

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: Storage Room at South Lobby New Building**
- Specification of goods/works/services required: as per Specification form
- Criteria for vendor/supplier qualification/eligibility: as per Specification form
- **Closing date: Friday, 19 November 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 : Storage Room at South Lobby New Building
Day & Date : Wednesday, 17 November 2021
Time : 11am onward
Location : ASEAN Secretariat New Building, Jl. Sisingamangaraja No.70A

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 and we also require an antigen (negative) result to guest who will enter ASEAN Building thus, kindly present the antigen result at the main gate to our security officer and please arrive 10 minute earlier to do onsite registration.

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

Company Name:

Guest Name:

Guest ID#:

Antigen Test Result:

Vehicle type: Car/Motorbike

Vehicle Plate#:

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/EveRqho5g9IBk0Y513JOvk0BACG8fnl5ZgioNvT-2UfeYA?e=aqEWk4

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>