

Terms of Reference
Logistic and Freight Services for World Expo 2025 Osaka
(Second Batch)

1. Background

ASEAN Secretariat (ASEC) is participating in the World Expo 2025 Osaka, a global event showcasing innovation, technology, and cultural exchanges. The Community Relations Division (CRD) leads ASEC's participation in the Expo, aiming to leverage the event to update the global community on the progress of ASEAN community building.

This is the second batch of shipments to the Expo as we need to send additional merchandise.

The successful execution of our participation requires an experienced logistics and freight service company to manage the logistical aspects and transportation of our merchandise.

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 merchandise from the ASEAN Secretariat to the ASEAN Pavilion at the Expo site in Osaka, Japan.

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 ASEAN Pavilion at Expo site.
Address of Origin: The ASEAN Secretariat Jl. Sisingamangaraja 70A Jakarta 12110, Indonesia
Address of Destination: International Organisation Pavilion (Empowering Zone, P29)-ASEAN Pavilion, Yumeshima, Konohana-ku, Osaka 554-0000, Japan
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- The service will be divided into 2 (two) distinct milestones:
 - Shipment from ASEC to Osaka Port
 - Logistic arrangements and delivery from Osaka Port to the ASEAN Pavilion.

2.2. Transportation:

- Secure and efficient transportation of all merchandise according to the actual packing list from ASEC to the ASEAN Pavilion.

- Utilising appropriate transportation mode and ensuring compliance with all relevant regulations and requirements.

2.3. Customs Clearance:

- Handling all necessary customs clearance procedures for exporting 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 the merchandise prior to arrival at the ASEAN Pavilion should it is required.
- 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 but not limited to packing, labeling, and handling.
- Providing appropriate and suitable packing and/or crating to protect the goods.
- 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. At least one designated staff should be registered to the portal to access easily all the guidelines related to shipping as well as in regards to the application submission.
- 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:

Provide appropriate numbers of on-site support personnel at the Expo site to assist with accepting goods during handover, unloading, unpacking, and moving the goods from container/truck to the ASEAN Pavilion.

2.8. Additional Matters:

- Handle the trash or unused packaging generated during the delivery process.
- Support the ASEC team in providing any other support, applications, and documentation required by the Expo organisers related to the door-to-door service and any privileges accorded to the official participant of the Expo, particularly, on possibility of tax exemption.

- Lead communication with Expo stakeholders, including communication and arrangement with the designated onsite cargo handlers and the Expo organisers, including appointing a contactable person in charge in Japan as required by the Expo.
- Engage the onsite cargo handlers, lead the arrangement and take any action needed to have smooth delivery. The company has the liberty of deciding on the best arrangement, including the needs of a warehouse, etc.
- Find out the required expenses related to the delivery from Osaka Port to the ASEAN Pavilion and include all the expense in the quotation.

3. Outputs or Deliverables

The successful company is expected to deliver the following outputs:

- 3.1. **A comprehensive shipping plan with detailed timelines.**
- 3.2. **Accurate and complete documentation:**
 - All relevant shipping documents should be submitted as per the requirements of the Expo organiser, Indonesian and Japanese government.
 - The documents prepared should be maintained and readily available.
- 3.3. **Transparent and effective communication.**
- 3.4. **Compliance with all relevant regulations:**
 - The company must comply with all applicable export 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.

- 4.3. **Experience and Expertise:** have proven track record of successfully handling international shipping projects.
- 4.4. **Planning:** provide activities and shipping plan with detailed timelines, transportation modes and document requirements for the shipment.
- 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.
- 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.
- 4.8. **Communication:** The company must possess excellent communication skills, responsiveness and customer service orientation. Having key personnel(s) who speak Bahasa Indonesia and/or English and/or Japanese fluently.
- 4.9. **Reliability and Timeliness:** Proven track record of meeting deadlines and delivering goods on time and in good condition.

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 to adhere the Indonesia/Japan customs clearance regulation. Exportation from Jakarta to Osaka, customs clearance of goods follows the general exportation 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 at the ASEAN Pavilion (arrangement in Osaka, including warehouse, transportation, customs, etc)
- 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 will organise a site visit for the company.