No. CA-Admin/Tender/Property/9-2018/004

19 September 2018

ASSOCIATION
OF SOUTHEAST
ASIAN NATIONS

The ASEAN Secretariat
70 A Jl. Sisingamangaraja
Jakarta 12110
Indonesia

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public@asean.org
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TO WHOM IT MAY CONCERN

Subject: Tender for the Provision of Microphones for ASEAN Hall

Dear Sir/Madam,

We are pleased to invite you to submit a bid to the ASEAN Secretariat (ASEC) for the provision of the above mentioned subject. We attach herewith the Request for Proposal (RFP) for your kind perusal.

The Technical and Financial Proposals shall be submitted in **two separate sealed envelopes bearing** ***"Tender for the Provision of Microphones for ASEAN Hall"*** on the top right corner, not later than **Friday, 5 October 2018 before 4.30 PM**, and addressed to:

Chairman of Sub-Committee on Tender
Administration and General Affairs Division
The ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia

Kindly read the attached documents carefully. Incomplete hardcopies in the submission will not be considered. Any queries concerning this tender can be addressed via email to **procurement@asean.org**.

Thank you.

Yours sincerely,

Edy Hasmy Che Hassan
Assistant Director
Administration and General Affairs Division