

SPECIFICATION FORM

Quotation for the Provision of Meeting Package in 5-Star Hotel in Vientiane Capital, Lao PDR

Closing date for Quotation Submission: **as per invitation**

No.	Items Description	Qty	UoM	Unit Price (USD)	Total Price (USD)
1	Meeting Package in 5-star hotel in Vientiane Capital, Lao PDR for two days Inclusion: - 28 pax per day - Five star hotel - Located within 3 km from Ministry of Information, Culture and Tourism Lao PDR - Function room rental - 2 coffee breaks per day with snack and rotating menu - 1 buffet lunch and drink - Complimentary usage 1 LED screen - Complimentary usage of 6 TV screen - Complimentary usage of rostrum with 2 pieces of microphone - Complimentary usage of 12 pieces of table conference microphone - Meeting setup with delegate amenities (water, mints, pencil & notepad) - Flower arrangement on delegates table (10 pcs) - Event signage - Dedicated event manager and sound manager - Dedicated WIFI - Not boutique hotel	56	Pax		
Total					-

Delivery date : 1 week upon issuance of PO
Availability of stock : Ready stock
Warranty (required) :
Terms of payment : 100% two weeks upon delivery and receipt
Validity of Quotation : 60 days from the Quotation Date

Conditions/Ketentuan :

- Please attach this Specifications Form to your quotation with your signature below or company's stamp;
Mohon melampirkan Spec. form ini pada penawaran disertai tanda tangan PIC atau stempel perusahaan;
By signing this Specification Form, you/your company agree to fulfil with all requirements as stated above.
Dengan menandatangani Form Spesifikasi ini, Anda/perusahaan Anda setuju untuk memenuhi semua kriteria tersebut diatas.
- Please state the availability of stocks for the above items;
Mohon cantumkan ketersediaan stock barang-barang diatas;
- All items provided shall be genuine. Shall the above items provided are not genuine, we will cancel the purchase of the above items;
Semua barang yang disediakan wajib barang asli. Apabila setelah pengiriman barang-barang di atas ditemukan tidak asli, maka kami akan membatalkan Purchase Order yang sudah diterbitkan.
- The price in this quotation shall be valid for 60 (sixty) days commencing on the date of submission of quotation;
Harga satuan yang tertera pada penawaran wajib berlaku selama 60 (enam puluh) hari terhitung sejak tanggal penawaran;
- ASEAN Secretariat is exempt from the imposition of Value Added Tax. However, vendor may use Faktur Pajak 010 to collect VAT.
ASEAN Sekretariat dibebaskan dari Pajak Pertambahan Nilai (PPn). Akan tetapi, vendor dapat menggunakan Faktur Pajak 010 untuk memungut PPn.

[Company's Stamp]

[Vendor to fill in]

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Contact Person:

Company:

Date/Tanggal: