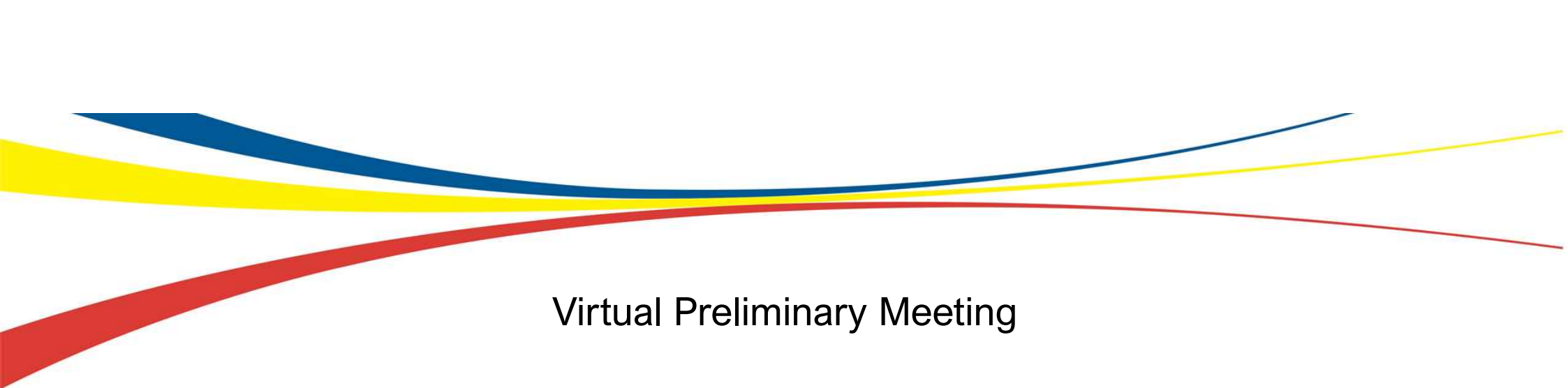




Virtual Preliminary Meeting

CATERING SERVICE PROVIDERS FOR SCHEDULED MEETINGS AT ASEAN SECRETARIAT FY2025

Adjusted for the deadline extension



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ASEAN



Brunei Darussalam

Commencement Date:
7 January 1984



Cambodia

Commencement Date:
30 April 1999



Indonesia

Commencement Date:
8 August 1967



Myanmar

Commencement Date:
23 July 1997



Lao PDR

Commencement Date:
23 July 1997



Malaysia

Commencement Date:
8 August 1967



Philippines

Commencement Date:
8 August 1967



Singapore

Commencement Date:
8 August 1967



Thailand

Commencement Date:
8 August 1967



Viet Nam

Commencement Date:
28 July 1995



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ASEAN Secretariat



Indonesia
Commencement Date:
8 August 1967

70A Jalan Sisingamangaraja
Jakarta 12110
P: (+6221)7262991, 7243372
F: (+6221)7398234, 7243504

Chairmanship 2025



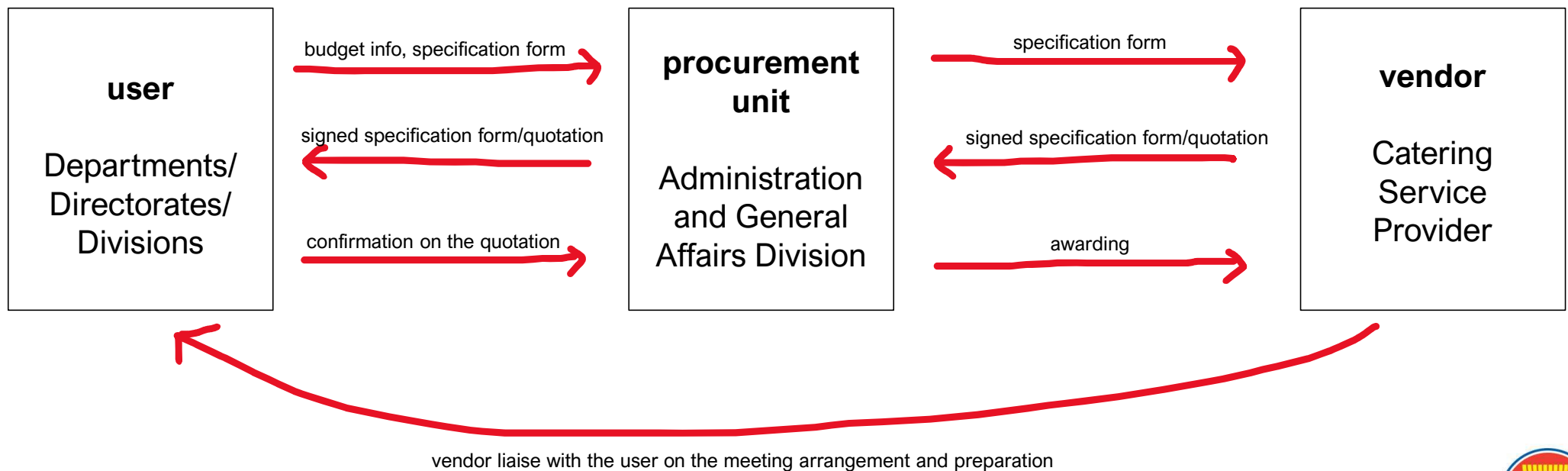
Malaysia
Commencement Date:
8 August 1967

- Scheduled Meetings
- Scheduled Events
- Ad-hoc Meetings
- Ad-hoc Events



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Process Flow: Catering Order



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Qualified Catering Vendor

?

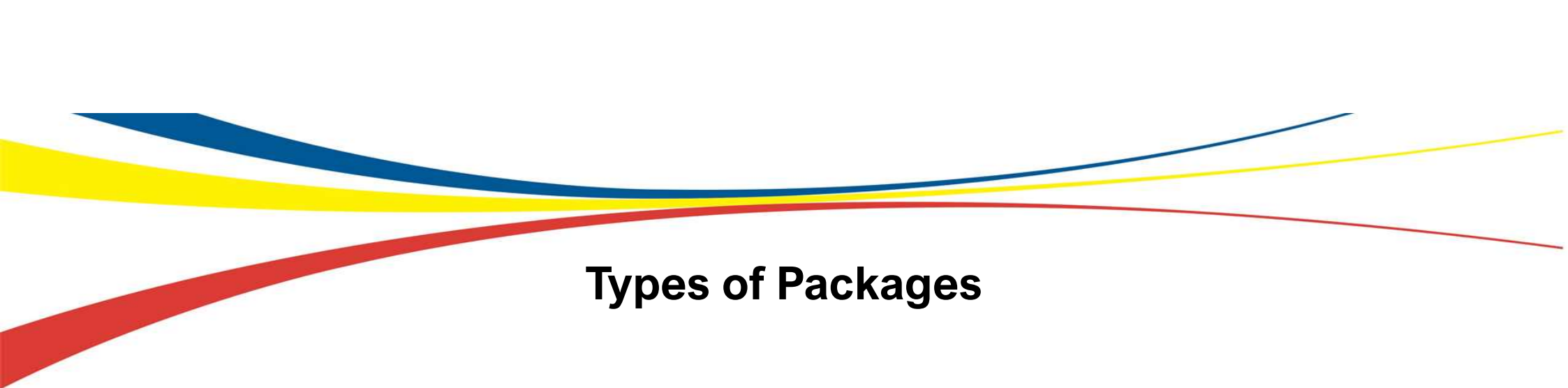
- to submit quotation based on the types of packages
- to conduct price evaluation based on the types of packages
- to be registered in the Qualified Catering Vendor

WHEN

January – December 2025



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Types of Packages

Serving

- Coffee Break
- Half Day Meeting
- Full Day Meeting
- Full Board Meeting
- Buffet

VVIP service

- Set Menu

Box

- Meal Box
- Coffee Break Box
- Snack Box

Additional

- Ala Carte



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Annex 1: Expected Deliverables

General specifications for services which included in the price per pax offered	Quality/Quantity	Time-frame	Capacity to comply with requirement	
			Yes	No
a) Tables, chairs, tablecloths, crockery, cutlery, glasses, etc. must be provided/delivered and be collected/cleaned up afterwards	Clean, high quality as required	At least 1 hour before the meeting commences and 30 min after the meeting.	V	
b) Preparation and lay-out of tables	As required	At least 30 min before the meeting commences	V	
c) Hot trays for hot food must be provided	Good clean operational order as required	30 min before the meeting commences	V	
d) Food must be delivered and served hot and on time as indicated / arranged	High quality (fresh and healthy), sufficient quantity as required	30 min before the meeting commences	V	
e) Provide waiter(s) and other staff(s) to serve food, maintain hygienic standards at all times and to ensure that the serving and other related areas are cleaned up afterwards	As required as per instruction	Prior, during, and after meetings	V	

Annex 1: Expected Deliverables

General specifications for services which included in the price per pax offered	Quality/Quantity	Time-frame	Capacity to comply with requirement	
			Yes	No
f) Ability to provide catering services to ASEAN Secretariat during normal working hours; and irregular working hours if required	As required as per instruction	Within 24 hours of receipt of order	V	
g) Flower arrangements as well as décor according to the theme of the day must be provided	As required	2 hours prior and after meeting	V	
h) Provide additional waiters and other staff for the function, if required.	As required	As required	V	
i) Minimum order quantity may also be implied with no less than 10 pax	As required	As required	V	
j) The price per pax is inclusive of all the charges and the services offered. For example: handling fee, transportation cost, antigen test etc.	As required	As required	V	

If there is "No" for answer in either one of the check list, vendor will not be eligible to participate for the next process.

Annex 2: Pricing Evaluation

Code	Type: Coffee Break	Price per package (in IDR)
CB1	2 snacks, coffee, tea, mineral water, juice	
CB2	2 snacks, coffee, tea, mineral water	
CB3	3 snacks, coffee, tea, mineral water, juice	
CB4	3 snacks, coffee, tea, mineral water	
CB5	4 snacks, coffee, tea, mineral water, juice	
CB6	4 snacks, coffee, tea, mineral water	

Code	Type: Half Day Meeting Package	Price per package (in IDR)
HDMP	Coffee Break	
	2 snacks, coffee, tea, mineral water, juice	
	Buffet	
	2 Appetizer	
	1 Soup	
	3 Main course (seafood, meat, poultry)	
	1 Vegetable	
	1 Side dish	
	1 Rice	
	2 Dessert	
	1 Fresh fruit	
	1 Beverages	



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Annex 2: Pricing Evaluation

Code	Type: Full Day Meeting Package	Price per package (in IDR)
FDMP	Coffee Break	
	2 snacks, coffee, tea, mineral water, juice	
	Buffet	
	2 Appetizer	
	1 Soup	
	3 Main course (seafood, meat, poultry)	
	1 Vegetable	
	1 Side dish	
	1 Rice	
	2 Dessert	
	1 Fresh fruit	
	1 Beverages	
	Coffee Break	
	2 snacks, coffee, tea, mineral water, juice	

Code	Type: Full Board Meeting Package	Price per package (in IDR)
FBMP	Coffee Break	
	2 snacks, coffee, tea, mineral water, juice	
	Buffet	
	2 Appetizer	
	1 Soup	
	3 Main course (seafood, meat, poultry)	
	1 Vegetable	
	1 Side dish	
	1 Rice	
	2 Dessert	
	1 Fresh fruit	
	1 Beverages	
	Coffee Break	
	2 snacks, coffee, tea, mineral water, juice	
	Buffet	
	2 Appetizer	
	1 Soup	
	3 Main course (seafood, meat, poultry)	
	1 Vegetable	
	1 Side dish	
	1 Rice	
	2 Dessert	
	1 Fresh fruit	
	1 Beverages	



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Annex 2: Pricing Evaluation

Code	Type: Buffet	Price per package (in IDR)
BUFFET	2 Appetizer	
	1 Soup	
	3 Main course (seafood, meat, poultry)	
	1 Vegetable	
	1 Side dish	
	1 Rice	
	2 Dessert	
	1 Fresh fruit	
	1 Beverages	

Code	Type: Set Menu	Price per package (in IDR)
SET MENU	3 Course	
	Salad/soup	
	Entrée	
	Dessert	
	Beverage	
	Condiment	

Code	Type: Meal Box	Price per package (in IDR)
MB1	Rice, main dish	
MB2	Rice, main dish, side dish, vegetables, condiment	
MB3	Rice, main dish, side dish, vegetables, condiment, dessert, beverage	
Premium MB	Rice, main dish, side dish, vegetables, fruits, dessert in box, beverage (premium packaging)	



Annex 2: Pricing Evaluation

Code	Type: Coffee Break Box	Price per package (in IDR)
CBB1	2 snacks, coffee, tea, mineral water, juice	
CBB2	2 snacks, coffee, tea, mineral water	
CBB3	3 snacks, coffee, tea, mineral water, juice	
CBB4	3 snacks, coffee, tea, mineral water	
CBB5	4 snacks, coffee, tea, mineral water, juice	
CBB6	4 snacks, coffee, tea, mineral water	

Code	Type: Snack Box	Price per package (in IDR)
SB1	2 snacks, beverage	
SB2	3 snacks, beverage	
SB3	4 snacks, beverage	
Premium SB	4 snacks, beverage (premium packaging)	



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Annex 2: Pricing Evaluation

Code	Type: Ala Carte/Additional Request	Price per package (in IDR)
AC1	Main Course	
AC2	Appetizer	
AC3	Soup	
AC4	Side dish	
AC5	Vegetable	
AC6	Snack	
AC7	Dessert	
AC8	Beverage	
AC9	Stall	

- ***Quoted price validity from 1st January until 31st December 2025.***
- ***Quoted price shall cover Annex 1.***



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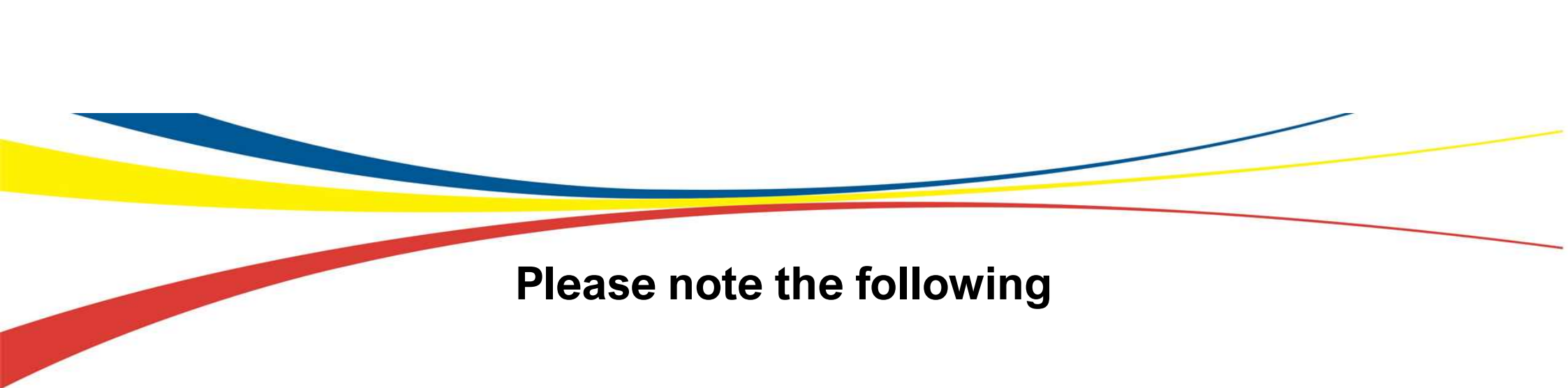
How to participate

**to
submit**

1. Profile: legal documents, company information, certificates, business registration, or any relevant documents
2. Duly filled and signed of Annex 1
3. Duly filled and signed of Annex 2



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Please note the following

- No deposit or advance payment will be made.
- In case of poor performance, vendor must rectify the situation immediately in addition to any other remedy required. AGAD has the right to blacklist if the poor performance not be rectified and occur on a few times.
- Any adjustment may be discussed and agreed by ASEC and vendor on a case-by-case basis.



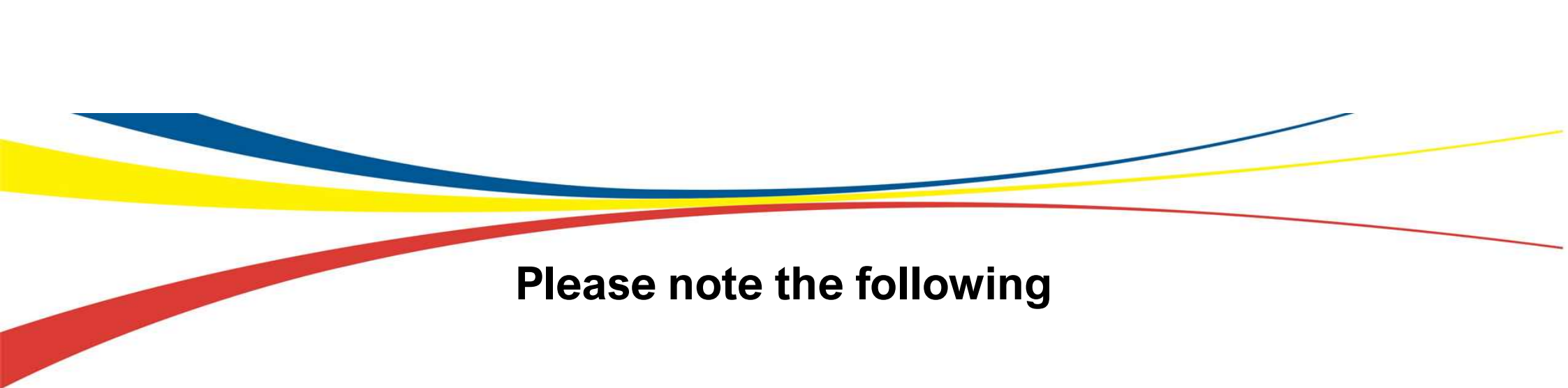
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Please note the following

- AGAD will issue an offer letter to all participated vendors stating the price cap of each type of package. Those vendors who accept ASEC's offer will be registered in the ASEC list of "Qualified Catering Vendors".
- By participating to this exercise, catering vendors are not automatically granted an order. To convince ASEC's staff user to choose the vendor from the list, it is advisable that each vendor should provide their best services for both quantity and quality, to meet its customers' requirements and within ASEC's allocating budget for each category/type as well as promotion (if any). Catering vendor may also provide a menu and/or brochures which will be shared with the ASEC's staff user.



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Please note the following

- Food tasting is not mandatory of a requirement. However, should the catering vendor still wish to have one, it does not guarantee of an automatic order, and it will be considered as a catering vendor presentation. AGAD will assist on the arrangement including inviting prospective users, and ASEC is exempt for any cost incurred during the food tasting presentation.
- By participating to this exercise, we will collect pricing, company info, and contact details in order to process and register the catering vendor in our master list. As such, your data will be shared with ASEC's concerned Departments/Directorates/Divisions as well as and external stakeholders, related with ASEC's meetings and/or events.



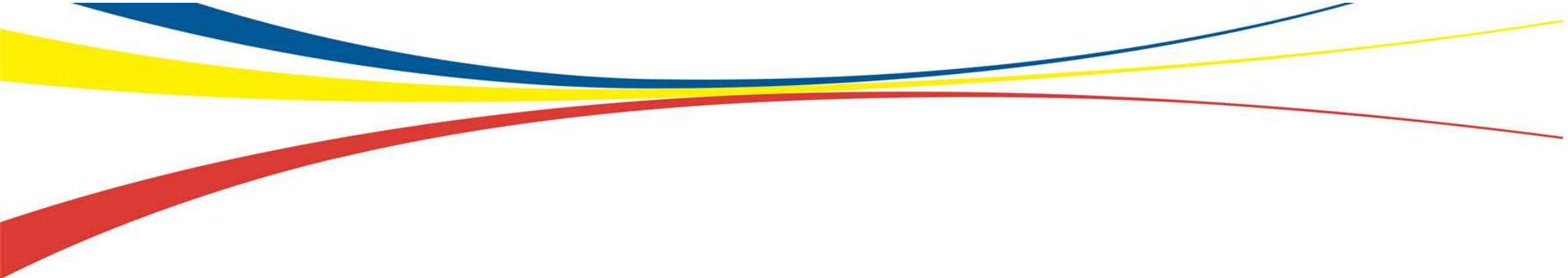
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Indicative Timeline

24 December 2024	Invitation to participate in the Catering Master List exercise
27 December 2024	Virtual Preliminary Meeting 1
2 January 2025	Virtual Preliminary Meeting 2
5 January 2025	Due date of the submission of the quotation
13 January 2025	Extension of the submission date
14–19 January 2025	ASEC to conduct the price evaluation
20–25 January 2025	ASEC to distribute the Offering Letter to the participating caterer
26 January 2025	Due date for the vendor to send the Offering Letter confirmation
27 January 2025	Briefing to the registered catering vendor



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THANK YOU



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