

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: **Office Stationery**
- Specification of goods/works/services required: as per Specification form
- Criteria for vendor/supplier qualification/eligibility: as per Specification form
- Closing date: **Friday, 15 July 2022**
- Delivery time/completion schedule: as per Specification form
- Language: Quotation can be in English or Bahasa
- Quotation price: Excluding VAT/TAX
- Validity of quotation: as per Specification form

Participating vendor can either submit the quotation or fill up the attached Specification form 2021. Please find all the required (downloadable) document in this link: [Document for VENDOR](#)

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>

Thank you!

Furry

Procurement Officer

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