

No. CA-Admin/Tender/Security/9-2018/005

20 September 2018



ASSOCIATION  
OF SOUTHEAST  
ASIAN NATIONS

**TO WHOM IT MAY CONCERN**

**Subject: Tender for the Provision of Security Guards for ASEAN Secretariat Building and the Secretary-General's Residence**

The ASEAN Secretariat  
70 A Jl. Sisingamangaraja  
Jakarta 12110  
Indonesia

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public@asean.org  
www.asean.org

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 Security Guards for ASEAN Secretariat Building and the Secretary-General's Residence"** 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,

A handwritten signature in black ink, appearing to read 'Edy Hasmy Che Hassan', with a stylized flourish at the end.

**Edy Hasmy Che Hassan**

Assistant Director  
Administration and General Affairs Division