



REQUEST FOR QUOTATION

PROVISION OF PROGRAM OUTREACH PRODUCTS

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 program outreach product:

#	Items	Quantity	Unit
1	Pins	100	Piece
2	Notebooks (leather cover)	200	Piece
3	Notebooks (paper cover)	300	Piece
4	Pens	300	Piece
5	Mugs	200	Piece
6	Tumblers	200	Piece
7	Tote box	40	Piece
8	Tote bags	200	Piece
9	Caps	100	Piece

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. In 2015, the ASEAN Community was established, comprising of the ASEAN Economic Community, ASEAN Socio Cultural Community and ASEAN Political Security Community. According to the ASEAN 2025: Forging Ahead Together, which captures ASEAN's post 2015 Vision, the ASEAN Community is envisioned as a community with enhanced capacity and capabilities to both respond effectively to challenges and to seize opportunities.

The Australia for ASEAN Futures – Economic and Connectivity (Aus4ASEAN Futures (ECON)) initiative 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.

This Request for Quotation seeks to provide the program with the outreach products.

II. Product Specifications

No.	Product	Specifications/ Descriptions	Quantity
1	Pins	Purpose: to be attached to outfit (small size) Consist of Aus4ASEAN Futures logo with crests Material: metal	100 pieces
2	Notebooks (leather cover)	Size: A5 Cover (front and back): fake leather, cover embossed (with Aus4ASEAN Futures logo with crests) Inner: lines (both sides), 100 sheets, paper: 80 gram, Aus4ASEAN Futures logo in every page (header, color) Spiral lock wire Notes: Vendor to provide physical sample(s) for materials and quality of the printing	200 pieces



3	Notebooks (paper cover)	Size: A5 Cover (front and back): hardcover (cardboard paper), cover embossed (with Aus4ASEAN Futures logo with crests) Inner: lines (both sides), 100 sheets, paper: 80 gram, Aus4ASEAN Futures logo in every page (header, color) Spiral lock wire Notes: Vendor to provide physical sample(s) for materials and quality of the printing	300 pieces
4	Pens	Type: click, ballpoint Graphed with Aus4ASEAN Futures logo with crests	300 pieces
5	Mugs	Size: 15 oz Material: ceramic Graphed with Aus4ASEAN Futures logo with crests	200 pieces
6	Tumblers	Size: 30 oz Material: stainless steel (to keep hot/cold drinks) Graphed with Aus4ASEAN Futures logo with crests	200 pieces
7	Tote Box	Size: To fit in one of each of the above products 1-5. Material: Bidders to suggest options Print: Aus4ASEAN Futures logo with crests Notes: Vendor to provide physical sample(s) for materials and quality of the printing	
8	Tote bags	Size: To fit in the tote box Material: canvas Print: Aus4ASEAN Futures logo with crests Notes: Vendor to provide physical sample(s) for materials and quality of the printing	200 pieces
9	Caps	Embroidered with Aus4ASEAN Futures logo	100 pieces

Additional information: Enclosed our logos and brand guideline for reference.

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 Product Specifications detail above for more info.
2. Bidder must submit quotation for all items. Photos of similar products to each of the above-mentioned items must be included in bids for our consideration.
3. Criteria for vendor/ supplier qualification/ eligibility is as per Specification Form.
4. Language: Quotation should be submitted in English.
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 Location: ASEAN Secretariat – Heritage Building 1st Floor, Jl, Sisingamangaraja 70A, Jakarta Selatan 12110, Indonesia.
7. Terms of payment: up to 30 (thirty) days upon receiving the products and invoice. Aus4ASEAN Futures ECON will submit purchase 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: <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.



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Participating vendor can either submit the quotation or fill up the attached Specification Form. Quotation should be submitted to Aus4ASEAN Futures at tender@aus4asean.org, no later than **3 October 2023, 05.00 PM Jakarta time**. Physical samples for materials and quality of the printing to be delivered to us at the latest by **10 October 2023**. For inquiries, please email query@aus4aseanfutures.org with subject “**Provision of Program Outreach Products – Query**”.