

Specification Form

Hotel Room Reservation for the Judging Committee for ASEAN Prize 2024

Item Details:

1. Staying Date : Between 30 June – 2 July 2024 (2 Nights/each)
2. Group of Persons : 4 people
3. Class of hotel : 5-Star Luxury Hotel (non-boutique hotel)
4. Number/ Type of Rooms : 4 units/Deluxe Room (basic standard), non-smoking
5. Daily Services : a. Breakfast
b. Internet/Wi-Fi
6. Location : within (radius) 5 km distance from and to ASEC
7. Airport Transfer Services : from Airport to Hotel (round trip)
8. Other arrangement : preferably within (radius) 1 km distance with mall/shopping centre

Checklist to comply/to confirm its availability:

No.	Description	Eligibility		Remarks
		Yes	No	
1.	5-Star Luxury Hotel (non-boutique hotel)			
2.	Non-Smoking, Deluxe Room (Basic Standard) with room size minimum at 48m ²			
3.	Breakfast			
4.	Internet			
5.	Location: within (radius) 5 km distance from and to ASEC			
6.	Airport Transfer Services			
7.	Other Arrangement: preferably within (radius) 1 km distance with mall/shopping centre			

Quotation:

Item Description	Room Qty	Remarks	Price per person per day	Total Price
4 Deluxe Room (Basic Standard) with room size minimum at 48m ² , Non-Smoking + Daily Services	4	2 Night		
Airport Services (Upon confirmation)	4	Airport – Hotel - Airport		

Conditions:

1. Please attach this specification form to your quotation with your signature below or company's stamp.
2. The price in this quotation should be valid for 90 (ninety) days commencing on the date of submission of quotation.
3. Please exclude the Value Added Tax (VAT), as the ASEAN Secretariat is not subjected to VAT.
4. Terms of payment: 100% upon receipt of the invoice.

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(Supplier)

Date:



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PO Fitria Ruthi Maharani
Date: 27 May 2024