

Invitation to Quote: CAD133 USPTO Toner Cartridge Supplies

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: **USPTO Toner Cartridge Supplies**
- Specification of services required: as per Specification Form
- Criteria for vendor/supplier qualification/eligibility: as per Specification Form
- Closing date: **Friday, 5 November 2021**
- Delivery time/completion schedule: as per Specification Form
- Language: Quotation can be in English or Bahasa
- Quotation price: **in IDR, Excluding VAT 10%**
- Validity of quotation: 30 days

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 providing the following:

1. Vendor Declaration; please study the Covering Letter of Vendor Declaration
2. Sign and stamp on the Vendor Declaration in your company letter head upon your acceptance to the cover letter
3. Fill in the Vendor Registration form
4. Provide a full set of Valid Company Legal Entity

You can find the required registration forms on the attachment and we would appreciate to receive all the documents through a link or Google Drive, We Transfer, Drop Box and similar cloud storage platform.

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
