

Dear Prospective Vendors,

The ASEAN Secretariat would like to invite your good company to take part in our upcoming selection of **Catering Service Providers for Scheduled Meetings at ASEAN Secretariat FY2024 for the period of 1 January – 31 December 2024**. Reviewing our events and meetings on the past years, we are developing the Qualified Catering Vendors master list. Only those vendors in the Qualified Catering Vendors master list are eligible to be chosen by the concerned Departments/Directorates/Divisions to provide catering service for scheduled meetings/events at the ASEAN Secretariat.

We are going to conduct the Virtual Preliminary Meeting which will be held on the following details:

Day, date : Tuesday, 24 October 2023
Time : 10.00 am
VC platform : Google Meet <https://meet.google.com/jds-nfpa-sha>

For those vendors who are interested to attend the Virtual Preliminary Meeting are encouraged to confirm their attendance by emailing to procurement@asean.org by informing the following detail for each personnel:

Company :
Name :
E-mail :
Contact number :

We attach herewith the following documents for your kind perusal and reference:

- Terms of Reference (TOR)
- Annex 1 Expected Deliverables
- Annex 2 Pricing Evaluation

Kindly read the attached documents carefully and it is compulsory to fill the vendor part which are listed in Annex 1 and 2.

All proposals shall be submitted by **Sunday, 5 November 2023** by the following options:

1) Hardcopy Quotation

In a sealed envelope addressed to:
Administration and General Affairs Division
(Attn: Procurement Unit)
The ASEAN Secretariat
JI Sisingamangaraja No.70A
Kebayoran Baru
Jakarta 12110
Indonesia

2) Softcopy Quotation (Preferable)

- a. Send your quotation in encrypted format (protected by a password) of PDF/ZIP file through email to procurement@asean.org. Please do not mention the password in the body email.

- b. You can also send us accessible link from Google Drive/Dropbox/We Transfer to procurement@asean.org. Please keep the file protected by a password and do not mention the password in the body email.
- c. Inform the password only when Procurement Unit contact you prior to the Panel Meeting (TBA).

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

- 1. Vendor Declaration; please study the Covering Letter of Vendor Declaration
- 2. Sign and stamp on the Vendor Declaration in your company letter head upon your acceptance to the cover letter
- 3. Fill in the Vendor Registration form
- 4. Provide a Valid Company Legal Entity or any relevant documents related to their services

You can find the required registration forms on the attachment.

Please indicate on the subject heading in your envelope and/or email subject as: **Catering Service Providers FY2024**.

Please also take note that ASEAN Secretariat is not subjected to tax. As such, please do not include VAT in your quotation.

We look forward to your participation. Any queries concerning this catering selection can be addressed in writing by sending email to procurement@asean.org.
