



REQUEST FOR QUOTATION

PROVISION OF EVENT ORGANIZER FOR FORUM

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.

The ASEAN Secretariat (ASEC) and the Australian Government, through the Australia for ASEAN Futures – Economic & Connectivity (Aus4ASEAN Futures (ECON)) program solicit a quotation for an event organizer with the detailed specification and requirements as follow:

II. Event Specifications

No.	Items	Specifications/ Descriptions
1	Event title	Maritime Cooperation in the Indo-Pacific: Taking Stock and Looking Beyond
2	Date and duration	27 November 2023 (tentative), 1 full-day forum (08.00 AM to 06.00 PM) Notes: Please provide your available schedules within the period of 1 November to 31 December 2023
3	Format	1. Hybrid forum: with live streaming, audio, video and full recording → for 5 sessions including opening and closing, with speakers, moderators and 120 participants in round-table seating arrangement 2. Event rundown: - Registration at the front desk - Opening session + photo session (estimated 90 minutes) - Followed by three sessions of presentations with moderated discussions (with Q&A). Each session is approximately 90 minutes - Closing remarks
4	Location	Hotel in South Jakarta, Indonesia (tbc)
5	Estimated number of participants	- In-person: 120 pax (from ASEAN Member States, VIP guests (Ambassador level)) - Invited online participants - Estimated number of Panelists: 4 persons per session (4 persons x 3 sessions = 12 persons) + 1 moderator
6	Document kit and materials	Printout of Program and Agenda for participants (photocopies are allowed, estimated 500 pages in total)
7	Equipment and personnel for hybrid set up	- Video and audio recordings - Sound system - Microphones for Panelists and Audiences for Q&A sessions - Digital screens for Panelists (left and right sides of the stage, one each sides), for online Audiences, for banners - Online conference platform:



		- 1. Zoom for seminar or Webex to accommodate up to 300 participants through a registration link. The facility includes an operator that will assist an ASEC Officer to curate questions and manage traffic of Q&A online. - 2. High speed internet connection - Personnel: to operate the equipment and online conference platform.
8	Room set up	- Stage for Panelists, round tables of estimated 6-7 persons for each table - Flags (ASEAN Member States), podiums, digital banners, signages
9	Personnel requirement	- Photographer(s) - Videographer(s) - Assistant(s) to run around to hand over microphones during Q&A sessions - Assistants for registration of participants - Escorts for VIP guests and participants - Some personnel for ad hoc tasks Notes: all personnel will be assisted by the Protocol Team from ASEAN Secretariat on the arrangements for VIP guests, seating arrangements for VIP guests and photo sessions.

III. INSTRUCTION FOR SUBMISSION AND SETTLEMENT

1. Quotation should be submitted in detail (product, specifications, price per unit, number of units, total costs).
2. Bidder must submit quotation for all requirements.
3. Language: Quotation should be submitted in English.
4. 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.
5. Terms of payment: up to 30 (thirty) days after the event and upon receiving the final invoice. Aus4ASEAN Futures ECON will submit purchase order 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.

Quotation should be submitted to Aus4ASEAN Futures at tender@aus4aseanfutures.org, no later than **24 October 2023, 05.00 PM Jakarta time**. For inquiries, please email query@aus4aseanfutures.org with subject “**Provision of Event Organizer for Forum – Query**”.