

Specification Form

Hotel Room Reservation for the Judging Committee for ASEAN Prize 2025

Item Details:

1. Staying Date : Between 16 June – 18 June 2025 (2 Nights/person)
2. Group of Persons : 4 headcounts/persons
3. Class of hotel : 5-Star Luxury (Non-Boutique) Hotel
4. Number/ Type of Rooms : 4 units of a Non-Smoking Room, with minimum room size: 57m²
5. Daily Services : a. Breakfast (default arrangement for 2-pax)
b. Free Internet/Wi-Fi
6. Location : Within a radius of 5 km proximity of the ASEAN Secretariat building (next to the ASEAN MRT Station) in South Jakarta
7. Airport Transfer Services : Airport to Hotel to Airport
8. Other arrangement : Hotel to be within a 2 kilometers distance to a shopping mall/centre

Checklist to comply/to confirm its availability:

No.	Description	Eligibility		Remarks
		Yes	No	
1.	5-Star Luxury (Non-Boutique) Hotel			
2.	Non-Smoking Room, with minimum room size: 57m ²			
3.	Breakfast			
4.	Free Internet/Wi-Fi			
5.	Location: Within a radius of 5 km proximity of the ASEAN Secretariat building (next to the ASEAN MRT Station) in South Jakarta			
6.	Airport Transfer Services			
7.	Other Arrangement: Hotel to be within a 2 kilometres distance to a shopping mall/centre.			

Quotation:

Item Description	Room Qty	Remarks	Price per person per day	Total Price
4 Non-smoking room, with the size minimum at 57m ² + 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: 16 May 2025