



ASEAN SECRETARIAT

Request for Proposal

## **The Joint Review Study of the ASEAN-Korea Free Trade Area**

**PROPOSAL MUST BE RECEIVED BY  
Wednesday, 10 November 2021**

**DELIVER/MAIL PROPOSAL TO:**  
ASEAN Secretariat  
Jl. Sisingamangaraja 70A  
Jakarta 12110  
Indonesia

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Prepared by: External Economic Relations Division (EERD)  
Date: 25 October 2021

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## **1 EXECUTIVE SUMMARY**

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The Joint Review Study of the ASEAN-Korea Free Trade Area (AKFTA) is to follow up on the discussion among the Economic Ministers from the ten ASEAN Member States (AEM) and the Republic of Korea (ROK) at the 17<sup>th</sup> AEM-ROK Consultations in August 2020. Realising the importance of reviewing the AKFTA with a view to improving market access and ensuring its relevance to business, both sides agreed to undertake a comprehensive review study to:

1. To review the overall AKFTA implementation and identify areas in the AKFTA that could be improved for a possible AKFTA upgrade in parallel with the ASEAN-Korea Further Liberalisation of Sensitive Track Products,
2. To identify prioritisation of identified areas that could be improved for a possible AKFTA upgrade considering the relevant emerging issues and global trends in the context of the COVID-19 pandemic.
3. To provide recommendations on ways to further upgrade the AKFTA and a work programme and timeline for the possible upgrade of the AKFTA including on finalising the Further Liberalization of Sensitive Track Products negotiations, frequency and schedule of meetings, and legal instruments to incorporate the outcomes of the negotiations

The outcome of the review study will serve as a basis for discussions on the Further Liberalisation of the sensitive track products and to consider the way forward for potential upgrade negotiations of the AKFTA agreements and will be reported to the AEM-ROK.

## **2 SCOPE OF WORK**

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### **2.1 PROJECT OVERVIEW**

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Since the endorsement of the modality for further liberalisation of sensitive products under AKTIGA (“Further Liberalisation”) at the 12<sup>th</sup> AEM-ROK Consultations in 2015 and the adoption of the modality of the next steps on the negotiation process for Further Liberalisation by the AKFTA IC at its 17<sup>th</sup> Meeting in February 2019, the AKFTA IC has yet to finalise the negotiation of the Further Liberalisation.

At the 32<sup>nd</sup> SEOM-ROK Consultations in April 2020, the Meeting noted the decision of the 26<sup>th</sup> AEM Retreat where the ASEAN Ministers agreed to follow the “ASEAN-X” approach so that those AMS that are ready to pursue further liberalisation of the Sensitive Track Products with Korea may proceed to do so, with the understanding that only those who participate in this exercise can enjoy the benefits from it. However, by the 18<sup>th</sup> AEM-ROK Consultations in September 2021, both parties are unable to make progress, as Viet Nam will only join the exercise after her ratification of the Third Protocol to Amend the AKTIGA and Korea maintained her preference for all AMS to participate in the further liberalisation exercise. At the Meeting, the Ministers also noted the importance of reviewing the ASEAN-Korea Free Trade Area (AKFTA) agreements with a view to improving market access and ensuring its relevance to business noting that it its preference to prioritise the signing of the RCEP in 2020 and therefore proposed to defer the negotiations for the further liberalisation to next year, which was also agreed by ASEAN.

To follow up the Ministers’ decision, AKFTA IC is seeking efficient ways to improve market access and ensuring its relevance to business, especially in areas that were affected by COVID-19, and to maintain the AKFTA as an important platform in expanding bilateral trade and investment between ASEAN and Korea, as well as to ensuring that the FTA is mutually beneficial. Moreover, as the impact assessment on the implementation of the FTA has not been done recently, the same is suggested to be covered in the report to support the proposed improvements in the Agreement.

The project will review the overall AKFTA implementation and identify areas in the AKFTA that could be improved for a possible AKFTA upgrade in parallel with the ASEAN-Korea Further Liberalisation of Sensitive Track Products. The project is to help AKFTA IC to find ways to improve market access and ensuring its relevance to business, especially in areas that were affected by COVID-19, and to maintain the AKFTA as an important platform in expanding bilateral trade and investment between ASEAN and Korea, as well as to ensuring that the FTA is mutually beneficial. Moreover, as the impact assessment on the implementation of the FTA has not been done recently, the same is suggested to be covered in the report to support the proposed improvements in the Agreement.

### **2.2 PROJECT REQUIREMENTS**

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In order to conduct this project, the ASEAN Secretariat (ASEC) will be responsible for hiring one consultant for ASEAN. The consultant is expected to commence the joint study at the end of December 2021 and should submit the final joint report to AKFTA IC in July 2022.

The selection of consultant for ASEAN shall adhere with the ASEAN Secretariat’s Financial Rules and Administrative Procedures (AFARP). The Consultant is required to submit the applications in two separate documents, such as the technical proposal and financial proposal. The consultant will be paid upon the completion of milestones set out in the Terms of Reference of the Consultants.

**Deliverables by Consultant:**

- a) *Executive Summary*. This element of the Study will provide a summary of key findings and recommendations of the Study. A summary form of the Study may be released to the public upon the approval of the AKFTA IC.
- b) *Comparative study and gap analysis*. This element of the Study will compare the substance of the provisions between the AKFTA, other ASEAN Plus One FTAs and the RCEP, and identify gaps and areas for improvements for the AKFTA.
- c) *Impact analysis*. This element of the Study will include an analysis of the implementation of AKFTA and its impact on regional economic integration as well as the economic growth and trade value projection for both ASEAN (as a single entity and as individual countries) and Korea.

**Qualification of Consultant:**

1. The consultant should be an expert in FTA related issues and should demonstrate qualification in providing analytical, comparative study and not limited to technical assistance and capacity building solutions related to regional (multilateral and bilateral) FTAs.
2. The consultants should have a minimum of 10-years-experience in working on FTAs related studies
3. The consultants should demonstrate ability and experience in effectively facilitating group discussions and engaging positively and productively with various stakeholders, including government officials
4. The consultants should have previous experience or consulting work with AKFTA Parties

The Terms of Reference (TOR) for the consultant to carry out the project is attached (Annex A).

**Project deliverables**

The Project is expected to be completed within 8 months after the selection of the consultants.

| Milestones | Activities                                                                      | Timeline       |
|------------|---------------------------------------------------------------------------------|----------------|
| 1          | Submission of an initial draft report to AKFTA IC                               | 1 April 2022   |
| 2          | Consultation dialogues/interviews with Parties                                  | 1 May 2022     |
| 3          | Presentation of the draft report to the 19 <sup>th</sup> AKFTA IC Meeting       | May 2022       |
| 4          | Submission of final Joint Report to the AKFTA IC, through the ASEAN Secretariat | July 2022      |
| 5          | Submission of final Joint Report to SEOM and SEOM-ROK for adoption              | July 2022      |
| 6          | Submission of final Joint Report to AEM-ROK for endorsement/adoption            | September 2022 |

**2.3 PROPOSAL SUBMISSION INSTRUCTION**

- a. All proposals must be submitted in English.
- b. Vendors should indicate the Title of the Tender at the upper right of the envelopes.
- c. The Technical and Finance Proposals must be submitted separately in two different

envelopes, in two sets i.e. original and a copy.

- d. **Vendors should not include any financial/cost data in the Technical Proposal, but only in the separate envelope titled Financial Proposal. Failure to adhere to this will lead to disqualification.**
- e. The proposal should be concisely presented and structured, and should explain in detail the Vendor's availability, experience and resources to provide the requested services. This includes: **Curriculum vitae of the Team members** that highlight past experience, with **3 (three) references** and **examples or links to previous materials developed** for similar work which reflects proven experience in producing publications, report and studies.
- f. Proposals must be submitted by the Closing Date and Time, as indicated in the RFP.
- g. Proposals that are incomplete or do not address the required criteria may not be considered in the review process.
- h. All communications with regard to this RFP shall be in writing and submitted to:

**Procurement Unit**

Administration and General Affairs Division

ASEAN Secretariat

Email : [procurement@asean.org](mailto:procurement@asean.org)

## **CLOSING DATE AND TIME OF SUBMISSION OF PROPOSALS**

All proposals must be submitted not later than **Wednesday, 10 November 2021** by following options:

### **2.3.1 HARDCOPY**

Submit in two separate enveloped indicating Technical and Financial Proposals in each envelope to the following address:

Chairman of Sub-Committee on Tender  
Administration and General Affairs Division  
The ASEAN Secretariat  
Jl Sisingamangaraja No.70A  
Kebayoran Baru  
Jakarta 12110  
Indonesia

### **Compliance**

In conformance to the ASEAN Secretariat's Financial Rules and Procedures (AFRP), the vendor shall submit Tender Bids in **two** sealed envelopes as follows:

#### **1) First Envelope (Technical Proposal):**

##### **a. Technical Proposals (original and copy)**

**First Set**, which shall consist, among others, of the technical specifications of the services to be procured; delivery schedule; manpower requirements; printed hardcopies of the duly filled Appendix 1 and 1a - Company General Information and List of Clients; Appendix 2 – Technical Requirement and completed Compliance Checklist as per Appendix 4;

**b. Second Set**, which shall consist, among others, the company profile; business name registration issued by appropriate government agency; authority

of signatory; valid business permit and other appropriate licenses; taxpayer identification number; latest audited financial statements;

**2) Second Envelope (Financial Proposal):**

**Financial Proposal (original and copy)** which shall consist of among others the bid amount; payments schedule; etc; duly filled Appendix 3 – **Financial Proposal Requirements**

Any notices with respect to this RFP should also be mailed to the above contact and address.

All documents not submitted in English shall not be considered and quoted price in the hardcopy submission shall be in **US Dollar**

**2.3.2 SOFTCOPY**

All proposals shall be sent to the following email address:

Chairman of Sub-Committee on Tender  
Administration and General Affairs Division  
Email: [procurement@asean.org](mailto:procurement@asean.org)

**Compliance**

The softcopy of Technical and Financial proposals must be sent **separately** protected by a different password for each proposal in encrypted format at PDF/ZIP file.

**1. Technical Proposals;**

**a. First set;** which shall consist, among others, of the technical specifications of the services to be procured; delivery schedule; manpower requirements; printed hardcopies of the duly filled Appendix 1 and 1a - Company General Information and List of Clients; Appendix 2 – Technical Requirement and completed Compliance Checklist as per Appendix 4;

**b. Second Set;** which shall consist, among others, the company profile; business name registration issued by appropriate government agency; authority of signatory; valid business permit and other appropriate licenses; taxpayer identification number; latest audited financial statements;

**2. Financial Proposal:**

**Financial Proposal** which shall consist of among others the bid amount; payments schedule; etc; duly filled Appendix 3 – **Financial Proposal Requirements**

All documents not submitted in English shall not be considered and quoted price in the softcopy submission shall be in **US Dollar**

**3. Do not mention the password in body email.**

**4. Inform the password only when the procurement staff contact you to do so.**

#### **4.3. RFP TERMS & CONDITIONS**

##### **4.3.1. Bid Expiration Date**

Received tender proposals shall be valid until 31 December 2021

##### **4.3.2. Implementation/Delivery Schedule**

As stated in Annex A – Term of Reference

##### **4.3.3 Pre-Bid Meeting (Requester to indicate if needed)**

The Pre-bid meeting is to be held on

Date : Wednesday, 3 November 2021

Time : 10:30 am Jakarta Time GMT+7

Google Link : <https://meet.google.com/rkb-zjrg-juc>

Participant's confirmation to the pre-bid meeting and questions can be share via email to: [procurement@asean.org](mailto:procurement@asean.org) beforehand.

**Appendix 1**  
Company General Information  
*To be submitted together in the **Technical Proposal***

|                                                                                                                 |  |                       |  |
|-----------------------------------------------------------------------------------------------------------------|--|-----------------------|--|
| <b>Company LEGAL Name:</b>                                                                                      |  |                       |  |
| <b>Division or Subsidiary (if applicable):</b>                                                                  |  |                       |  |
| <b>Company Address:</b>                                                                                         |  |                       |  |
| <b>City:</b>                                                                                                    |  |                       |  |
| <b>Province / State:</b>                                                                                        |  |                       |  |
| <b>Country:</b>                                                                                                 |  |                       |  |
| <b>Postal Code:</b>                                                                                             |  |                       |  |
| <b>Telephone:</b>                                                                                               |  |                       |  |
| <b>Business Name Registration:</b>                                                                              |  |                       |  |
| <b>Tax Registration Number:</b>                                                                                 |  |                       |  |
| <b>Valid Business Permit:</b>                                                                                   |  |                       |  |
| <b>Company Contact:</b>                                                                                         |  | <b>Telephone no.:</b> |  |
| <b>Title / Position:</b>                                                                                        |  | <b>Fax no.:</b>       |  |
| <b>E-Mail:</b>                                                                                                  |  |                       |  |
| <b>Indicate number of years involved in similar business</b>                                                    |  |                       |  |
| <b>Are you a subsidiary of a financial institution?</b><br><b>*If Yes, Please indicate your Holding Company</b> |  |                       |  |

**Appendix 1a.**  
Customer Reference  
*To be submitted together in the **Technical Proposal***

| Customer Details |  |
|------------------|--|
| Company Name     |  |
| Company Address  |  |
| Telephone Number |  |
| Fax Number       |  |
| Contact Name     |  |
| Project Title    |  |

| Customer Details |  |
|------------------|--|
| Company Name     |  |
| Company Address  |  |
| Telephone Number |  |
| Fax Number       |  |
| Contact Name     |  |
| Project Title    |  |

| Customer Details |  |
|------------------|--|
| Company Name     |  |
| Company Address  |  |
| Telephone Number |  |
| Fax Number       |  |
| Contact Name     |  |
| Project Title    |  |

**APPENDIX 2**  
**Technical Requirements**  
***To be submitted in the Technical Proposal***

| No | Description                                | ASEC Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | remarks                           |
|----|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| 1  | <b>Approach, Methodology and Work Plan</b> | The brief discussion on how the Consultant will work toward achieving the project's objectives: including but not limited to methodology to undertake the assignment, list of possible reference materials and a work plan specifying the activities to be undertaken (including draft agenda, meetings, consultation), an outline of the reports to be delivered, and schedule of activities.                                                                                                                                  | Prospective Consultant to provide |
| 2  | <b>Expertise and knowledge</b>             | <p>A brief summary of the prospective Consultant's expertise and knowledge relevant to the project. <i>(Please provide links to the publications if available, or enclose selected publications in soft-copy in the application)</i></p> <p>Brief discussion on the consultant's or firm's past experience in undertaking similar work and brief summary of projects undertaken</p> <p>Names and curriculum vitae of associates, subcontractors, personnel or employees who will be engaged in the performance of services.</p> | Prospective Consultant to provide |
| 3  | <b>Other information</b>                   | to substantiate the capacity of applicants to undertake the project                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                   |

**APPENDIX 3**  
**Price Schedule**  
***To be submitted in the Financial Proposal***

| <b>No.</b> | <b>Description</b>                                                                                                                                                                                                    | <b>Unit</b> | <b>Price</b> |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------|
| 1          | Professional services fee for completing all deliverables in unit cost and the number of hours/days.                                                                                                                  | USD         |              |
| 2          | Oher charges, if applicable.<br><br>The cost of travels to support the proposed work program, as may be required and arranged by the ASEAN Secretariat, shall be borne by the Project Fund and based on actual costs. | USD         |              |

**APPENDIX 4**  
**Checklist for the Completeness of Documents Submitted**

The checklist must be used to ensure that you have provided all documentations for the tender.  
The checklist must be signed and included in both envelopes of your proposals.

**I. General Requirements**

| No. | Description                                                                                             | Checklist |
|-----|---------------------------------------------------------------------------------------------------------|-----------|
| 1   | Proposals shall be prepared in English                                                                  |           |
| 2   | Proposals are submitted in two different envelopes                                                      |           |
| 3   | The envelope must be sealed and labeled accordingly.<br>i. Technical Proposal<br>ii. Financial Proposal |           |
| 4   | Title of the tender shall be put on each envelopes                                                      |           |

**II. Technical Proposal**

| No. | Description                                                                                                                                                                        | Checklist |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 1   | Technical Specifications of the service refer to the proposal                                                                                                                      |           |
| 2   | All required information have been addressed accordingly                                                                                                                           |           |
| 3   | Schedule of delivery                                                                                                                                                               |           |
| 4   | Manpower/consultant requirement                                                                                                                                                    |           |
| 5   | List of vendor's equipment (if any)                                                                                                                                                |           |
| 6   | Customer Reference                                                                                                                                                                 |           |
| 7   | Company profile                                                                                                                                                                    |           |
| 8   | Copy Company Legal Documents, i.e.<br>i. Business Name Registration<br>ii. Valid Business Permit<br>iii. Tax Identification Number<br>Customer testimonials on the similar project |           |
| 9   | One original signed copy                                                                                                                                                           |           |
| 10  | One copy of technical proposal duplicate                                                                                                                                           |           |

**III. Financial Proposal**

| No. | Description                              | Checklist |
|-----|------------------------------------------|-----------|
| 1   | Offering is formulated in English        |           |
| 2   | Bid amount                               |           |
| 3   | Payment schedule                         |           |
| 6   | Latest audited financial statements      |           |
| 7   | Authority of signatory                   |           |
| 8   | One original signed copy                 |           |
| 9   | One copy of Financial Proposal Duplicate |           |

**APPENDIX 5**  
**Template for the Proposal Envelope**  
**First Envelope – Technical Proposal**

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**Company Name &  
Address**

**Technical Proposal - Title of the Tender**

**Chairman of Sub-Committee on Tender  
Administration, Protocol and Conference Services Division  
The ASEAN Secretariat  
Jl. Sisingamangaraja 70A  
Jakarta 12110  
Indonesia**

**Second Envelope – Financial Proposal**

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**Company Name &  
Address**

**Financial Proposal - Title of the Tender**

**Chairman of Sub-Committee on Tender  
Administration, Protocol and Conference Services Division  
The ASEAN Secretariat  
Jl. Sisingamangaraja 70A  
Jakarta 12110  
Indonesia**