

Dear All 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: **graphic designer for The ASEAN Magazine Issue 22**
- Specification of goods/works/services required: as per Specification form
- Criteria for vendor/supplier qualification/eligibility: as per Specification form
- Closing date: **Tuesday, 21 June 2022**
- Delivery time/completion schedule: as per Specification form
- Language: Quotation can be in English or Bahasa
- Quotation price: Excluding VAT 11%
- Validity of quotation: as per Specification form

Participating vendor can either submit the quotation or fill up the attached Specification form 2021. Read and study the requirement stated in the documents and submit all the required documents together with your quotation.

Please find template (downloadable) document in this link: [Document for VENDOR](#)

Submission can be done by **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

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>

Thank you!

Furry

Procurement Officer

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