding documents. This assessment breakdown directly reflects the importance of each component of the proposal submission and final award shall be based on a value for money assessment.
9. **Performance Guarantee**-Prior to the signing of the Contact, the winner of the bid shall be required to provide performance guarantee as specified in bid data sheet. The performance guarantee shall be an on-demand irrevocable bank guarantee, a certified bank draft or international money order made out to the Government of Timor-Leste. **A contract will not be awarded to bidders unable to provide performance guarantee before signing the contract.**

2	12,15 /7/2013 Timor Post (14)	➢ RDTL-PR-00016-Q/DAD/VII/2013 ➢ RDTL-PR-00017-Q/DAD/VII/2013	10/7/2013	Amandio Goncalves (Director Geral Interino da PR)	

Project Description

Presidençia da Republica liu husi Dep.Aprovisonamento Desentralizado, iha plano atu sosa Material ba Capital Menor. Ho ida ne'e konvida kompanhia nasional sira nebe halo aktividade iha area refere bele mai foti dokumentos RFQ iha Palacio Pesidencia Nicolau Lobato liu husi Dep Aprovisionamento.

Mak hanesan :

No	No. RFQ-2013	SERVISU/NARAN PROJEKTU:
1	RDTL-PR-00016-Q/DAD/VII/2013	OTHER OFFICE EQUIPMENT
2	RDTL-PR-00017-Q/DAD/VII/2013	EDP EQUIPMENT

Data foti no Hatama dok/RFQ: 10-29/07/2013

Horas : SERVISU. 9.00 ATE 17.00 otl

Fatin : Dep. Aprovisionamento

Loron ikus hatama dokumentos RFQ, 29 de Julhu de 2013.

Ba ita bo'ot sira nia atensaun no kolaborasaun hato'o obrigado.

3	29,30, 31/7/2013 independente (3)	RFQ/RDTL/Aprov/0018-Q	26/7/2013	Amandio Goncalves (Director Geral Interino da PR)	

Project Description
SUPPLAY MOTORIZADAS Presidencia da Republica servisu de Aprovisionamento Desentralizado hakarak konvida Kompanhia nasionais sira ne'ebe iha interese ba Equipamentos hanesan mensiona iha leten bele hakat mai foti dokumentos RFQ iha Gabinete Presidencia da Republica liu husi Dep. Aprovisionamento Aitarak Laran Dili. Data foti no Hatama Dok : 29 to'o 06/8/2013 Horas : 9.00 to'o 11.00 Otl Fatin : Dep. Aprovisionamento Presidencia da Republica Loron ikus hatama dokumentos 06 de Agosto de 2013-07-28 Mak ne'e deit ba ita bo'ot sira nia atensaun ami hato'o obrigado wain.

4	12,15/7/2013 Independente (12)	NCB NO.RDTL-PR-0004/DAD/VII/2013	10/7/2013	Amandio Goncalves (Directoe Geral Interino da PR	

Project Description
Servisu/ Naran Projektu : SERVISU KLEANING SERVICES

Presidencia da Republica liu husi Dep.Aprovisionamento De sentralizado, iha Plano atu sosa material ba Capital Menor. Ho ida ne'e konvida kompanhia nasional sira ne'e be halao'o aktividade iha area refere bele mai foti dokumentos RFQ iha Palacio Presidencia Nicolao Lobato liu husi Dep.Aprovisionamento.

Mak hanesan :

No	No. RFQ-2013	SERVISU NARAN PROJEKTU
1	RDTL-PR-00016-Q/DAD/VII/2013	OTHER OFFICE EQUIPMEMNT
2	RDTL-PR-00017-Q/DAD/VII/2013	EDP EQUIPMENT

Data foti hatama dok/RFQ : 10-29/07/2013

Horas : SERVISU 9.00 ATE 17.00 OTL

Fatin : Dep. Aprovisionamento

Loron ikus hatama dokumentos RFQ 29 de Julho de 2013.

Ba ita boot sira nia atensaun no kolaborasaun hato'o obrigado

GABINETE DO PRIMEIRO MINISTRO					
1	8/7/2013 Timor Post (19)	La iha Numero ITB	5/7/2013	Aniceto Rosario (comissao Nacional De Aprovasionamento)	
Project Description					

1. The National Procurement Commision on behalf of the Ministry of Defense and Security of the Democratic Republic of Timor-Leste is inviting interested eligible construction companies to submit Bids for the construction of the Posto Militar F-FDTL in Atauro.
2. The contract requires construction of one (1) unity of one-storey Base Office, Soldiers, Barrack, Kitchen, Guard Post, and Water Tower. The scope of work consist of approximately 116.68 m3 of concrete with steel reinforcement and 9,179.09 m2 of concrete block walls including supply and installation of electrical, plumbing/hydraulics and other standard fixtures.
3. The bidding shall be conducted as a two envelope procedure, wherein the Technical Proposal and Financial Proposal shall be submitted together in separately sealed envelopes.
4. Interested bidders may inspect the Bidding Documents or obtain further information from:

Mr. Aniceto do Rosario

Member, National Procurement Commision

Rua dos Direitos Humanos, Dili, Timor-Leste

Email: adorosario@npc.gov.tl. Copy to milo@npc.gov.tl and gsherma@charleskendall.com

5. Participation in this bidding process is limited to only those bidders licensed and domiciled in Timor-Leste. The attention of interested bidders is drawn to the qualification requirements detailed in the bidding documents. Principal requirements include :
    - Financial capability: US$ 150.000.00;
    - Experience: one (1) similar project executed during the last five years
    - Qualified key Personal
    - Plant and equipment: proof of availability of major equipment.
6. The tender documents are available in CD-ROM and may be obtained free-of-charge by any interested bidder at the office of the National Procurement Commission, Rua dos Direitos Humanos, Dili,Timor Leste upon submission of a written application.
7. A pre-bid meeting will be held on 19 July 2013 at 10:00 hours local time at the address specified above. Attendance to the pre-bid conference is mandatory for bidder qualification.
8. The bids must be received in the Tender Box Located at the same address specified above no later than 15:00 hour's local time on 5 August 2013. Bids received late will be rejected.
9. The Technical Proposals will be opened immediately after the closing time for the submission of the bids at the same address specified above in the presence of bidders representatives who choose to attend.

MINISTÉRIU TRANSPORTE NO KOMUNIKASAUN.

1	1,3 /7/2013 Timor Post (14) 1/7/2013 JN Diario (7)	ICB No. 130004-MTC 27/06/2013	27/6/2013	Eng.Jose Antonio Sanches (Director of Procurement)	

Project Description
NCB SUPPLY OF UGRADE MODEM AND INTERNET BANDWITH BETWWEEN GOVERNMENT AGENCIES IN DILI AND DISTRICTS The RDTL Ministry of Transport and Communication Direcçao Geral Servicos Coporativos of Ministry Transports and Communication (DGSC – MTC) invites sealed bids from eligible bidders for the UPGRADE MODEM AND INTERNET BANDWITH BETWWEEN GOVERNMENT AGENCIES IN DILI AND DISTRICTS. This contract will be funded from current year budget appropriation of Ministry of Transport and Communication Bidding Will be Undertaken on a National competitive Bidding with the participation of bona fide national and international based international manufacturers. Bidding documents (and additional copies) may be purchased at : Direccao Nacional de Aprovisionamento Ministry of Transport and Communication *Ex. Telecom Building. Caicoli-Dili, Timor Leste* For a nonrefundable fee of **$ 50.00 *dollars***, for each set. Interested bidders may obtain further information at the same address Bidder questions will be accepted until : Friday, 26 of July 2013 Answering the Bidder questions: Tuesday, 6 of August 2013**.** Bids shall be valid for a period of **Ninety (90) days** after Bid closing and must be accompanied if a bidder bids for more than one lot, he shall provide a bid security for the lots he bids. The bids shall be delivered *at office, procurement Service MTC. Ex. Telecom Building Caicoli, Dili-Timor Leste,* **on Monday12 August 2013 before 15:00 Timor Leste Time**, at which time they will be opened in the presence of

the bidders who wish to attend on **Monday 12 August 2013 at 15:30 Timor Leste Time.**					
2	15,17,19/7/2013 Timor Post (11) 19/7/2013C JN Diario (3)	ICB No. 130003-MTC-10/07/2913	10/7/2013	Eng.Jose Antonio Sanches(Director Nacional De Aprovisionamento)	
Project Description					
ITB NAME SUPPLY OF VECHICLES MONITORIZATION FREQUENCY FOR ANC The RDTL Ministry of Transport and Communication Direcçao Geral Servicos Coporativos of Ministry Transports and Communication (DGSC – MTC) invites sealed bids from eligible bidders for the SUPPLY OF VECHICLES MONITORIZATION FREQUENCY FOR ANC for-MTC. This contract will be funded from current year budget appropriation of Ministry of Transport and Communication Bidding Will be Undertaken on a National competitive Bidding with the participation of bona fide national and international based international manufacturers. Bidding documents (and additional copies) may be purchased at : Direccao Nacional de Aprovisionamento Ministry of Transport and Communication *Ex. Telecom Building. Caicoli-Dili, Timor Leste*					

For a nonrefundable fee of **$ 50.00** ***dollars***, for each set. Interested bidders may obtain further information at the same address

A pre-bidding meeting is Mandatory will be held at Meeting room-Ministry of Transport and Communication EX.Telecom Building 16 August 2013 at 10:00 TL time.

Bids shall be valid for a period of **Ninety (90) days** after Bid closing and must be accompanied if a bidder bids for more than one lot, he shall provide a bid security for the lots he bids.

The bids shall be delivered *at office, procurement Service MTC. Ex. Telecom Building Caicoli, Dili-Timor Leste,* **on 26 August 2013 before 11:00 Timor Leste Time**, at which time they will be opened in the presence of the bidders who wish to attend on **26 August 2013 at 11:30 Timor Leste Time.**

Sumber : Arsip NGO Lalenok Ba Ema Hotu (LABEH), 20

Tabel 2.3 Intent to ward

No	Posting +Date +Page	Gov ITB Num	Project Description	Date Announce & Bid Opening Date	Project Value	Name of Company	Person Name	Status
COMISSAO NACIONAL DE APROVISONAMENTO								
1	25,26/7 /2013 T.post (17)(17)	Lot 1 ICB/009/F DTL-2013	Componen te Trestre (CT)-Baucau	Data la Fo Sai	$1,521,092. 21	TOLL TIMOR LESTE	Anicet o Do Rosario (Nation al Procur ement Commi ssion)	
		Lot 2 ICB/009/F DTL-2013	Componen te Apoio Service (CAS)-Metinaro and Centro Formacao e Treino (CFT)-Metinaro		$1,267,550. 00	Cadoras Unipessoal Lda in JV with Lilia Unipesoal Lda		
		Lot 3 ICB/009/F DTL-2013	Componen te Navl (CN)-Hera		$952,710.00	Cadoras Unipessoal Lda in JV with Lilia Unipesoal Lda		
		Lot 4 ICB/009/F DTL-2013	Policia Milita (MP)-Dili and Quartel General (QG)-Dili		$265,430.00	Malmeque Elena Unipesoal Lda		
GABINETE DO PRESIDENTE								
1	10,11/7 /2013 Timor Post (10)	ICB NO.RDTL/ 0002/PR-DAD/VII/2 013	Makina Tradutor	09/7/2013	USD$ 265,960.00	Mutiara Unipessoal ,Lda		

1							Aniceto Do Rosario (National Procurement Commission)	
MINISTÉRIU TRANSPORTE NO KOMUNIKASAUN.								
1	17,18/07/13 Timor Post (18)	RDTL-130001-MTC	supply of vehicles operation fuel for ministry of transport and communication	16/7/2013	USD$ 102,500,00	Aitula Fuels Lda	Eng.Jose Antonio Sanches (Director National of Procurement-MTC)	
2	19/07/13 Timor Post (20) Diario (11)	RDTL-Q-130014-MTC	Supply of other equipment	16/7/2013	USD $ 31,570.00	Dhalelan Unip.Lda	Eng Jose Antonio Sanches (Director National of procurement –MTC)	
3	19/07/13 Timor Post	RDTL-Q-130011-MTC	Supply of vehicles for ANC and	16/7/2013	USD $ 64,999.00	Chagas 55 Unip.Lda	Eng Jose Antoni	

	(20) Diario (11		Correios				o Sanches (Director National of procurement –MTC	
4	19/07/13 Timor Post (20) Diario (11	RDTL-Q-130016-MTC	Supply of other equipment	16/7/2013	USD $ 68,500.00	Apamoco Unip.Lda	Eng Jose Antonio Sanches (Director National of procurement –MTC	
5	19/07/13 Timor Post (20) Diario (11	RDTL-Q-130002-MTC	Supply of furniture	16/7/2013	USD $ 5,400.00	Mau-Berbidu Lda	Eng Jose Antonio Sanches (Director National of procurement –MTC	
6	19/07/13 Timor Post (20) Diario (11	RDTL-Q-130018-MTC	Supply of other equipment	16/7/2013	USD $ 33,500.00	Losusa Danger Unip lda	Eng Jose Antonio Sanches (Director Nation	

							al of procurement –MTC	
7	19/07/13 Timor Post (20) Diario (11	RDTL-Q-130013-MTC	Supply of other equipment	16/7/2013	USD $ 34,500.00	Minamor Unip.Lda	Eng Jose Antonio Sanches (Director National of procurement –MTC	
MINISTEIRO DA AGRICULTURA E PESCAS								
1	12/7/2013 Timor Post (18)	ITB G13-0001-AG	SUPPLY and DISTRIBUTION of FUEL for TRACTOR	18/7/2013	US$ 988,145.87	EAST GAS Unipesoal, Lda	Lorenco Borges Fontes (General Director)	
2	12/7/2013 Timor Post (18)	ITB G13-0003-AG	MASSEY FERGUSON TRACTOR MAINTENCE	18/7/2013	US$ 310,255.00	FORTE CONSTRUCTION, Lda	Lorenco Borges Fontes (General Director	
3	12/7/2013 Timor Post (18)	ITB G13-0004-AG	KUBOTA TRACTOR MAINTENANCE	18/7/2013	US$ 342,714.00	GRAMEDIA MOTOR Unipesoal, Lda	Lorenco Borges Fontes (General Director	
4	12/7/2013 Timor	ITB G13-0006-AG	SUPPLAY OF FUEL FOR HEAVY	18/7/2013	US$ 469,549.82	EAST GAS Unipesoal, Lda	Lorenco Borges	

	Post (18)		EQUIPMENT				Fontes (General Director	
5	12/7/2013 Timor Post (19)	ITB G13-00011-AG	SUPPLY OF MOTORCYCLE	18/7/2013	US$ 300,000.00	GRAMEDIA MOTOR Unipesoal, Lda	Lorenco Borges Fontes (General Director	
6	24/7/2013 Timor Post (14)	ITB G13-0005-AG	SUPPLY AND DISTRIBUTION FUEL FOR VECHICLE & GENERATOR	31/7/2013	US$ 345,204.76	BORALA Fuels,Lda	Lorenco Borges Fontes (General Director	
7	27/7/2013 Timor Post (06)	ITB G13-0002-AG	AGRINDO TRACTOR MAINTENANCE	31/7/2013	US$ 284,700.00	FORTE CONSTRUCTION,Unipesoal,Lda	Borges Fontes (General Director	

Sumber : Arsip NGO Lalenok Ba Ema Hotu (LABEH), 2013

2.2.2 Deskripsi dan Contoh Kegiatan Insidentil

Selama kegiatan praktek yang dilaksanakan penulis dituntut untuk melaksanakan kegiatan kerja yang tidak sering dilakukan,

pekerjaan yang sifatnya mendadak atau sewaktu – waktu diperlukan oleh perusahaan. Pekerjaan Insidentil yang dilakukan penulis seperti :

2.2.2.1 Pengenalan Perusahaan atau Pengenalan Lingkungan PKL

Memasuki suatu lingkungan yang baru haruslah mampu beradaptasi. Dan untuk lebih mendekatkan diri dengan lingkungan baru, maka kita harus mengenal keadaan baik dari tata letak gedung, iklim organisasi, staff atau karyawan dll.

2.2.2.2 Kebersihan Umum

Kegiatan kebersihan umum ini biasanya dilakukannya setiap hari jumat dari jam 8.30 sampai jam 9.30 oleh Seluruh Staff LABEH dimana semua staff wajib melakukan kebrsihan atau gotong royong baik diluar Halaman maupun didalam Gedung LABEH.

2.2.2.3 Rapat Mingguan

Rapat Mingguan ini merupakan salah satu kegiatan dari LABEH yang lakukan pada hari jumat setelah Selesai kebersihan umum dalam rapat mingguan ini seluruh staff serta bersama Direktur Execuitve diamana di wajibkan berpartisipasi

dalam Rapat dan setiap department melaporkan kegiatan apa saja yang telah kerjakan selama satu minggu.

Berikut adalah dokumentasi saat Rapat Mingguan

Gambar 2.1

Rapat Mingguan dengan Staff NGO LABEH



2.2.2.4 Membuat Prees Release dan Meyebarkan Ke Media

Press Realase merupakan salah Pekerjaan Yang dilakukan oleh Seorang Publik Relation Dimana di NGO LABEH Press Release di keluarkan Dua minggu Sekali. Pada Kegiatan Ini Penulis diberi tugas untuk membuat Press Realase dengan Topik Masalah yang Diberikan Oleh Direktur Executive kemudian Diberikan Kembali kepada Executive Directur untuk cheek up kembali sebelum di sebarkan ke

media. Setelah Prees Realease sudah benar maka press release tersebut di sebarkan ke media baik cetak maupun elektronik

Berikut ini adalah Contoh Press Relaese yang dibuat Oleh Penulis dengan mengunakan Bahsa Nasional Timor Leste

LALENOK BA EMA HOTU (LABEH)

"The Mirror for the People"

2013, A Year of Faith and Freedom

30 DeAgosto,Frente da EP 05 Malinamoc, Comoro, Dili Timor Leste.

Tel. 7728 9198, E-mail:info@labeh.org

Nu. Ref; 010/VII/2013

KOMUNIKADU IMPRENSA

LABEH Konsidera Sekretariu Estado Eletrisidade Failha no Husu Atu Rejigna – An ho Boa Vontade

Lalenok Ba Ema hotu – LABEH, hanesan ONG Nasional ne'ebe luta ba promove Transparencia, Akuntabilidade no Boa Governasaun liu husi komunikado imprensa ne'e hakarak husu ba Sekretariu Estado Eletrisidade, Januario da Costa Pereira atu ho boa vontade imediatamente rejigna an husi nia postu governu nian no labele hein tan remodelasaun ne'ebe governu atu halo.

LABEH hare katak Sr. Sekretariu Estado ne'e failha tiha ona nia mandatu tomak hanesan membru governu ne'ebe atu eksekuta promesas governu nian konaba eletrisidade ba povu iha Timor tomak, - liu iha cidade Dili ne'ebe sai hanesan Kapital nasaun nian.

Lia hirak ne'e hato'o husi Diretur Ezekutivu LABEH Julio Gil da Silva Guterres ba media LABEH iha nia knar fatin Kampun Baru Dili, Kinta- feira (24/07/2013).

Tuir promesa ne'ebé Guvernu liu husi Sekretariu Estadu Eletrisidade koalia ba povu iha 13 distritu liu-liu iha Distritu Dili katak ahi sei lakan 24 oras maibe realidade hatudu ahi sei kontinua lakan mate iha sidade Dili.

Ahi ne'ebe lakan mate ne'e laos akontese deit iha Distritu Dili maibe mos akontese iha 12 Distritu seluk. Pior liu tan iha Distritu Manufahi sub distritu Same Suco Betano, populasaun sira seidauk hetan liña eletrisidade to'o agora. Ida ne'e bazeia ba monitorizasaun ONG Lalenok Ba Ema Hotu (LABEH) foin lalais ne'e iha distritu Manufahi iha Suco Betano-Same hatudu katak populasaun ne'ebe intrega tiha rai no propriedade ba estadu hodi konstrui ou harii central eletrika iha suco refere maibe to'o oras ne'e seidauk hetan asesu ba liña eletrisidade.

Populasaun iha Suco refere ejiji ba Guvernu liu husi Sekretariu Estadu Eletrisidade atu imediatamente iha fulan ne'e nia laran halo instalasaun ba liña eletrisidade ba populasaun nia uma no bairo.

Tamba ne'e, LABEH hanesan ONG Nasional ne'ebe luta ba promove transparensia no akuntabilidade apela ba Primeiru Ministru Kay Rala Xanana Gusmao atu hatudu ou nomeia fali Sekretariu Estadu Eletrisidade foun ida ne'ebe iha kapasidade intelektual no bele hadia jestaun ahi eletrisidade iha Kapital Dili no distritu sira seluk inklui ho urjentemente halo instalasaun ahi ba populasaun ne'ebe durante ne'e hela iha nakukun laran maske sira oferese ona ho gratuita sira nia propriedade ba estadu hodi harii central eletrika ne'ebe fo ahi ba povu iha nasaun ne'e.

LABEH mos ejiji ba Guvernu tenke ezekuta nia promesa ne'ebe fo ba povu suco Betano kona-ba instalasaun ahi eletrisidade atu nune'e bele satisfas ejijensia povu kiak ne'ebe ho laran tomak kontribui tiha ona sira nia rai ho gratuita ba estadu RDTL.

Bazeia ba realidade ne'ebe akontese nafatin liu-liu kona-ba eletrisidade tamba ne'e LABEH husu ba Sekretáriu Estadu Aktual, Januario da Costa Pereira atu rejigna an husi nia kargu ho boa vontade hodi fo fatin ba Timor oan seluk ne'ebe iha kapasidade professional no intelektual atu hadia kondisaun eletrisidade iha nasaun Timor Leste. Remata.

Dili, 25 Julho 2013,

Julio Gil da Silva Guterres

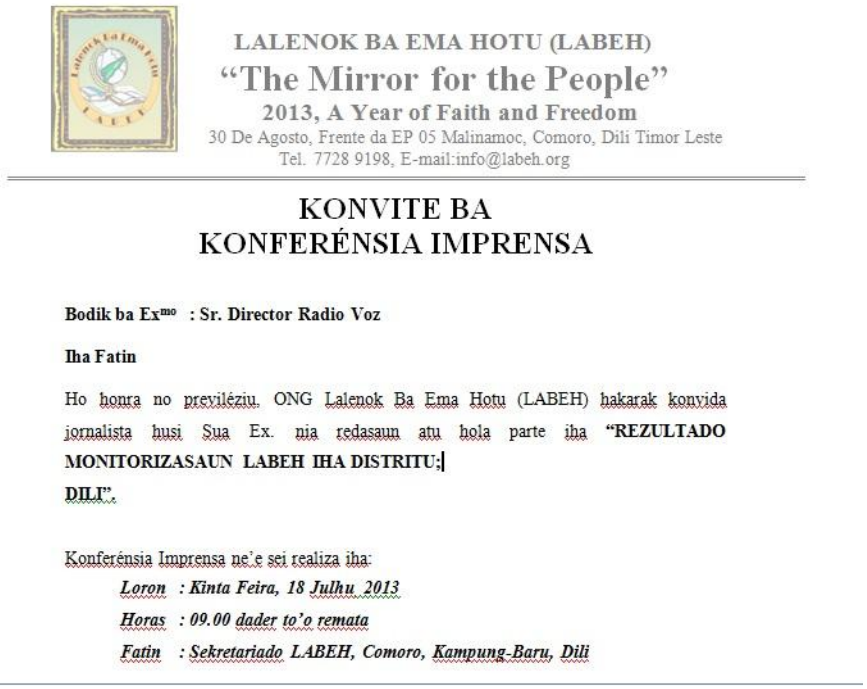
2.2.2.5 Membuat Undagan Konferensi Pers

Kegiatan Berikutnya Yaitu Membuat Konferensi Pers. Setelah Prees Release Di keluar dan Disebarkan Ke Media Kemudian Labeh Membuat Undangan untuk Mengadakan Konferensi Pers. Undangan Ini Dicetak dan di bagikan Pada Media atau Pers yang akan datang menghadiri Konferensi Pers.

Berikut ini adalah salah satu Contoh Undangan Konferensi Pers yang Dibuat Oleh Penulis :

Gambar 2.2

Undangan konferensi perss



LALENOK BA EMA HOTU (LABEH)
"The Mirror for the People"
2013, A Year of Faith and Freedom
30 De Agosto, Frente da EP 05 Malinamoc, Comoro, Dili Timor Leste
Tel. 7728 9198, E-mail:info@labeh.org

KONVITE BA
KONFERÉNSIA IMPRENSA

Bodik ba Ex^mo : Sr. Director Radio Voz

Iha Fatin

Ho honra no previlézíu. ONG Lalenok Ba Ema Hotu (LABEH) hakarak konvida jornalista husi Sua Ex. nia redasaun atu hola parte iha **"REZULTADO MONITORIZASAUN LABEH IHA DISTRITU;**
DILI".

Konferénsia Imprensa ne'e sei realiza iha:

Loron : Kinta Feira, 18 Julhu 2013
Horas : 09.00 dader to'o remata
Fatin : Sekretariado LABEH, Comoro, Kampung-Baru, Dili

2.2.2.6 Menghadiri Konferensi Pers

Konferensi Pers Merupakan Salah satu Kegiatan yang Dilakukan oleh Seorang Public Relation. Konferensi Pers yang diadakan LABEH Sebulan Sekali pada Pertengahan minggu ke dua. Konferensi Pers yang Dilaksanakan di LABEH membahas tentang Hasil tender Monitoring pada bulan April, Mei dan Juni. Pada Konferensi Pers yang diadakan Di LABEH, Penulis diberikan kesempatan untuk menghadiri konfersensi sekaligus menjadi Operator

Berrikut ini salah satu dokumentasi konfersensi Pers di NGO LABEH:

Gambar 2.3

Konferensi Pers NGO LABEH





2.3. Analisis Kegiatan PKL di NGO Lalenok Ba Ema Hotu (LABEH)

Public Relation LABEH masih bersifat method of communication yakni PR nya belum berdiri sendiri, namun telah menerapkan kegiatan dan fungsi Public relation. Public Relation NGO LABEH Bergabung dengan Departement operational dan Program maneger. Dipimpin oleh Program Manager yang bertugas untuk menjalankan kegiatan-kegiatans serta membangun citra positif perusahaan. Kegiatan yang dilakukan selama PKL menyangkut dengan kegiatan intern dan ekstern Public Relation.

Adapun tujuan dari Public Relations menurut Oemi Abdurrachman mengatakan sebagai berikut :

> "Tujuan Public Relation adalah Mengembangkan good will dan memperoleh opini public yang favorable atau menciptakan kerjasama berdasarkan hubungan yang harmonis dengan berbagai public, kegiatan Public Relations harus dikerahkan kedalam dan keluar."(Abdurrachman,2001:34)

2.4. Analisis Layanan Perusahaan Kepada Mahasiswa yang akan PKL selanjutnya

Lalenok ba Ema Hotu (LABEH) merupakan salah satu Lemabaga Swadaya Masayarakat yang membererabtas Korupsi. Bagian Humas nya masih belum berdiri sendiri atau disebut Method of Communication dan masih bergabung dengan Operational dan Program Manager. Dimana Segala kegiatan Humas Dilaksanakan Oleh Operational dan program Manager.

Penulis berkesempatan untuk melakukan PKL di NGO lalenok Ba ema Hotu (LABEH). Hal ini dilakukan karena sesuai dengan bidang keilmuan penulis. Selama menjalani kegiatan PKL, penulis mendapat banyak ilmu baru. Karena pada dasarnya praktek tidak semudah teori yang dipelajari saat perkuliahan. Penulis dapat lebih peka dalam menghadapi berbagai macam sifat dan karakter manusia. Penulis selalu diberi bimbingan atau arahan sebelum mengerjakan setiap tugas yang diberikan oleh pembimbing. Dan penulis diberi kepercayaan untuk membantu setiap pekerjaan yang ada.

Penulis mendapat pengetahuan bagaimana menjadi humas yang baik dan selalu siap menghadapi setiap kejadian dimanapun dan kapanpun. Komunikasi yang baik dengan pemimpin dan staf humas dengan mahsiswa PKL menjadikan terjalinnya keakraban dan rasa kekeluargaan diantara pegawai dan mahasiswa PKL.