



ASEAN SECRETARIAT

Request for Proposal

**Jakarta-based Virtual Event Organiser
Service Provider for the 1st ASEAN Youth
Dialogue (9th ASEAN-Korea Frontier
Forum Project)**

**PROPOSAL MUST BE RECEIVED BY
Friday, 6 May 2022**

DELIVER/MAIL PROPOSAL TO:

ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia

Prepared by: Education, Youth, and Sports Division
Date: 23 March 2022

1 EXECUTIVE SUMMARY

The 9th ASEAN-Korea Frontier Forum is a recurring project supported by the ASEAN-ROK Cooperation Fund (AKCF) and endorsed by the ASEAN Senior Officials Meeting on Youth (SOMY) that aims to empower and nurture young generations of 10 ASEAN Member States and South Korea to discuss and plan ASEAN-Korea cooperation in diverse aspects, particularly on the emerging regional and global challenges such as the fourth industrial revolution, digitalisation, and post-pandemic recovery.

The 1st ASEAN Youth Dialogue appears as one of the sectoral forums held under the project. Structured around the theme “Youth in the Era of Fourth Industrial Revolution: Opportunities and Challenges in Post-Pandemic Recovery”. The Dialogue will invite 75 youth delegates, comprising 5 youth delegates from each ASEAN Member States and 25 youth delegates from South Korea to participate in the two phases of the programme, namely, the Hybrid Pre-Departure programme to be held in Jakarta and via Videoconference on 18 – 20 July 2022 and On-Site Programme which to be held in Siem Reap, Cambodia on 24 – 27 July 2022.

The ASEAN Secretariat through the Education, Youth and Sports Divisions (EYSD) will serve as the implementing agency for the Dialogue, in coordination with the Ministry of Youth and Sport of Cambodia to deliver the following:

- a. The perceptions and aspirations of ASEAN and Korean youths on the Digital Era are articulated through a set of recommendations on thematic issues by the youth participants encompassing the views of youth and officials; and
- b. Recommendations of the ASEAN youth to SOMY, SOMY+3 and other relevant sectoral bodies on how to advance youth participation and engagement in ASEAN-ROK cooperation on 4IR, which will inform the Mid-Term Review of the ASEAN Work Plan on Youth 2021-2025 and the ASEAN Plus Three Work Plan on Youth 2021-2025.

To assist with both phases, the Education, Youth and Sports Division (EYSD) of the ASEAN Secretariat in Jakarta, Indonesia, is seeking a Jakarta-based Virtual Event Organiser to support the implementation of a 3-day hybrid pre-departure programme of the Dialogue, which will play a critical role in setting up the context of the discussions, immersing delegates with the policy recommendation formulation processes, and briefing the delegates on the technical arrangement for the forthcoming on-site programme of the 1st ASEAN Youth Dialogue. In addition to the Hybrid event, the Virtual EO is also expected to remotely support the implementation of the on-site Dialogue programme on 25-26 July 2022 by managing the videoconferencing platform and livestreaming from Jakarta.

2 BACKGROUND AND CURRENT STATUS

The Association of Southeast Asian Nations (ASEAN) was founded in 1967 with the purpose of promoting regional cooperation in Southeast Asia, in the spirit of equality and partnership and thereby contribute towards peace, progress and prosperity in the region. ASEAN comprises ten (10) countries in Southeast Asia. It was proclaimed a Community through the “Kuala Lumpur Declaration on ASEAN 2025: Forging Ahead Together,” signed by the ASEAN Leaders during their 27th Summit, 2015. The ASEAN 2025 calls for the ASEAN Community in forging ahead together, and to work towards building a community that is politically cohesive, economically integrated and socially responsible.

The ASEAN Secretariat was established in 1976 by the Foreign Ministers of ASEAN with the basic function of providing greater efficiency in the coordination of ASEAN organs and for more effective implementation of ASEAN projects and activities. It is also envisioned to be the nerve center of a strong and confident ASEAN Community that is globally respected for acting in full compliance with its Charter and in the best interest of its people.

The ASEAN Ministerial Meeting on Youth (AMMY/ASEAN youth sector) was established on 8 August 1992 in Jakarta, Indonesia that envisions a firm foundation for common action to promote ASEAN Youth Cooperation to enhance ASEAN awareness and perceptions of equality and partnership and thereby contribute towards peace, progress and prosperity in the region. The operationalisation of ASEAN cooperation on youth by the AMMY was first undertaken through the ASEAN Sub-Committee on Youth (ASY). The ASY was transformed into the ASEAN Senior Officials Meeting on Youth (SOMY) at the First ASEAN Senior Officials Meeting on Youth (SOMY-I) held in Jakarta, Indonesia on 18-20 June 2002.

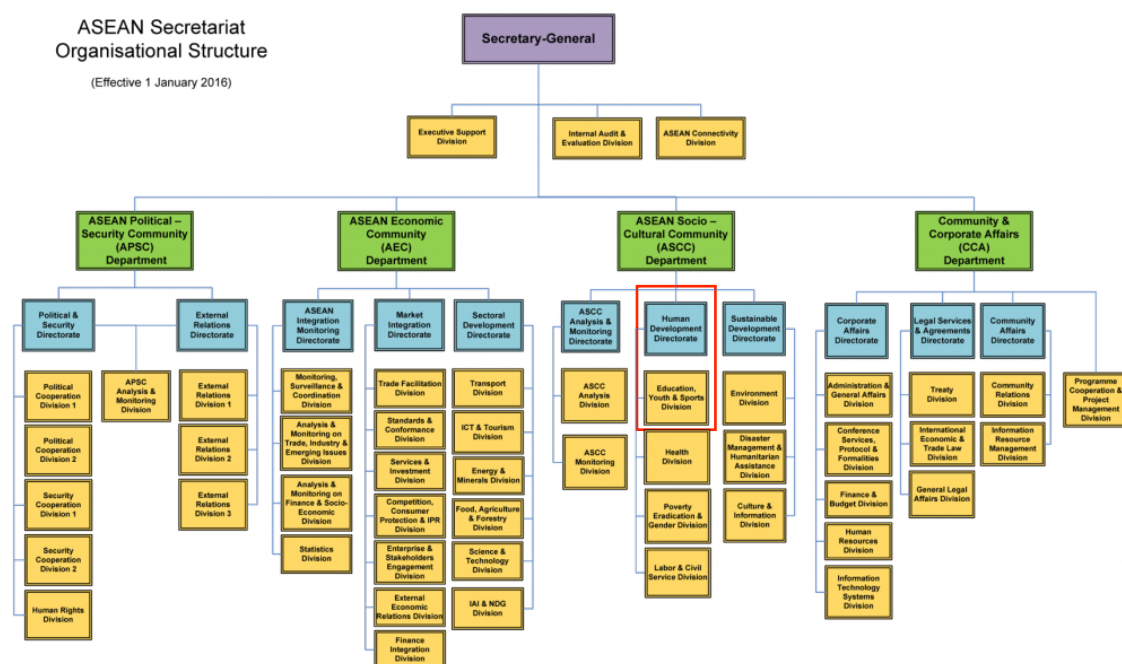
The work of the ASEAN youth sector is guided by the ASEAN Work Plan on Youth, which constitutes five-year priorities and programmes. For the 2021-2025 term, the Work Plan has five (5) priority areas which developed based on the ASEAN Youth Development Index domains namely: (i) Education, (ii) Health and Well-Being, (iii) Employment and Opportunity, (iv) Participation and Engagement, and (v) ASEAN Awareness, Values, and Identity.

Taking into consideration the above priorities and in the effort of fostering ASEAN efforts in addressing current challenges in the post-pandemic era, the Ministry of Education, Youth and Sports Cambodia and the ASEAN Secretariat are jointly organising the **1st ASEAN Youth Dialogue on 18 – 20 July 2022 via videoconference and 24-27 July 2022 in Siem Reap, Cambodia**. Held under the theme “*Youth in the Era of the Fourth Industrial Revolution: Opportunities and Challenges in Post-Pandemic Recovery*” this activity appears as one of the flagship initiatives under the Year of ASEAN Youth 2022, in light of ASEAN Cambodia Chairmanship.

The pinnacle output of the Dialogue is to propose recommendations that leverage the opportunities and address the key challenges presented by the Fourth Industrial Revolution, in the context of Post-Pandemic Recovery which may be used to inform the implementation of the ASEAN Work Plan on Youth 2021-2025, ASEAN Plus Three Work Plan on Youth 2021-2025, and the strengthening of ASEAN-ROK Relations in line with the ASEAN-ROK Plan of Action (2021-2025).

This activity will directly contribute to the implementation of the ASEAN Work Plan on Youth 2021-2025, particularly priority area number 4 on Participation and Engagement, specifically on Programme 4.3: Establishing an institutionalised mechanism for youth participation in the policy discourse and actual engagement in volunteering/community-level activities.

The ASEAN Secretariat through the Education, Youth and Sports Divisions (EYSD) will serve as the implementing agency for the Dialogue, in coordination with the Ministry of Youth and Sport of Cambodia as the host. The EYSD office is operate under the ASEAN Socio-Cultural Community Department and Human Development Directorate. Please refer to the below table:



1 of 1

3 SCOPE OF WORK

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

3.1 PROJECT OVERVIEW

The 9th ASEAN-Korea Frontier Forum project is a recurring project supported by the ASEAN-ROK Cooperation Fund (AKCF) and endorsed by the ASEAN Senior Officials Meeting on Youth (SOMY) that aims to empower and nurture young generations of 10 ASEAN Member States and South Korea to discuss and plan ASEAN-Korea cooperation in diverse aspects, particularly on the emerging regional and global challenges such as the fourth industrial revolution, digitalisation, and post-pandemic recovery.

The 1st ASEAN Youth Dialogue appears as one of the sectoral forums held under the project. Structured around the theme “Youth in the Era of Fourth Industrial Revolution: Opportunities and Challenges in Post-Pandemic Recovery”, the Dialogue will invite 75 youth delegates, comprising 5 youth delegates from each ASEAN Member States and 25 youth delegates from South Korea to participate in the two phases of the programme, namely, the Hybrid Pre-Departure programme to be held in Jakarta and via Videoconference on 18 – 20 July 2022 and On-Site Programme which to be held in Siem Reap, Cambodia on 24 – 27 July 2022.

The ASEAN Secretariat through the Education, Youth and Sports Divisions (EYSD) will be in charge of the overall implementation of the Dialogue, including administering any financial requirements throughout the project timeframe in accordance with the ASEAN Financial and Administrative Rules and Procedures (AFARP).

To assist with both phases of implementation, the Education, Youth and Sports Division (EYSD) of the ASEAN Secretariat in Jakarta, Indonesia, is seeking a Jakarta-based Virtual Event Organiser to support the implementation of a 3-day hybrid pre-departure programme of the Dialogue on 18 – 20 July 2022 and to remotely support the implementation of the 2-day on-site Dialogue programme which will be held on 25-26 July 2022 in Siem Reap, Cambodia by managing videoconferencing platform and livestreaming from Jakarta.

The expected service to be rendered by the Service Provider will be based on the TOR, which includes the following:

- Virtual event organising for the 3-day pre-departure programme on 18-20 July 2022 in a hybrid format (physically in Jakarta, Indonesia and virtually connected with the other 9 ASEAN Member States and South Korea);
- Virtual event organising for the 2-day main event on 25-26 July 2022 in a hybrid format (supporting the physical event in Siem Reap, Cambodia from Jakarta and livestreaming in ASEAN Secretariat’s platforms);
- Provision of equipment, logistical arrangements, and manpower for organising the hybrid event (including the ASL translator for the 2-day main event) for videoconferencing, livestreaming, and D-1 Rehearsal;
- Design and production of digital audio-visual materials as well as other professional supports for the smooth transitions and management of virtual activities; and

- Coordination with the relevant ASEAN Secretariat teams.

In delivering the service, several key performance indicators will be measured to ensure the Service Provider compliance to the TOR such as the following:

- Abide by the contract as stipulated in the TOR
- Abide by the ASEAN Secretariat's policy on the confidentiality of the documents and information shared.
- Satisfactory performance in supporting the implementation of the programme, including but not limited to timely and effective coordination with EYSD and Ministry of Youth and Sports of Cambodia teams.

The duration of service assignment is expected to be delivered and completed within one (1) month from 1 to 31 July 2022 with five (5) days of event sourced from the ASEAN-Korea Cooperation Fund (AKCF), under the 9th ASEAN-Korea Frontier Forum project.

The Service Provider, in implementing the project, will closely coordinate with the ASEAN Secretariat and report any progress through the Education, Youth and Sports Division. The ASEAN Senior Officials Meeting on Youth (SOMY), comprising Youth Ministries from across the ASEAN Member States, will oversee the overall implementation of this project as the endorsing body of the project.

3.2 PROJECT REQUIREMENTS

The Event Organiser should ideally possess the following qualifications:

- a. Demonstrated advance professional experience in managing conferences and events (Mandatory to provide portfolios); *Please refer to appendix 2.*
- b. Demonstrated advance professional experience in audio-visual design and management of digital meeting platforms. Familiar with the work of ASEAN or similar intergovernmental organisation is an advantage (Mandatory); *Please refer to appendix 2.*
- c. Quality of previous two (2) work samples and provide at least three (3) testimonials from notable users; (Mandatory); *Please refer to appendix 2.*

4 RFP REQUIREMENTS PROCESS

4.1 PROPOSAL SUBMISSION INSTRUCTION

- a. All proposals must be submitted in English.
- b. **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.**
- c. 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.
- d. Proposals must be submitted by the Closing Date and Time, as indicated in the RFP.
- e. Proposals that are incomplete or do not address the required criteria may not be considered in the review process.
- f. All communications with regard to this RFP shall be in writing and send to:

Procurement Unit
Administration and General Affairs Division
ASEAN Secretariat
Email : procurement@asean.org

4.2. CLOSING DATE AND TIME OF SUBMISSION OF PROPOSALS

All proposals must be submitted not later than **Friday, 6 May 2022** by following options:

4.2.1. HARDCOPY

The Technical and Finance Proposals must be submitted separately in two different envelopes, in two sets i.e. original and a copy, 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 Customer Reference; 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 – **Price**

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 for international bidders and IDR for local bidders**.

The ASEAN Secretariat may, after the closing date, request additional information or clarification of tenders in writing.

4.2.2. SOFTCOPY

The Technical and Financial proposals shall be sent separately to the following email address:

Chairman of Sub-Committee on Tender
Administration and General Affairs Division
Email: 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 Customer Reference; 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 – **Price**

All documents not submitted in English shall not be considered and quoted price in the softcopy submission shall be in **US Dollar for international bidders and IDR for local bidders**.

3. Do not mention the password in body email.

4. Inform the password only when the Procurement staff contact you to request it.

4.3. RFP TERMS & CONDITIONS

4.3.1. Bid Expiration Date

*Received tender proposals shall be valid until **30 August 2022***

4.3.2. Implementation/Delivery Schedule

For e.g. '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 : Tuesday, 19 April 2022

Time : 02.00 PM, Jakarta time

Google Link : <https://meet.google.com/bgi-ancu-arx>

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

The ASEAN Secretariat may, after the closing date, request additional information or clarification of tenders in writing.

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

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

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

Customer Details	
Company name	
Company address	
Telephone number	
Fax number	
Contact name	
Email address	
Project title	

Customer Details	
Company name	
Company address	
Telephone number	
Fax number	
Contact name	
Email address	
Project title	

Customer Details	
Company name	
Company address	
Telephone number	
Fax number	
Contact name	
Email address	
Project Title	

APPENDIX 2
Technical Requirements
To be submitted in the Technical Proposal

No	Description	ASEC Requirements	remarks
1	1.1 Demonstrate advance professional experience in managing conferences and events	1.2 Proven by the two (2) samples of the portfolios of previous works and relevant links to video documentation;	Vendor to describe the duration and provide portfolios
2	1.3 Demonstrate advance professional experience in audio-visual design and management of digital meeting platforms. Familiar with the work of ASEAN or similar intergovernmental organisation is an advantage	1.4 Proven by the two (2) samples of the portfolios of previous works and relevant links to video documentation;	1.5 Vendor to describe the duration and provide portfolios
1.6 .	1.7 Quality of previous two (2) work samples and provide at least three (3) testimonials from notable users	1.8 Provide two (2) samples of the portfolios of previous works and at least 3 testimonials from notable users	1.9 Vendor to provide

APPENDIX 3
Price
To be submitted in the Financial Proposal

No.	Description	Unit	Price*
			*IDR for local bidders USD for international bidders
1.	Hybrid event management servicing cost		
2.	Equipment cost		
3.	Manpower cost		
4.	Remote event management servicing cost		
5.	Videoconferencing platform cost		
Grand Total			

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 (for hardcopy)	
3	The envelope must be sealed and labeled accordingly (hardcopy) i. Technical Proposal 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 Customer testimonials on the similar project	
7	Company profile	
8	Copy Company Legal Documents, i.e. i. Business Name Registration ii. Valid Business Permit iii. Tax Identification Number	
9	One original signed copy (for hardcopy)	
10	One copy of technical proposal duplicate (for hardcopy)	
11	Latest audited financial statement	
12	Authority of signatory	

III. Financial Proposal

No.	Description	Checklist
1	Offering is formulated in English	
2	Bid amount	
3	Payment schedule	
4	One original signed copy	
5	One copy of Financial Proposal Duplicate	

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

**Company Name &
Address**

Technical Proposal - Title of the Tender

Chairman of Sub-Committee on Tender
Administration and General Affairs Division
The ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia

Second Envelope – Financial Proposal

**Company Name &
Address**

Financial Proposal - Title of the Tender

**Chairman of Sub-Committee on Tender
Administration and General Affairs Division
The ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia**