

REQUEST FOR QUOTATION**PROVISION OF IT EQUIPMENT**

The ASEAN Secretariat (ASEC) and the Australian Government, through the ASEAN-Australia Development Cooperation Program Phase II (AADCP II) solicit a quotation for the following goods:

#	Items	Quantity	Unit
1	Laptop	10	Unit
2	Monitor 27"	6	Unit
3	Monitor 24"	4	Unit
4	Multi-function printer	1	Unit
5	Black and white printer	1	Unit
6	Wireless keyboard and mouse	8	Set
7	Docking station	8	Unit
8	Laptop lock	8	Unit

I. BACKGROUND

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 (ASEC) 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.

The Government of Australia through the ASEAN-Australia Development Cooperation Program Phase II (AADCP II) supports ASEAN in establishing and deepening ASEAN economic integration, as envisaged in the ASEAN Economic Community (AEC) Blueprint 2025. Working through ASEC, the program provides up to AU\$59 million to support ASEAN in implementing key strategic actions across various sectors in the AEC Blueprint 2025. It also supports strengthening of the ASEAN Secretariat, to help it deliver on its mandate more effectively.

II. Technical Specifications

No.	Product	Specifications/ Descriptions	Quantity
1	Business series laptop	Processor: 12th generation or later, Intel Core i7 RAM: 16 GB DDR4/5, upgradable to 32GB Hard disk: 512GB SSD or higher Graphics: Integrated graphics adapter, must support dual monitors Display: 14" FHD (1920x1080) anti-glare or similar Network: Gigabit Ethernet (built-in or an external adapter) Wireless: Supports 802.11a/b/g/n/ac/ax Bluetooth: 5.0 or later Webcam: HD resolution or higher Keyboard: Backlit US keyboard Ports: USB 3.2 Gen 1 Type-A (or better); Thunderbolt™ 4.0 ports with Power Delivery & Display Port; Headset (headphone and microphone combo); 1 HDMI 2.0	10 units

		Operating system: Windows 10 Professional 64-bit upgradable to Windows 11 Weight: 1.5 Kg or lighter Warranty: 3-year on-site hardware warranty	
2	Monitor 27"	Device type: White LED Edge-Lit Size: 27 inch Panel Type: In-Plane Switching Technology Aspect Aspect Ratio: 16:9 Resolution: FHD 1920 x 1080 at 60 Hz or similar Brightness: At least 300 cd/m2 Contrast Ratio: At least 1,000 : 1 Response Time 8 ms (gray to gray) or faster Input Connectors: At least 1 x HDMI 1.4 (HDCP 1.4) At least 1 x DisplayPort 1.2 (HDCP 1.4) At least 1x VGA	6 units
3	Monitor 24"	Device type: White LED Edge-Lit Size: 24 inch Panel Type: In-Plane Switching Technology Aspect Aspect Ratio: 16:9 Resolution: FHD 1920 x 1080 at 60 Hz or similar Brightness: At least 250 cd/m2 Contrast Ratio: At least 1,000 : 1 Response Time 8 ms (gray to gray) or faster Input Connectors: At least 1 x HDMI 1.4 (HDCP 1.4) At least 1 x DisplayPort 1.2 (HDCP 1.4) At least 1x VGA	4 units
4	Color Laser Printer	Brand: any (equal or similar to HP Color LaserJet Pro M454dn) Function: print Print type: black&white; color Print technology: laser Resolution: up to 600 x 600 dpi Print speed: up to 28ppm (or better) Print cartridges: 4 (1 black, 1 cyan, 1 magenta, 1 yellow) Connection: USB, Ethernet Features: Automatic Duplex Printing	1 unit
5	Mono laser Multi-functional printer (MFP)	Brand: any (equal or similar to HP LaserJet Pro Multifunction Printer 4103fdw Printer) Function: print, copy, scan Print type: black&white Print technology: laser Resolution: up to 1200 x 1200 dpi Print speed: up to 40ppm (or better) Print cartridge: 1 (black) Connection: USB, Ethernet, Wireless (mobile printing) Features: Automatic Duplex	1 unit
6	Set of keyboard and mouse	Wireless keyboard and mouse Compatible for Windows 10 or later Battery included for both items	8 units

7	Docking station	Should be compatible with the proposed laptop and monitors (dual monitor setup) Ports (at least): 2x USB-A 3.0; 1x USB-C 3.2 Gen 2; 1x USB-C (host port); 1x HDMI 2.0 port; 2x DisplayPort; 1x Gigabit Ethernet; 1x VGA; 1x 3.5mm audio combo jack Support: Windows 10 or later, macOS 11 or later	8 units
8	Laptop lock	Compatible with the laptop specified above (#1)	8 units

III. INSTRUCTION FOR SUBMISSION AND SETTLEMENT

1. Quotation should be submitted in detail (product, specifications, price per unit, number of units, total costs, delivery schedule). See Specification Form for more info.
2. Bidder must submit quotation for all items.
3. Criteria for vendor/ supplier qualification/ eligibility is as per Specification Form
4. Language: Quotation can be submitted in English or Bahasa
5. Price: in IDR, net price (incl. tax). No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
6. Delivery Date: immediately.
7. Delivery Location: ASEAN Secretariat – Heritage Building 1st Floor, Jl, Sisingamangaraja 70A, Jakarta Selatan 12110, Indonesia
8. Terms of payment: up to three (3) weeks upon receiving the products and invoice. AADCP II will submit letter of guarantee for the confirmation.

If your company/organization is not yet registered in the ASEAN Secretariat vendor list, please register by following the below:

1. Please download all documents in this link: [Registration Forms for ASEC New Vendors](http://aadcp2.org/wp-content/uploads/ASECvendorRegForm.zip) or <http://aadcp2.org/wp-content/uploads/ASECvendorRegForm.zip>
2. Sign on your company letter head the Declaration Letter on No Corruption and Bribery
3. Fill in the 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)
4. Submit the Registration Form, the Declaration Letter on No Corruption and Bribery, and the G-Drive/Drop Box/ WeTransfer link together with your quotation.

Participating vendor can either submit the quotation or fill up the attached Specification Form. Quotation should be submitted to AADCP II at tender@aadcp2.org, no later than **16 December 2022, 12.00 noon Jakarta time**. For inquiries, please email contact@aadcp2.org with subject “**Provision of IT Equipment – Query**”.