

Dear Prospective Vendors,

We are pleased to invite your company/organization to participate in ASEAN Secretariat procurement process for the below provision, with the General Information as follows:

- Title of the project: **Webinar Management Service for MAFF GAP Project**
- Specification of goods/works/services required: as per Specification form
- Criteria for vendor/supplier qualification/eligibility: as per Specification form
- Closing date: **10 September 2021**
- Delivery time/completion schedule: as per Specification form
- Language: Quotation can be in English or Bahasa
- Quotation price: Excluding VAT 10%
- Validity of quotation: as per Specification form

We will conduct a pre-bid meeting to brief the detail of this project with schedule as follow:

Meeting Name : Webinar Management Service for MAFF GAP Project
Day & Date : Tuesday, 7 September 2021
Time : 2pm onwards
Platform : Google Meet (Link TBA)

For those who wish to join the Pre-Bid Meeting please registered to procurement@asean.org only 2 (two) representative who will allow to attend the meeting.

Please inform the above invitation and guest detail in your email 1-day prior the said date.

Company Name:

Guest Name :

Email address :

Participating vendor can either submit the quotation or fill up the attached Specification form 2021.

Please find all the required document in this link: https://aseanorg-my.sharepoint.com/:f:/g/personal/dien_furry_asean_org/EveRqho5g9lBk0Y513JOvk0BP88D1seLVvBCTZm4mNFPFA?e=W0AfhM

Submission can be done by the following options:

1. Sealed Envelope (Hardcopy quotation in a sealed envelope)
Addressed to:
Chairman of Quotation Panel
(Attn: Procurement Unit)
The ASEAN Secretariat
Jl. Sisingamangaraja No. 70 A
Kebayoran Baru, Jakarta Selatan, 12110
2. Encrypted Format of PDF/ZIP file (Softcopy quotation protected by a password, in encrypted Format of PDF/ZIP file)
 - Send encrypted file through email to procurement@asean.org – Do Not mention the password in body email.

- Inform the password only when the procurement unit contact you on the Panel Meeting (TBA)

If your company/organization is not yet registered in the ASEAN Secretariat vendor list, please register by following the below:

1. Sign on your company letter head a Declaration Letter on No Corruption and Bribery
2. Fill in a Registration Form and Provide us a complete set of your company legal entity by an Accessible Link of G-Drive/Drop Box/ WeTransfer. (DO NOT insert heavy file in the email)

We look forward to your participation in this procurement process. Should you have further question please do not hesitate to contact us at procurement@asean.org

This procurement invitation also available in ASEAN website at the following link:

<https://asean.org/procurement/>