

INVITATION TO TENDER
“Maintenance AC and Exhaust Fan System”

ASEAN Secretariat invites qualified vendors to participate in the tender for the provision of “Maintenance AC and Exhaust Fan System”.

Proposals can be submitted through the following:

1. **Proposal submission in hardcopy in a sealed envelope as mentioned in the RFP 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; **OR**

2. **Proposals submission in softcopy to the following email address:**

Chairman of Sub-Committee on Tender
Administration and General Affairs Division
Email: procurement@asean.org,

Vendor may send **separately** the softcopy of Technical and Financial proposals protected by a different password for each proposal in encrypted format at **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 staff contact you to provide it.

ASEC will conduct a Site Visit Meeting as follows:

Date	: Thursday, 21 October 2021
Time	: 10:00am
Venue	: ASEAN Secretariat, Jl. Sisingamangaraja 70A, Kebayoran Baru, South Jakarta, 12870

Vendors who are interested to participate the Virtual Meeting may register in advance by sending email to procurement@asean.org.

The deadline to submit the proposals: **Friday, 5 November 2021**
