



ASEAN SECRETARIAT

Request for Proposal

**Strategy Playbook on Promoting an Adaptive
ASEAN Community of Greater Understanding,
Tolerance and a Sense of Regional Agendas
among the Peoples of ASEAN**

**PROPOSAL MUST BE RECEIVED BY
Friday, 22 March 2024**

DELIVER/MAIL PROPOSAL TO:

ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia

Prepared by: Culture and Information Division
Date: March 2024

1 EXECUTIVE SUMMARY

The ASEAN Secretariat is implementing a project called “Strategy Playbook on Promoting an Adaptive ASEAN Community of Greater Understanding, Tolerance and a Sense of Regional Agendas Among the Peoples of ASEAN” (hereafter referred to as “the Project”).

For context, please refer to the (i) “ASEAN Strategic Policy Framework on Promoting an Adaptive ASEAN Community of Greater Understanding, Tolerance and a Sense of Regional Agendas among the Peoples of ASEAN” that is adopted by the ASEAN Leaders at the 38th ASEAN Summit in 2021 and (ii) “Building Greater Understanding and Tolerance in a Troubled World’ article on the ASEAN Magazine for Issue 14/June-July 2021 as follows:

- (i) <https://asean.org/wp-content/uploads/2021/10/9.-Strategic-Policy-Framework-on-Promoting-an-Adaptive-ASEAN-Community.pdf>;
- (ii) <https://theaseanmagazine.asean.org/article/building-greater-understanding-and-tolerance-in-a-troubled-world/>

Following the adoption of the [Strategic Policy Framework](#), the purpose of this Project is to develop a Playbook or a roadmap that outlines and identifies strategies and good practices in the use of a more coordinated approach to implement cross-sectoral policies and programmes in promoting greater understanding, tolerance and a sense of regional agendas. The envisaged coordinated approach advocates a paradigm shift from treating underlying issues as sector-centric to considering them as vectors that may work across a range of policy areas to foster greater understanding, tolerance and a sense of regional agendas.

The proposed Strategy Playbook will develop and envisage two scenarios in 2035 and beyond. The “adverse scenario” shall describe the acute state of fragility in Southeast Asia resulting from regional frictions and (re-)emergence of fault lines due to competition for increasingly scarce resources (food, energy, clean air and water etc.), asymmetric threats, climate change and disasters in the region. In response to this adverse scenario, the Playbook shall identify practical strategies that can be considered to (re-)build resiliency, tolerance, mutual understanding and engender a sense of regional agendas among the peoples of ASEAN.

On the other hand, the Playbook shall identify practical strategies to upkeep the momentum in response to a “positive scenario” that describes a well-integrated flourishing ASEAN community in 2035 and beyond, where ASEAN continues to be a peaceful and harmonious oasis despite an increasingly harsh environment globally.

Through such scenario-settings and the attendant strategies identified, the Playbook could serve as a useful guide for sectoral bodies in the ASEAN Socio-Cultural Community (ASCC) Pillar to be better apprised of viable pathways to foster a continuum of efforts in upkeeping the vitality and momentum to foster tolerance and mutual understanding in spite of socio-cultural challenges that could arise due to extenuating circumstances including rising fragility and friction as a result of resource scarcity, climate change, disasters and geopolitical challenges.

The playbook shall assess the multifaceted issues related to fostering stronger social cohesion and regional solidarity to provide strategic directions and guidance on how

<Strategy Playbook on Promoting an Adaptive ASEAN Community of Greater Understanding, Tolerance and a Sense of Regional Agendas among the Peoples of ASEAN>

sectoral bodies can attempt to work beyond their sectors to treat underlying causes of socio-cultural issues.

To implement the Project, the ASEAN Secretariat seeks a **consultancy** to develop the inception and other reports, and the Playbook in close consultation with the ASEAN Secretariat and Senior Officials Committee for the ASEAN Socio-Cultural Community (SOCA) Brunei Darussalam as the main focal points. A steering committee, comprising representatives from relevant ASEAN sectoral bodies and the ASEAN Secretariat, will be established to provide overall guidance and peer review. The chosen consultant(s) will be responsible for developing the inception and other reports, and the Playbook, presenting them to the committee for review, revising the drafts based on the feedback, and submitting them to SOCA for consideration and endorsement. Consultations will also be done with other relevant ASEAN sectoral bodies under all three ASEAN Community Pillars. Consultations will be facilitated by the ASEAN Secretariat.

	Consultancy to be procured	Brief Role	Quantity
①	Consultant(s)	To develop the inception and other reports, and the Strategy Playbook in consideration of the discussions at the Regional Workshop, Focus Group Discussions, and Project Steering Committee Meetings, findings from literature review, available tools, and current practices.	1 (can be a person or a team)

To this end, the ASEAN Secretariat invites applications from individuals or companies/firms **based in the ASEAN region** (Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, the Philippines, Singapore, Thailand, and Viet Nam) to be the consultant(s) to undertake the aforementioned Strategy Playbook.

2 BACKGROUND AND CURRENT STATUS

During the 32nd ASEAN Summit in 2018, His Majesty Sultan Haji Hassanal Bolkiah Mu'izzaddin Waddaulah, the Sultan and Yang Di-Pertuan of Brunei Darussalam raised the importance of fostering Greater Understanding, Tolerance and a Sense of Regional Agendas among the Peoples of ASEAN in light of global and regional uncertainties.

To this end, the “[Strategic Policy Framework on Promoting an Adaptive ASEAN Community of Greater Understanding, Tolerance and a Sense of Regional Agendas among the Peoples of ASEAN](#)” was adopted at the 38th and 39th Summit on 26 October 2021 by the ASEAN Leaders.

In the Strategic Policy Framework under Clause 5(a), it was proposed to:

Create and develop a Strategy Playbook that outlines best practices and set value-based norms for greater understanding, tolerance and a sense of regional agendas and identify potential nexuses for ASEAN Sectoral Bodies to mainstream greater understanding, tolerance and a sense of regional agendas.

As a follow-up action, the ASEAN Secretariat developed the Concept Note of the Strategy Playbook on Promoting an Adaptive ASEAN Community of Greater Understanding, Tolerance, and a Sense of Regional Agendas among the Peoples of ASEAN. The Concept Note received in-principle endorsement at the 5th ASEAN Working Group on Culture of Prevention (WG-CoP). The Concept Note was further circulated via ad-referendum on 28 March 2022 and received approval by SOCA and WG-CoP on 25 April 2022. Please see [Annex B](#) for the Concept Note.

The project proposal seeks to engage a consultancy to develop the Strategy Playbook in close coordination with the ASEAN Secretariat and SOCA Brunei Darussalam as the main focal points. A steering committee (comprising representatives of relevant ASEAN sectoral bodies and the ASEAN Secretariat) will be established to provide overall guidance and peer review.

3. SCOPE OF WORK

Before the tender is awarded, the selected expert(s)/consultant(s) is expected to produce a proposal on how he/she/the team plans to fulfil the TOR of the project.

The following deliverables are expected from the Consultant(s) within the timeline of the project:

- (i) An inception report defining the scope and limitations, the methodology the Consultant(s) will be undertaking to develop the Playbook, and the annotated outline of the Strategy Playbook.
- (ii) The Strategy Playbook (draft and final versions);
- (iii) Information and data gathering through virtual focus group discussions (number of FGDs will depend on the data needs of the consultants) with various stakeholders.
- (iv) Participation in the 2 virtual meetings of the Project Steering Committee¹ to gather feedback on the inception and other reports, and draft Playbook. The minutes of the Meetings shall be prepared by the Consultant(s).
- (v) Participation in 1 Regional Validation Workshop as resource person/s to present the draft Strategy Playbook, facilitate discussions, and gather inputs from ASEAN Member States. The summary record of the Workshop shall be prepared by the Consultant(s).
- (vi) Participation in a Launching Forum as resource person/s to present the summary of the final Strategy Playbook.

The detailed Scope of Work, including Project Overview and Project Requirements can be referred to the **Annex A_ TOR_StrategyPlaybookConsultants_2 Nov 2023**

3.1. PROJECT OVERVIEW

To advance the implementation of the [Strategic Policy Framework](#), it is agreed that a Strategy Playbook shall be developed. The project “Strategy Playbook on Promoting an Adaptive ASEAN Community of Greater Understanding, Tolerance and a Sense of Regional Agendas among the Peoples of ASEAN” aims to develop a Playbook or a roadmap that outlines and identifies pragmatic strategies especially to value-add implementation of the cross-sectoral policies and programmes in fostering greater understanding, tolerance and a sense of regional agendas among the peoples of ASEAN.

The output of the project would be a clear, robust, and comprehensive Strategy Playbook which serves as a useful guide for sectoral bodies in ASCC² to better appreciate ways to foster a continuum of efforts to upkeep the vitality and momentum to foster tolerance and mutual understanding in spite of socio-cultural challenges that could arise due to extenuating circumstances including rising fragility and friction as a result of resource scarcity, climate change, disasters, and geopolitical changes.

¹ Project Steering Committee includes ASEAN Secretariat, SOCA and other relevant sectoral bodies

² ASEAN Socio-Cultural Community (ASCC)

<Strategy Playbook on Promoting an Adaptive ASEAN Community of Greater Understanding, Tolerance and a Sense of Regional Agendas among the Peoples of ASEAN>

To undertake the project “Strategy Playbook on Promoting an Adaptive ASEAN Community of Greater Understanding, Tolerance and a Sense of Regional Agendas Among the Peoples of ASEAN”, the following activities shall be conducted and expected output(s) shall be obtained:

Activities	Outputs	Objectives	Number of Meetings
Inception meeting between ASEAN Secretariat and consultant(s)	An inception report defining the scope and limitations, the methodology the consultant(s) will be undertaking to develop the Playbook, and the annotated outline of the Strategy Playbook.	To bridge the expectation between consultant(s) and the ASEAN Secretariat in understanding the project objectives, scope, limitations, and requirements. To outline the proposed methodology, approach, strategies, timelines, and resources that will be employed to achieve the project goals.	1 (virtual)
Desk Review: Compile and review secondary data including existing researches, literature and analyses of secondary data, and various ASEAN declarations/instruments relating to peace, social cohesion and regional solidarity	Synthesis report	To review and study relevant documents, such as policy documents, relevant organisational reports, strategic materials, and other materials to understand the context, policies and practices related to the project. In addition, desk review will also help in identifying gaps, limitations and areas where further research and data collection are required.	1
Interview ASEAN secretariat staff Task to include preparing the list of potential stakeholders and consult the list with the ASEAN Secretariat.	Synthesis report	To gather first-hand information from ASEC staff on their work in supporting the sectoral bodies in fostering greater understanding, tolerance. This may help the consultant(s) in validating the secondary data findings.	1 to 3 (virtual)

<Strategy Playbook on Promoting an Adaptive ASEAN Community of Greater Understanding, Tolerance and a Sense of Regional Agendas among the Peoples of ASEAN>

Focus Group Discussions (FGDs) Task to include preparing the list of stakeholders from the ASEAN Member States who will participate in the FGDs and consult the list with the ASEAN Secretariat.	Synthesis report	To further validate or triangulate findings obtained through other research methods, such as desk review and individual interviews.	1 to 3 (virtual)
Project Steering Committee (PSC) Meeting(s)	(ii) Summary record; (ii) First Draft Strategy Playbook	To provide oversight, guidance, and strategic direction to the draft Strategy Playbook, as well as to enable the PSC to review and assess the progress of the project against established roadmap.	2
Regional Validation Workshop. Task to include taking up the role as resource person/s to present and gather input from the ASEAN Member States	(ii) Summary record; (ii) Revised draft Strategy Playbook	To provide a platform for relevant ASEAN stakeholders to provide feedback on, or further refine the draft Strategy Playbook and to facilitate consensus building among stakeholders with diverse perspectives and interests.	1
Launching forum of the Strategy Playbook	Final Strategy Playbook, which has incorporated inputs from steering committee, ASEAN Secretariat, and the ASEAN Member States obtained through ad-referendum and during the Regional Workshop	To provide a platform to officially introduce the Final Strategy Playbook	1

Note: Any adjustments will be made based on the mutually agreed arrangement between the Consultant(s) and the Culture and Information Division of the ASEAN Secretariat.

3.2. PROJECT REQUIREMENTS

Institutional Arrangement

The Consultant(s) will be working under the guidance of the SOCA in close consultation with the Culture and Information Division (CID) of the ASEAN Secretariat.

The Consultant(s) shall report to CID who will then report the progress of the project at relevant sectoral meetings.

Funding, Logistics and Administrative Arrangements

The funding for the consultancy project shall be obtained from the ASEAN Development Fund (ADF).

The Professional Fee will be released based on the following schedule:

No	Upon Submission to the ASEAN Secretariat of the following work	Latest date of submission	Amount
1	Inception meeting report	14 days after the Inception Meeting	20%
2	First draft of the Strategy Playbook and complete summary records of previous meetings	30 days after the first Project Steering Committee Meeting	40%
3	Final project report/ Strategy Playbook	60 days after the ASEAN Secretariat's acceptance of the project output/final report, i.e., Strategy Playbook	40%

The Consultant(s) will receive the payment of the Professional Fee within 3 weeks after approval for each deliverable. The payment will be made in tranches based on acceptance of satisfactory deliverables as determined by the endorsing body.

There is no restriction on the team to procure other support and resources who will assist them in the development of the Strategy Playbook. However, there will be no additional payment for these ancillary support and resources.

The location of the assignment will be in the country of the Consultant(s), with tentatively 2 trips to Jakarta, Indonesia for the in-person meetings, the expenses for which will be covered with the following regulations:

1. One (1) in-person Project Steering Committee Meeting in Jakarta: international return airfare to Jakarta for 2 principal consultants, economy class, most direct route, not exceeding USD 800; per diem allowance (inclusive of accommodation) for two days based on applicable UN DSA Rate.

2. One (1) in-person Launching Forum in Jakarta: international return airfare to Jakarta, economy class, most direct route, not exceeding USD 800; per diem allowance (inclusive of accommodation) for two days based on applicable UN DSA Rate.

Travel arrangement covered by the Project is budgeted for a maximum of 2 (two) people of the consultancy team for every in-person activity mentioned above. In the event where the chosen Consultant(s) is based in Jakarta, per diem and travel cost to the meeting venue will not be covered.

The payment of per diem (inclusive of accommodation) and reimbursement of airfare for the physical meetings will be paid by the ASEAN Secretariat upon the submission of original invoice and/or official receipt and other relevant documents.

The ASEAN Secretariat shall have the right to refuse any request for reimbursement by the Consultant(s) should they fail to present the proper invoice, receipt or related documents as supporting materials in requesting for the reimbursable expenses.

Duration and Dates of Assignment

The Consultant(s) is required to complete all the deliverables within the timeframe of the Project. The assignment shall take place during a period of **1 year** from acceptance of engagement to submission of final report and other required documents as outlined in the ToR. As the project is output-based, the Consultant(s) can determine the number of man-hours he/she needs to dedicate to the project as long as the deliverables are properly and satisfactorily executed. However, the Consultant(s) is expected to be available for the meetings as outlined above. The stipulated period may be reduced/extended depending on the pace and desired outcomes achieved.

3.3. VENDOR'S QUALIFICATION

Qualifications (Please refer to Appendix 2)

The **Consultant(s)** (can be an individual or a team) must be able to satisfy the following criteria:

- a. Demonstrated advance professional experience in research and consultancy in scenario-planning, development of strategy playbooks, advocacy strategies/strategic visioning documents especially with the use of Foresight analysis/other methodology (Mandatory to provide CV and the best sample of relevant previous works);
- b. Relevant professional research experience in the area of fostering greater understanding, tolerance and a sense of regional agendas. Ideally, with demonstrated professional experience in research/or practice in conflict resolution/peace building/creative peace building and intercultural communication (Mandatory to provide a list of all previous works and the best sample);
- c. Familiar with the work of ASEAN or similar intergovernmental organisations or experienced in dealing with international and national experts and institutions (Mandatory to provide all samples of relevant previous works);
- d. Availability to respond to urgent requests for assistance and coordination;
- e. Excellent command of spoken and written English;
- f. Excellent analytical abilities, writing, and presentation skills

4. RFP REQUIREMENTS PROCESS

4.1. PROPOSAL SUBMISSION INSTRUCTION

- a. All proposals must be submitted in English.
- b. **Vendors should not include any financial/cost data in the Technical Proposal, but only in the separate envelope titled Financial Proposal. Failure to adhere to this will lead to disqualification.**
- c. The proposal should be concisely presented and structured, and should explain in detail the Vendor's availability, experience and resources to provide the requested services.
- d. Proposals must be submitted by the Closing Date and Time, as indicated in the RFP.
- e. Proposals that are incomplete or do not address the required criteria may not be considered in the review process.
- f. All communications with regard to this RFP shall be in writing and send to:

Procurement Unit
Administration and General Affairs Division
ASEAN Secretariat
Email : procurement@asean.org

4.2. CLOSING DATE AND TIME OF SUBMISSION OF PROPOSALS

All proposals must be submitted not later than **Thursday, 21 March 2024** by following options:

4.2.1. HARDCOPY (preferable)

The Technical and Finance Proposals must be submitted separately in two different envelopes, in two sets i.e. original and a copy, to the following address:

Chairman of Sub-Committee on Tender
Administration and General Affairs Division
The ASEAN Secretariat
Jl Sisingamangaraja No.70A
Kebayoran Baru
Jakarta 12110
Indonesia

Compliance

In conformance to the ASEAN Secretariat's Financial Rules and Procedures (AFRP), the vendor shall submit Tender Bids in **two** sealed envelopes as follows:

1) **First Envelope (Technical Proposal):**

a. **Technical Proposals (original and copy)**

First Set, which shall consist, among others, of the technical specifications of the services to be procured; delivery schedule; manpower requirements; printed hardcopies of the duly filled Appendix 1 and 1a - Company General Information and Customer Reference; Appendix 2 – Technical Requirement and completed Compliance Checklist as per Appendix 4;

b. **Second Set**, which shall consist, among others, the company profile; business name registration issued by appropriate government agency; authority of signatory; valid business permit and other appropriate licenses; taxpayer identification number; latest audited financial statements;

2) **Second Envelope (Financial Proposal):**

Financial Proposal (original and copy) which shall consist of among others the bid amount; payments schedule; etc; duly filled Appendix 3 – **Price**

Any notices with respect to this RFP should also be mailed to the above contact and address.

All documents not submitted in English shall not be considered and quoted price in the hardcopy submission shall be in ***US Dollar for international bidders*** and ***IDR for local bidders***.

The ASEAN Secretariat may, after the closing date, request additional information or clarification of tenders in writing.

4.2.2. SOFTCOPY

The Technical and Financial proposals shall be sent separately to the following email address:

Chairman of Sub-Committee on Tender
Administration and General Affairs Division
Email: procurement@asean.org

Subject of the Email:

- **Technical Proposal_ Title of Tender_ Name of Vendor**
- **Financial Proposal_ Title of Tender_ Name of Vendor**

Compliance

The softcopy of Technical and Financial proposals must be sent **separately** protected by a **different password** for each proposal in encrypted format at PDF/ZIP file.

1. Technical Proposals;

- i. **First set;** which shall consist, among others, of the technical specifications of the services to be procured; delivery schedule; manpower requirements; printed hardcopies of the duly filled Appendix 1 and 1a - Company General Information and Customer Reference; Appendix 2 – Technical Requirement and Completed Compliance Checklist as per Appendix 4;
- ii. **Second Set;** which shall consist, among others, the company profile; business name registration issued by appropriate government agency; authority of signatory; valid business permit and other appropriate licenses; taxpayer identification number; latest audited financial statements;

2. Financial Proposal:

Financial Proposal which shall consist of among others the bid amount; payments schedule; etc; duly filled Appendix 3 – **Price**.

All documents not submitted in English shall not be considered and quoted price in the softcopy submission shall be in **US Dollar for international bidders** and **IDR for local bidders**.

3. Do not mention the password in body email.

4. Inform the password only when the procurement staff contacts you to request it.

4.3. RFP TERMS & CONDITIONS

4.3.1. Bid Expiration Date

*Received tender proposals shall be valid until **31 May 2024***

4.3.2. Implementation/Delivery Schedule

As stated in Annex A – Term of Reference

4.3.3 Pre-Bid Meeting (Requester to indicate if needed)

The Pre-bid meeting is to be held on:

Date : Wednesday, 13 March 2024
Time : 15.00 GMT + 7 (3pm – Jakarta time)
Google Link : <https://meet.google.com/qzx-ymoh-fkp>

<Strategy Playbook on Promoting an Adaptive ASEAN Community of Greater Understanding, Tolerance and a Sense of Regional Agendas among the Peoples of ASEAN>

Participant's confirmation to the pre-bid meeting and questions can be share via email to: procurement@asean.org beforehand.

The ASEAN Secretariat may, after the closing date, request additional information or clarification of tenders in writing.

Appendix 1

Individual Consultant/Team of Consultants General Information

*To be submitted together in the **Technical Proposal***

Individual Consultant/Team of Consultants LEGAL Name:			
Division or Subsidiary (if applicable):			
Company Address:			
City:			
Province / State:			
Country:			
Postal Code:			
Telephone:			
Business Name Registration:			
Tax Registration Number:			
Valid Business Permit:			
Company Contact:		Telephone no.:	
Title / Position:		Fax no.:	
E-Mail:			
Indicate number of years involved in similar business			
Are you a subsidiary of a financial institution? *If Yes, please indicate your Holding Company			

Appendix 1a.

Customer Reference

*To be submitted together in the **Technical Proposal***

Customer Details	
Company name	
Company address	
Telephone number	
Fax number	
Contact name	
Email address	
Project title	

Customer Details	
Company name	
Company address	
Telephone number	
Fax number	
Contact name	
Email address	
Project title	

Customer Details	
Company name	
Company address	
Telephone number	
Fax number	
Contact name	
Email address	
Project Title	

APPENDIX 2
Technical Requirements
To be submitted in the Technical Proposal

No	Description	ASEC Requirements	Remarks
1	Duration of work delivery	The Consultant(s) shall provide a continuous service for 12 months as stated in the RFP. No cost-extension might be required based on the project's progress.	Consultant(s) to describe the duration
2	Relevant Technical Skill: • Availability to respond to urgent requests for assistance and coordination; • Excellent command of spoken and written English; • Excellent analytical abilities, writing, and presentation skills		Consultant(s) to comply
3	Demonstrated advance professional experience in research and consultancy in scenario-planning, development of strategy playbooks, advocacy strategies or strategic visioning documents especially with the use of Foresight analysis or other methodology (Mandatory to provide CV and the best sample of relevant previous works);	Proven by CV and the best sample of the portfolios of relevant previous works	Consultant(s) to describe the duration and provide CV and the best sample of relevant previous works.

<Strategy Playbook on Promoting an Adaptive ASEAN Community of Greater Understanding, Tolerance and a Sense of Regional Agendas among the Peoples of ASEAN>

4.	Relevant professional research experience in the area of fostering greater understanding, tolerance and a sense of regional agendas. Ideally, with demonstrated professional experience in research/or practice in conflict resolution/peace building/creative peace building and intercultural communication (Mandatory to provide a list of all previous works and the best sample)	Proven by the best sample of the portfolios of relevant previous works	Consultant(s) to describe the duration and provide a list of all previous works and the best sample
5.	Familiar with the work of ASEAN or similar intergovernmental organisation(s) or experienced in dealing with international and national experts and institutions (Mandatory to provide all samples of relevant previous works);	Proven by providing all samples of relevant previous works	Consultant(s) to comply

APPENDIX 3

Price

To be submitted in the Financial Proposal

No.	Description	Quantity	Price /day (USD for International Vendor or IDR for Local Vendor)	Total (USD for International Vendor or IDR for Local Vendor)
1	Professional Fee	1 lumpsum		

APPENDIX 4
Checklist for the Completeness of Documents Submitted

The checklist must be used to ensure that you have provided all documentations for the tender. The checklist must be signed and included in both envelopes of your proposals.

I. General Requirements

No.	Description	Checklist
1	Proposals shall be prepared in English	
2	Proposals are submitted in two different envelopes (hardcopy)	
3	The envelope must be sealed and labeled accordingly. i. Technical Proposal ii. Financial Proposal	
4	Proposals are submitted in two different emails protected by different passwords. (softcopy)	
5	Title of the tender shall be put in each email as follows: - Technical Proposal _Title of Tender _Name of Vendor - Financial Proposal _Title of Tender _Name of Vendor	

II. Technical Proposal

No.	Description	Checklist
1	Technical Specifications of the service refer to the proposal	
2	All required information have been addressed accordingly	
3	Schedule of delivery	
4	Manpower/consultant requirement	
5	List of vendor's equipment (if any)	
6	Customer Reference (on similar project)	
7	Company profile	
8	Copy Company Legal Documents, i.e. i. Business Name Registration ii. Valid Business Permit iii. Tax Identification Number	
9	Authority of signatory	
10	Latest audited financial statements	
11	One original signed copy (hardcopy submission)	
12	One copy of technical proposal duplicate	

III. Financial Proposal

No.	Description	Checklist
1	Offering is formulated in English	
2	Bid amount	
3	Payment schedule	
4	One original signed copy (hardcopy submission)	
5	One copy of Financial Proposal Duplicate	

APPENDIX 5
Template for the Proposal Envelope
First Envelope – Technical Proposal

**Company Name &
Address**

Technical Proposal - Title of the Tender

**Chairman of Sub-Committee on Tender
Administration and General Affairs Division
The ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia**

Second Envelope – Financial Proposal

**Company Name &
Address**

Financial Proposal - Title of the Tender

**Chairman of Sub-Committee on Tender
Administration and General Affairs Division
The ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia**