



REQUEST FOR QUOTATION

PROVISION OF IT EQUIPMENT

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

#	Items	Quantity	Unit
1	Business Laptops	2	Unit
2	Recording Device	1	Unit
3	Extension Conference Camera	1	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 Community Vision 2025 calls for the ASEAN Community 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 and Australia signed a Memorandum of Understanding on the Australia for ASEAN Futures initiative, which aims to support ASEAN in deepening regional integration. As part of the initiative, Aus4ASEAN Futures (ECON) was established. This program is an AUD80 million, a 10-year program (2022 to 2032) providing practical support for ASEAN Economic Community priorities. It is the successor program to the long-standing ASEAN Australia Development Cooperation Program Phase II (AADCP II), which since 2009 has implemented 115 ASEAN-led projects valued at AUD63 million.

One of the projects supported by Aus4ASEAN Futures (ECON) is “Support for the Preparation and Implementation of ASEAN Economic Community (AEC) Post-2025 Agenda”, which provides the ASEAN Economic Community Department of ASEC with a team, consisting of three project staff, to ensure an effective delivery of ASEAN Secretariat operations and its mandate to support ASEAN Member States (AMS) in its regional economic integration agenda.

This Request for Quotation seeks to provide the team with necessary IT equipment.



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 Operating system: Windows 10 Professional 64-bit upgradable to Windows 11 Weight: 1.5 Kg or lighter Warranty: 3-year on-site hardware warranty Additional software: License for Office 365 Enterprise E3 for yearly subscription	2 units
2	Recording Device	• Supported Format: Record in MP3/LPCM/AAC/WMA with a high sensitivity S-microphone • Memory: Up to 4GB built-in storage, expandable via microSD • Charging Port and Transfer File: Direct USB built-in for easy connection to PC • Battery: Built-in lithium battery with 3-minute quick charge for 1 hour of recording • Microphone: Built-in • LCD Background: Built-in • Additional Feature: Auto Voice Recording reduces background noise • Warranty: 1-year	1 unit
3	Extension Conference Camera	• Dimension: ○ Height (304,2 mm) ○ Width (75 mm) ○ Density (75 mm) ○ Weight (766 gram) • Camera: ○ Portable conference camera with Bluetooth speakerphone for the huddle room, home office, and on the go90° diagonal field of view Up to Full HD Video (1080p)HD Zoom 4x ○ Support video call 720p HD (1280 x 720 px) ○ Support H.264 SVC 1080p, optimising best conference call Pan Tilt • Speaker: 140Hz – 16 KHz ○ Sensitivity: 89 dBSPL +/- 3 dB on 1W/0,5M ○ Output maximum: 91.5 dBSPL on 0.5 m ○ Distortion: <5% from 200Hz	1 unit



		• Remote Control: Built in to devices, reach of IR to 3m, battery CR2032 (built-in) • Charging: Adaptor AC with regional plug of USB 1,8 m. Integrated battery • Compatibility: ○ Connectivity of USB plug- and play ○ Skype for Businesses and Teams ○ Zoom ○ Fuze Meeting ○ Google Meet ○ Cisco Jabber and WebEX ○ BlueJeans, BroadSoft, GoToMeeting, Vidyo and other video conference, recording, and broadcasting applications supported by USB camera • Recommended Room Sizes (S-M) • Warranty: 2-year limited hardware warranty	
--	--	---	--



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 Technical Specifications detail above.
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. The quotation should remain valid for 60 days from the submission date.
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. Aus4ASEAN Futures will submit a letter of guarantee for confirmation.
9. Fill in Annex A, Annex B and Annex C provided below
10. If your company/organization is not yet registered in the ASEAN Secretariat vendor list, please register through the following:
 - Please download all documents in this link: or <http://aadcp2.org/wp-content/uploads/ASECvendorRegForm.zip>
 - Sign on your company letter head the Declaration Letter on No Corruption and Bribery
 - Fill in the Registration Form and provide us with 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)
11. Submit the Registration Form, the Declaration Letter on No Corruption and Bribery, Annex A, Annex B, Annex C and the G-Drive/Drop Box/ WeTransfer link together with your quotation.
12. Failure to submit a complete set of supporting documents will result in disqualification.

Quotation should be submitted to Aus4ASEAN Futures at tender@aus4aseanfutures.org no later than **1 June 2023, 5 PM Jakarta time**. For inquiries, please email query@aus4aseanfutures.org with subject “**Provision of IT Equipment for AEC Post-2025 Agenda Query**”



Annex A: Vendor Information

Vendor's legal name	
In the case of a Joint Venture, Consortium, or Association - Legal name of each party	
Proposer's type of organisation	<i>(For example, sole trader / public limited company/ private company)</i>
Vendor's Country of Registration, Constitution, or Incorporation	
Vendor's Year of Registration, Constitution, or Incorporation	
Vendor's legal address in the Country of Registration, Constitution, or Incorporation	
Registration no./Deed of organisation: (if applicable)	
Vendor's authorised representative information:	Name: Address: Telephone: Email Address:

Please attach:

- Articles of Incorporation or Registration of the designated company and information on its capital structure (Trade Register).
- In the case of a Joint Venture (JV), the letter of intent to form a legally enforceable JV, including a draft agreement or JV agreement (see Form B).
- Organisation chart of the company and list of current staff.



Annex B: Joint Venture/ Consortium/ Association (JVCA) Information *(if applicable)*

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
-------------------	----------------------------------	-------	-------------------------------

To be completed and returned with your proposal if the proposal is submitted as a Joint Venture/ Consortium/ Association.

No	Name of Partner and contact information <i>(address, telephone numbers, fax numbers, email address)</i>	Proposed proportion of responsibilities (in %) and type of services to be performed
1	Click or tap here to enter text.	Click or tap here to enter text.
2	Click or tap here to enter text.	Click or tap here to enter text.
3	Click or tap here to enter text.	Click or tap here to enter text.

Name of leading partner (With authority to bind the JVCA during the RFP process and, in the event a Contract is awarded, during contract execution)	Click or tap here to enter text.
---	----------------------------------

We have attached a copy of the below-referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a JVCA **OR** ☐ JVCA agreement

We hereby confirm that if the contract is awarded, all parties of the JVCA shall be jointly and severally liable to _____ for the fulfilment of the provisions of the contract.

Name of partner: _____ Name of partner: _____

Signature _____ Signature _____

Date: _____ Date: _____

Name of partner: _____ Name of partner: _____

Signature _____ Signature _____

Date: _____ Date: _____



Annex C: Vendor Declaration

On behalf of our company, its affiliates, subsidiaries, and employees, including any JV / Consortium / Association members, subcontractors, or suppliers for any part of the contract.

Yes	No	
☐	☐	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Terms of Reference. I/We confirm that the proposer has the necessary capacity, capability and necessary licenses to fully meet or exceed the requirements and will be available to deliver throughout the relevant contract period.
☐	☐	Ethics: In submitting this proposal, I/we warrant that the proposer: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any competitor; has not directly or indirectly approached any representative of ASEAN Entities, ASEAN Secretariat, Aus4ASEAN Futures (other than the point of contact) to lobby or solicit information in relation to the RFP; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the buyer.
☐	☐	I/We confirm to not engage in proscribed practices, or any other unethical practice, with ASEAN Secretariat or any other party and to conduct business in a manner that averts any financial, operational, reputational, or other undue risks to the ASEAN Secretariat and the Australian Government.
☐	☐	Child Protection and Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH): I/We confirm that we have read DFAT policies on child protection http://dfat.gov.au/about-us/publications/Pages/child-protection-policy.aspx and Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) https://www.dfat.gov.au/international-relations/themes/preventing-sexual-exploitation-abuse-and-harassment/Pages/default and will comply with them.
☐	☐	Conflict of Interest: I/We warrant that the proposer has no actual, potential or perceived conflict of Interest in submitting this proposal or entering into a contract to deliver the requirements. Where a conflict of Interest arises during the RFP process, the proposer will report it immediately to the Procuring Organisation's Point of Contact.
☐	☐	Collusive Tendering: I/We declare that our company, its affiliates or subsidiaries or employees, including any JV/Consortium/Association members or subcontractors or suppliers for any part of the contract, have no knowledge of the technical or financial tender of any other tenderer when they submit their tender. We also declare that we have not and will not disclose any of the details of our tender submission to any other person or organisation prior to the closing date for the RFP.
☐	☐	Prohibitions, Sanctions: I/We hereby declare that our company, its affiliates or subsidiaries or employees, including any JV/Consortium/Association members or subcontractors or suppliers for any part of the contract, is not on any list of sanctioned parties issued by any Australian Government institution, World Bank, ASEAN Development Bank, UN agencies, European Union and others, and not blacklisted by any local/ international organisation, Government/ semi-government department, NGO or any other company/ organisation.
☐	☐	I/We do not employ, or anticipate employing, any person(s) who is, or has been convicted for an offence concerning professional conduct or guilty of grave professional misconduct (proven by any means which the contracting authorities can justify), or have been convicted of an offence of, or relating to bribery of a public official, nor are they subject to any proceedings which could lead to such a conviction.
☐	☐	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against us that could impair our operations in the foreseeable future.
☐	☐	Proposal Validity Period: I/We confirm that this proposal, including the price, remains open for acceptance for the proposal validity period.
☐	☐	I/We understand and recognise that you are not bound to accept any proposal you receive.
☐	☐	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organisation/s to make this declaration on its/their behalf.



Aus4ASEAN
FUTURES

Name: _____

Title: _____

Date: _____

Signature: _____

[Signature with the official stamp of the proposer]