



ASSOCIATION  
OF SOUTHEAST  
ASIAN NATIONS

25 July 2018

Ref : Admin/DPS-004/VII/18

Subject : Auction of ASEAN Secretariat Vehicle

The ASEAN Secretariat  
70 A Jl. Sisingamangaraja  
Jakarta 12110  
Indonesia

Phone: (62-21) 726 2991  
(62-21) 724 3372  
Fax: (62-21) 739 8234  
(62-21) 724 3504

public@asean.org  
www.asean.org

### TO WHOM IT MAY CONCERN

The ASEAN Secretariat is pleased to invite you to participate in the auction for the used vehicle on *as-is-where-is* basis, with specification as follows:

#### DETAILS OF VEHICLE

- Brand : **Toyota Kijang Innova V M/T**
- Aquired Year : 2004
- Type : Minibus
- Year of Assembly : 2004
- Number of Cylinder : 2.0 cc
- Color : Black Mica
- Machine Number : ITR6014385

The offer must be submitted as per the following :

- i. Submit a quotation by filling the attached Auction Form in a sealed envelop bearing "*Quotation for a Used Vehicle – Toyota Kijang Innova V M/T*" on the top right corner.
- ii. Not later than **Wednesday, 8 August 2018**
- iii. Quotation should be made in IDR
- iv. Terms and Conditions are stated in the Auction Form
- v. Please send the Auction Form to:

**Admin & General Affairs Division  
The ASEAN Secretariat  
70A, JL. Sisingamangaraja  
Jakarta 12110, Indonesia**

The vehicle is available for inspection with appointment only during office hours 10am-4pm weekdays.

For further information for the Auction and appointment for inspection, please contact:

Mr. Muhamad Ramadhani (021) 7262991, Ext.465  
Mr. Gesang Darmadji (021) 7262991. Ext.232

Please take note that you are responsible to pay other administrative cost to the relevant parties to enable the title of the vehicle to be transferred to your name. The estimated administration cost is as follows:

No	Description	Amount (IDR)	Remarks
1.	Import Duty	31,400,000	Estimated – and if you are subject to Indonesian Tax
2.	VAT 10%	7,100,000	
3.	Income Tax	N/A	
4.	Luxury Tax	N/A	
5.	Vehicle Duty & Title Transfer	15,000,000	
6.	Administration and related fee	2,500,000	
	TOTAL	56,000,000	

Thank you.

Yours Sincerely,



Edy Hasmy Che Hassan  
Assistant Director, Admin & GA Division