

To Whom It May Concern,

We are pleased to invite your company to submit a quotation to the ASEAN Secretariat for the provision of **Air Conditioner for PABX, UPS, Server Room, and backup**. Please find the **Specifications Form** for your kind perusal.

Kindly read the attached documents carefully. Late submission will not be entertained and please be advised that failure to meet one of the Specifications Requirement Item will lead to disqualification. The quotation that complies with all requirements, meets all the evaluation criteria and offers the best value for money will be selected and awarded the contract.

The quotation must be submitted/quoted:

- i. Together with the above documents which have been duly completed. **Vendor is compulsory to sign the Specifications Form to show that vendor have read and agreed to provide the service complied to the mentioned requirement.**
- ii. **In a sealed envelope** bearing **“Quotation for the Provision Air Conditioner for PABX, UPS, Server Room, and backup”** on the top right corner;
- iii. Not later than **Friday, 28 September 2018 at 04:30 PM Jakarta’s Time**
- iv. In English
- v. In IDR

The quotation must be addressed to:

**Chairman of Quotation Panel
Administration and General Affairs Division
The ASEAN Secretariat
Jl. Sisingamangaraja No. 70 A
Kebayoran Baru, Jakarta Selatan, 12110**

Please take note that ASEAN Secretariat is not subjected to tax. As such, please **do not include VAT** in your quotation.

Should you have any queries, please do not hesitate to contact us on procurement@asean.org.
