

Terms of Reference

Logistic and Freight Services from World Expo 2025 Osaka to Jakarta (Return Shipment)

1. Background

ASEAN Secretariat (ASEC) participated 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.

Following the completion of the Expo (13 October 2025), ASEC requires the services of an experienced logistics and freight company to handle the return shipment of all exhibits, merchandise, and materials from Osaka, Japan back to Jakarta, Indonesia.

The objective is to ensure the safe, timely, and cost-effective transportation of all goods from the ASEAN Pavilion at the Expo site in Osaka back to the ASEAN Secretariat in Jakarta.

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 Pavilion to the ASEAN Secretariat.

Address of Origin: International Organisation Pavilion (Empowering Zone, P29)- ASEAN Pavilion, Yumeshima, Konohana-ku, Osaka 554-0000, Japan

Address of Destination: The ASEAN Secretariat Jl. Sisingamangaraja 70A Jakarta 12110, Indonesia

2.2. The service will cover 2 (two) milestones:

- From ASEAN Pavilion to Osaka Port (including dismantling, packing, trucking, warehousing if needed, and customs clearance).
- From Osaka Port to ASEC, including customs clearance and delivery to ASEC.

2.3. Transportation:

- Secure and efficient transportation of all goods as per actual packing list from ASEAN Pavilion to ASEC.
- Use of appropriate transport modes, ensuring compliance with regulations in Japan and Indonesia

2.4. Customs Clearance:

- Handling export clearance in Osaka and import clearance in Jakarta, including documentation and inspections under the shipper's purview.
- Ensure all documentation and inspections are completed in compliance with all relevant regulations and requirements.

2.5. Insurance:

- Provide comprehensive insurance coverage for all goods during transit.
- Ensure adequate coverage for potential risks like damage, loss, theft, or delay.

2.6. Storage:

- Arrange secure temporary storage in Osaka, if required, before shipment.
- Ensuring proper handling and placement of all items.

2.7. Logistics Management:

- Develop a detailed return logistic plan, including timelines, documentation, and risk management.
- Coordinating and handling all aspects of the shipping process, including but not limited to packing, labeling, and handling.
- Provide suitable packing/crating for safe return of exhibits, including fragile 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. At least one designated staff should be registered to the portal to access easily all the guidelines related to shipping as well as in regard to the application submission.
- Provide shipment tracking and regular status updates.
- Ensuring compliance with all relevant regulations and requirements in relation to the required tasks in Indonesia and Japan.

2.8. On-site Support:

- Provide appropriate numbers of on-site support personnel at the Expo site during dismantling, packing, loading at the ASEAN Pavilion, and unloading at ASEC.

2.9. Additional Matters:

- Handle disposal of packaging waste generated during dismantling and re-packing.
- Support ASEC team in providing any other support, applications, and documentation as required by the Expo organisers related to the door-to-door service; and any privileges accorded to the official participant of the Expo, particularly, the possibility of export duty and tax exemption in Osaka Port, Japan and processing of diplomatic entry for import clearance in Tanjung Priok Port, Jakarta, Indonesia.
- 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 ASEAN Pavilion to Osaka Port and include all the expenses in the quotation.

3. Outputs or Deliverables

The successful company is expected to deliver the following outputs:

- 3.1. **A comprehensive return shipping plan with detailed timelines** (including transport mode and documents).
- 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 regulations (Expo, Japan and Indonesia)
 - 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.
- 3.5. **Secure, timely delivery of all goods to ASEC in Jakarta.**

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 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](#).
 - It is compulsory to sign the Vendor Acknowledgement Statement (Annex 2) to ensure that the company has read and understood the above regulations and submit 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:

- 5.1. Return shipment shall commence immediately after Expo closing (13 October 2025).
- 5.2. The ASEAN Pavillion must be cleared by 17 October 2025.

6. Important Points to Note

- 6.1. Even though, the items are ex-exhibition/EXPO goods, the company shall arrange the best practice for goods exportation/importation to adhere the Indonesia/Japan customs clearance regulation. The selected company may refer the exportation from Japan to Indonesia as general export, if applies. In other hand, import clearance at Tanjung Priok, Jakarta, will use diplomatic entry clearance.
- 6.2. The terms of payment shall be on a milestone basis as follows:
 - First payment after the goods packed, dismantled, and delivered to Osaka Port.
 - Second payment after arrival and delivery of goods to ASEC.
- 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 staff at the ASEAN Pavilion of World Expo Osaka will organise a site visit for interested companies. Only companies that participate in the site visit will be eligible to submit a quotation. All costs related to the site visit shall be borne by the participating company.**