

Terms of Reference

Logistic and Freight Services for World Expo 2025 Osaka

1. Background

ASEAN Secretariat (ASEC) will participate in the World Expo 2025 Osaka, a global event showcasing innovation, technology, and cultural exchanges to be held from 13 April – 13 October 2024. The Community Relations Division (CRD) will lead ASEC's participation in the Expo with the aim of leveraging World Expo 2025 Osaka to update the global community on the progress of ASEAN community building. The successful execution of our participation requires an experienced logistics and freight service company to manage the complex logistical aspects and transportation of our exhibits and materials.

This document outlines the requirements for the procurement of a logistics and freight service company to support ASEC participation in the World Expo 2025 Osaka. The objective is to engage a reputable and experienced company to ensure the safe, timely, and cost-effective transportation of all necessary exhibits, materials, and equipment from the ASEAN Secretariat to the Expo site in Osaka, Japan and vice versa.

2. Responsibilities and Scope of Services

The selected company will be responsible for the following services:

2.1. Type of service:

- The required service is ocean/sea freight.
- The service will be door-to-door service, encompassing the entire journey from the ASEAN Secretariat (ASEC) to the Expo site (ASEAN Pavilion) and back to ASEC.
- The service will be divided into 3 (three) distinct milestones:
 - Shipment from ASEC to Osaka Port
 - Logistic arrangements from Osaka Port to the Expo Site
 - Shipment from Osaka Port to ASEC. This includes logistic arrangements for transport from the Expo Site (ASEAN Pavilion) back to Osaka Port.

2.2. Transportation:

- Secure and efficient transportation of all exhibits according to the actual packing list from ASEC to the Expo site and vice versa.
- Utilising appropriate transportation mode and ensuring compliance with all relevant regulations and requirements.

2.3. Customs Clearance:

- Handling all necessary customs clearance procedures for export and import of goods at both origin and destination ports, including documentation and inspections under the shipper's purview.
- Ensuring compliance with all relevant regulations and requirements.

2.4. Insurance:

- Providing comprehensive insurance coverage for all goods in transit.
- Ensuring adequate coverage for potential risks like damage, loss, theft, or delay.

2.5. Storage:

- Ensuring secure and appropriate storage facilities for exhibits and materials prior to arrival at the Expo site and/or at a designated location in Osaka.
- Ensuring proper handling and placement of all stored items.

2.6. Logistics Management:

- Developing and implementing a detailed logistics plan for all transportation activities.
- Coordinating and handling all aspects of the shipping process, including packing, labeling, and handling.
- Providing appropriate and suitable packing and crating to protect the goods, including fragile artworks and sensitive items.
- Coordinating and liaising with stakeholders, including the ASEC team, Expo organisers, and other service providers/counterpart in Japan, both directly and through the Expo portal as required.
- Providing updates on tracking and monitoring shipments, ensuring transparency and accountability.
- Ensuring compliance with all relevant regulations and requirements in relation to the required tasks in Indonesia and Japan.

2.7. On-site Support:

- If required, provide appropriate numbers of on-site support personnel at the Expo site to assist with accepting goods during handover, unloading, installation, dismantling, and loading of exhibits during pre and post Expo.

2.8. Additional Matters:

- Support the ASEC team in providing any other support, applications, and documentation required by the Expo organisers related to the door-to-door service.

3. Outputs or Deliverables

The successful company is expected to deliver the following outputs:

3.1. A comprehensive shipping plan:

- This plan should include detailed timelines, routes, transportation modes and document requirements.

- 3.2. **Secure and timely delivery of all goods:**
- All goods should be delivered to the Expo site on time and in good condition.
 - The remaining goods from the Expo should be sent back to ASEC as per actual condition.
- 3.3. **Accurate and complete documentation:**
- All relevant shipping documents should be maintained and readily available.
- 3.4. **Transparent and effective communication:**
- Regular communication with ASEC team regarding the status of shipments.
- 3.5. **Compliance with all relevant regulations:**
- The company must comply with all applicable export-import regulations.
 - In implementing their work, the company must adhere to all applicable guidelines issued by the Expo Organizers and Japan Custom regarding the World Expo 2025 Osaka.

4. Requirement for Submission

A. Technical Proposal: Interested company are invited to submit a proposed package in English, which includes:

- 4.1. **Legality:** provide copy of business incorporation/legal registration certificate that certifies the company is classified as logistic and/or freight company. The company must be established more than 5 years.
- 4.2. **Recommended by the Japan Association for the 2025 World Exposition:** company which is listed as designated on-site cargo handlers and listed on the recommended logistics service providers by the Japan Association for the 2025 World Exposition is most preferred. If the company is not listed, the company must engage one of the listed companies to ensure door-to-door service and must submit written statements/declaration from the counterpart to prove the cooperation or engagement.
- 4.3. **Experience and Expertise:** demonstrated experience in handling similar projects (e.g. World expo and expertise in shipping delicate and valuable exhibits (e.g. artwork) and have proven track record of successfully handling international shipping projects. Please provide evidence, for example portfolio/website links/company profile, etc.
- 4.4. **Planning:** provide activities and shipping plan with detailed timelines, transportation modes and document requirements for pre and post Expo. A comprehensive plan with details on risk management of unforeseen circumstances (e.g. weather or custom related delay) will be an added value.

- 4.5. **Network:** The company should have a strong network of reputable partners and agents to ensure smooth and efficient transportation across borders. Having branch offices in Jakarta and Japan. Please provide evidence, for example website links/company profile, etc.
- 4.6. **Compliance with regulations:**
- The company must comply with all relevant international and national regulations, including customs requirements, safety standards, and environmental regulations.
 - The company must comply with and adhere to the World Expo 2025 Osaka regulations, namely 1) Guidelines for Handling of Freight, 2) Customs Procedures, 3) Treatment of Display Articles, and any other applicable regulations issued by the Expo Organizers and Japan Customs on World Expo 2025 Osaka. Documents are available here: [Logistic Regulations](#).
 - Compulsory to sign the Vendor Acknowledgement Statement (Annex 2) to ensure that the company has read and understood the above regulations and submit the Annex 2 along with the Quotation.
- 4.7. **Safety and Security:** Strong commitment to safety and security protocols during transportation. It will be an added value if the company can explain or describe how the safety and security protocols will be implemented.
- 4.8. **Communication:** The company must possess excellent communication skills, responsiveness and customer service oriented. Having key personnel(s) who speak Bahasa Indonesia and/or English and/or Japanese fluently will be an added value. Please provide CV of the key personnel(s).
- 4.9. **Reliability and Timeliness:** Proven track record of meeting deadlines and delivering goods on time and in good condition will be an added value. Please provide the evidence, for example reference from clients/testimonial/Google review, etc.

B. Financial Proposal

- 4.10. **Pricing and Cost-effectiveness:** The company is expected to provide competitive pricing and a clear breakdown of costs for all services. The minimum requirements are stated in the Annex 1 must be covered.
- 4.11. The quotation should include anticipated costs with a clear indication of "to be charged as per actual cost/if the service is utilised."
- 4.12. **Currency:** Financial Proposal/Quotation to be submitted in USD.
- 4.13. Format of Financial Proposal or Quotation to follow **Annex 1**.

5. Timeline:

The services will be required to follow the Timeline (**Annex 3**). The timeline is subject to change depending on the condition/situation.

6. Important Points to Note

- 6.1. In consideration that the goods are for exhibition/EXPO purposes, the company shall arrange the best practice for goods exportation/importation to adhere the Indonesia/Japan customs clearance regulation that may applies with following:
- Exportation from Jakarta to Osaka, customs clearance of goods follows the general exportation procedure assisted by the appointed customs clearance agent, and;
 - Importation from Osaka to Jakarta, the ASEAN Secretariat will use ASEC diplomatic cargo importation procedure assisted by the appointed customs clearance agent.
- 6.2. The terms of payment shall be on a milestone basis as follows:
- First payment after the goods arrive in Osaka (arrangement for Jakarta-Osaka).
 - Second payment after the goods unpacked/unloaded and installed at the Expo site (arrangement in Osaka, including warehouse, transportation, customs, etc).
 - Third payment after the goods arrive at ASEC (arrangement for Osaka-Jakarta).
- 6.3. To process the payment for each milestone, please provide the following documents:
- Approved proof of work completion (e.g. confirmation from ASEC-CRD by email)
 - Invoice
- 6.4. ASEC organizes a site visit for participating vendors with the following details:

Day: Thursday

Date: 12 December 2024

Time: 14.30 PM

Venue: ASEAN Secretariat

Pre-registration is required. Please confirm your attendance to ASEC Procurement at procurement@asean.org by 11 December 2024.