



REQUEST FOR QUOTATION

PROVISION OF OFFICE & FURNITURE EQUIPMENT

The ASEAN Secretariat (ASEC) and the Australian Government, through the Australia for ASEAN Futures – Economic & Connectivity (Aus4ASEAN Futures (ECON)) initiative solicit a quotation for the following goods:

#	Items	Quantity	Unit
1	Office chair	3	Unit
2	Meeting table	1	Unit
3	Meeting chair	8	Unit
4	Water dispenser	1	Unit
5	Color Laser Printer	1	Unit
6	Printing paper (A4)	3	Rims
7	Printer cartridge (1 black, 1 cyan, 1 magenta, 1 yellow)	1	Set

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.

In July 2022, ASEAN Secretariat and Australia signed a Memorandum of Understanding on the Australia for ASEAN Futures Initiative, which aims to supports ASEAN in deepening the regional integration. As part of the initiative, the Aus4ASEAN Futures (ECON) was established. This program is an AUD80 million, 10 year program (2022 to 2032) providing practical support for ASEAN Economic Community priorities through ASEAN systems. It is the successor program to the long-standing ASEAN Australia Development Cooperation Program Phase II (AADCP II), which has implemented 115 ASEAN-led projects valued at \$63 million since 2009.

One of the projects which was supported through AADCP II and now continues as part of the Aus4ASEAN Futures initiative is the “Strategic Support to Strengthen ASEAN Secretariat Capacity in Ensuring Effective Implementation of the ASEC Blueprint 2025” project, which provides the ASEAN Economic Community Department of ASEC with a team, consisting of one advisor and two project staff, to ensure effective delivery of ASEAN Secretariat operations and its mandate to support ASEAN Member States (AMS) in its regional economic integration agenda.

The team will occupy a designate office space in the Heritage Building of ASEC. This Request for Quotation seeks to provide the team with the necessary office furniture and equipment for its operationalisation.



II. Technical Specifications

No.	Product	Specifications/ Descriptions	Quantity
1	Office Chair	Ergonomic Chairs: For enhanced comfort and adjustability for computer desk. • Width: 65 cm • Depth: 57 cm • Height: 95 – 105 cm • Full Featured Mechanism (Hydraulic) • Aluminum Base • Load resistance minimum 120 Kg • Sleek and Stylish design with armrest	3 units
2	Meeting Table	Meeting desk for 8 chairs. Oval/square Conference Table Long Table Simple Modern. • Product material: man-made board • Material type: particle board/melamine board • Product shape: bar • Type: Oval/Square • Width: 120 cm • Length: 320 cm • Height: 110 – 120 cm • No need for cable installation	1 unit
3	Meeting Chair	Conference/meeting chair with wheels • Metal/wooden frame with arms • Leather/fabric material • Width: 65 cm • Depth: 57 cm • Height: 90 – 100 cm • Load resistance minimum 120 Kg	8 units
4	Water Dispenser	Water Dispenser with 3 water output (Hot, Normal, Cold) and bottom water gallon. Brand: Any Function: Hot, Normal and Cold Gallon position: Bottom.	1 unit
5	Color Laser Printer	Brand: any (equal or similar to HP Color LaserJet Pro M454dn) Function: print, scan, and copy 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
6	Printing Paper	Paper for printing (A4)	3 rims
7	Printer cartridge	1 set of printer toner (for printer item number 5) - 1 black, 1 cyan, 1 magenta, 1 yellow	1 set



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 Mezzanine Floor, Jl, Sisingamangaraja 70A, Jakarta Selatan 12110, Indonesia
8. Terms of payment: up to three (3) weeks upon receiving the products and invoice. Aus4ASEAN Futures 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: 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@aus4aseanfutures.org no later than **7 April 2023, 12.00 noon Jakarta time**. For inquiries, please email query@aus4aseanfutures.org with subject **"Provision of Office & Furniture Equipment - Query"**