



ASEAN SECRETARIAT

Request for Proposal

ASEAN-Japan Symposium (2026-2029)

PROPOSAL MUST BE RECEIVED BY

Monday, 9 March 2026

DELIVER/MAIL PROPOSAL TO:

ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia

Prepared by: JAIF Management Team (JMT)
Date: February 2026

1 EXECUTIVE SUMMARY

1. The Japan-ASEAN Integration Fund (JAIF) Management Team (JMT) of the ASEAN Secretariat invites independent foreign, public or development policy organisations to submit a Technical and Financial Proposal. These proposals are for services to support the Mission of Japan to ASEAN (MOJ) and JMT in delivering a series of activities for the ASEAN-Japan Symposium (2026-2029). The proposal will serve as the basis for contract negotiations and ultimately for a signed Special Services Agreement (SSA) with the ASEAN Secretariat.
2. The assignment shall be implemented in accordance with the scope outlined in the Terms of Reference (TOR). Please note that: (i) the costs of preparing the proposal and of negotiating the contract are not reimbursable as they are considered direct costs of the assignment; and (ii) JMT and the ASEAN Secretariat are under no obligation to accept any of the proposals submitted.
3. To amplify the Symposium's impact and extend its regional and global resonance, the selected organisation is expected to demonstrate not only operational mastery but also professional technical competence in facilitating strategic and policy discussions as well as agilely eliciting strategic guidance and innovative approaches from symposium participants towards building a more resilient, sustainable and peaceful ASEAN community and enduring ASEAN-Japan friendship and cooperation.

2 BACKGROUND

ASEAN and Japan have long maintained a strong and mutually beneficial partnership, guided by the principle of “thinking together, acting together, and sharing a future vision”. As a steadfast strategic partner, Japan has served as one of ASEAN’s major Dialogue Partners for over five decades, contributing significantly to the region’s political, economic and social development.

The Japan-ASEAN Integration Fund (JAIF), established in March 2006, has played a pivotal role in supporting ASEAN’s integration and community-building efforts. Through JAIF, Japan had facilitated the implementation of **ASEAN 2025: Forging Ahead Together**, which encompassed the blueprints for the ASEAN Political-Security Community (APSC), ASEAN Economic Community (AEC), and ASEAN Socio-Cultural Community (ASCC), as well as the **Initiative for ASEAN Integration (IAI) Work Plan IV** and the **Master Plan on ASEAN Connectivity (MPAC) 2025**.

Japan’s support, delivered through JAIF and other mechanisms, such as the Economic Research Institute for ASEAN and East Asia (ERIA) and the Japan International Cooperation Agency (JICA), has been instrumental in implementing these blueprints. Since 2016, JAIF alone has funded more than 620 projects, driving critical interventions across the three community pillars of the ASEAN Secretariat (ASEC).

For ASEAN, 2025 marked a significant milestone with the adoption of the **ASEAN Community Vision 2045** and its Strategic Plans, together with full membership of Timor-Leste in ASEAN, as well as the **Initiative for ASEAN Integration (IAI) Work Plan V (2026-2030)**.

Seizing such an important year, the Mission of Japan to ASEAN (MOJ) and the JAIF Management Team (JMT) launched the ASEAN-Japan Symposium on 11 November 2025 to reflect on how ASEAN-Japan cooperation has expanded and deepened, and to discuss how this cooperation can further contribute to co-creating the future of the Indo-Pacific region and beyond in an era of geoeconomics.

Following the success of the 2025 Symposium, which attracted more than 600 participants in a hybrid format and received highly positive feedback and appreciation from participants and speakers, the MOJ and JMT, in collaboration with an appointed external organisation, will convene a series of ASEAN-Japan symposia from 2026 to 2029. These events aim to further reinforce ASEAN-Japan friendship and cooperation.

3 SCOPE OF WORK

The Terms of Reference (TOR) for an independent foreign, public, or development policy organisation to carry out the project is attached as Annex A.

3.1 PROJECT OVERVIEW

The appointed external organisation will engage in planning and implementing the ASEAN-Japan Symposium (2026-2029) in coordination with the MOJ and JMT. The Symposium will aim to:

1. **Showcase key achievements**, highlighting Japan's vital contributions through JAIF and other mechanisms.
2. **Explore strategic interventions** that will support the ASEAN Community Vision 2045 and its Strategic Plans, while identifying opportunities to strengthen ASEAN-Japan cooperation amid evolving regional and global dynamics.
3. **Foster dialogue and networking** among government officials, policymakers, academics, civil society representatives, and private sector actors.

This symposium will bring together diverse stakeholders to reflect on progress, address challenges, and develop innovative approaches to further strengthen the ASEAN Community in partnership with Japan.

3.2 PROJECT REQUIREMENTS

At a minimum, the tenderer shall meet the following criteria and submit evidence to accommodate each criterion:

1. Vendor to provide a copy of business incorporation/legal registration certificate. Tenderer must have a registered organisation classified as an independent foreign, public or development policy organisation/firm to conduct business.
2. Demonstrated expertise in organising high-level symposia or forums with international or regional organisations in facilitating policy discussions, strategic guidance, and innovative approaches. Institutions having an extensive network on a global scale, familiar with the work of ASEAN and the Government of Japan, experienced in partnerships with Japanese organisations, and a proven record of engaging with international and national experts, will be considered on a priority basis. Submission of detailed records of previously organised symposia or similar events (including links to websites if any) and the evidence of networks (for example, the number of followers and organisation's portfolios) is required for assessment. Previous collaborations, partnerships, or initiatives in the thematic area will be an added value.
3. Vendor to comply and provide evidence to show operational capacity for coordinating hybrid events involving multiple ASEAN Member States (AMS).
4. Demonstrated ability to fulfil the scope of work through the submission of a detailed proposal, including model symposium objectives and scope for 2026, an indicative programme for 2026 and a provisional timeline through the end of the contract in 2029, agenda, potential speakers and moderators, logistics and equipment, a marketing and communication plan,

the scope of engagement of both in-person and online participants in the event, and post-event reporting and evaluation.

5. Competency in organising symposia in fluent English. Submission of English proficiency test results (e.g., IELTS) is required unless the organisers are native English speakers or hold a degree from an English-medium higher education institution. Experience working with Japanese organisations or companies will be an added advantage.
6. Proof of effective and timely symposium delivery, as demonstrated by participant assessments collected through the post-symposium surveys conducted in previously organised events, independent evaluations, third-party reviews, or beneficiary feedback. (Please submit a list of past symposium evaluation reports/participants' feedback).
7. Evidence as a professional organisation holding a cadre of experts versed in ASEAN and Japanese policies and subject matters of the symposium, including those who can serve as resource persons, by submitting a list of proposed key personnels together with their CVs or bios including their publications, journals, articles, and/or videos concerning ASEAN and Japanese foreign policies and strategies in the context of ASEAN-Japan cooperation and friendship.

4 RFP REQUIREMENTS PROCESS

4.1 PROPOSAL SUBMISSION INSTRUCTION

- a. All proposals must be submitted in English.
- b. **Vendors should not include any financial and cost data in the Technical Proposal, but only in the separate envelope titled Financial Proposal. Failure to adhere to this will lead to disqualification.**
- c. The proposal should be concisely presented and structured, and should explain in detail the Vendor's availability, experience and resources to provide the requested services.
- d. Proposals must be submitted by the Closing Date and Time, as indicated in the RFP.
- e. Proposals that are incomplete or do not address the required criteria may not be considered in the review process.
- f. All communications with regard to this RFP shall be in writing and send to:

Procurement Unit
Administration and General Affairs Division
ASEAN Secretariat
Email : procurement@asean.org

4.2. CLOSING DATE AND TIME OF SUBMISSION OF PROPOSALS

All proposals must be submitted not later than **Monday, 9 March 2026** by following options:

4.2.1. HARDCOPY (preferably)

The Technical and Finance Proposals must be submitted separately in two different envelopes, in two sets i.e. original and a copy, to the following address:

Chair of Sub-Committee on Tender
Administration and General Affairs Division
The ASEAN Secretariat
JI Sisingamangaraja No.70A
Kebayoran Baru
Jakarta 12110
Indonesia

Compliance

In conformance to the ASEAN Secretariat's Financial and Administrative Rules and Procedures (AFARP), the vendor shall submit Tender Bids in **two** sealed envelopes as follows:

1) **First Envelope (Technical Proposal):**

a. **Technical Proposals (original and copy)**

First Set, which shall consist, among others, of the technical specifications of the services to be procured; delivery schedule; manpower requirements; printed hardcopies of the duly filled Appendix 1 and 1a - Company General Information and Customer Reference; Appendix 2 – Technical Requirement and completed Compliance Checklist as per Appendix 4;

b. **Second Set**, which shall consist, among others, the company profile; business name registration issued by appropriate government agency; authority of signatory; valid business permit and other appropriate licenses; taxpayer identification number; latest audited financial statements;

2) **Second Envelope (Financial Proposal):**

Financial Proposal (original and copy) which shall consist of among others the bid amount; payment schedule (in accordance with the TOR); etc. with Specifications and Price Breakdown, as per Appendix 3 (Price)

Any notices with respect to this RFP should also be mailed to the above contact and address.

All documents not submitted in English shall not be considered and quoted price in the hardcopy submission shall be in ***US Dollar for international bidders and in IDR for local bidders.***

The ASEAN Secretariat may, after the closing date, request additional information or clarification of tenders in writing.

All documents submitted in hardcopy should be made available in softcopy. Portfolios submitted in CDs or flash drives, if any, should be also available online (YouTube, cloud storage or file sharing services). Technical proposals should disclose the links to the online sources

4.2.2. **SOFTCOPY**

The Technical and Financial proposals shall be sent separately to the following email address:

Chair of Sub-Committee on Tender
Administration and General Affairs Division
Email: procurement@asean.org

Subject of the Email:

- **Technical Proposal_Title of Tender_Name of Vendor**
- **Financial Proposal_Title of Tender_Name of Vendor**

Compliance

The softcopy of Technical and Financial proposals must be sent **separately** protected by a **different password** for each proposal in encrypted format at PDF/ZIP file.

1) Technical Proposal:

- a. **First set;** which shall consist, among others, of the technical specifications of the services to be procured; delivery schedule; manpower requirements; printed hardcopies of the duly filled Appendix 1 and 1a - Company General Information and Customer Reference; Appendix 2 – Technical Requirement and Completed Compliance Checklist as per Appendix 4;
- b. **Second Set;** which shall consist, among others, the company profile; business name registration issued by appropriate government agency; authority of signatory; valid business permit and other appropriate licenses; taxpayer identification number; latest audited financial statements;

2) Financial Proposal:

Financial Proposal which shall consist of among others the bid amount; payments schedule; etc; duly filled Appendix 3– Specifications and Price Breakdown

All documents not submitted in English shall not be considered and quoted price in the softcopy submission shall be in **US Dollar for international bidders and IDR for local bidders.**

Do not mention the password in body email.

Inform the password only when the procurement staff contact you to request it.

4.3. RFP TERMS & CONDITIONS

4.3.1. Bid Expiration Date

31 May 2026

4.3.2. Implementation/Delivery Schedule

As stated in Annex A – Terms of Reference, Services are expected to be performed from **the second quarter of 2026 and should be completed by the end of December 2029**

4.3.3 Pre-Bid Meeting

No Prebid Meeting is needed.

Participant's confirmation to the pre-bid meeting and questions can be share via email to: procurement@asean.org beforehand.

The ASEAN Secretariat may, after the closing date, request additional information or clarification of tenders in writing

Appendix 1
 Company General Information
*To be submitted together in the **Technical Proposal***

Company LEGAL Name:			
Division or Subsidiary (if applicable):			
Company Address:			
City:			
Province / State:			
Country:			
Postal Code:			
Telephone:			
Business Name Registration:			
Tax Registration Number:			
Valid Business Permit:			
Company Contact:		Telephone no.:	
Title / Position:		Fax no.:	
E-Mail:			
Indicate number of years involved in similar business			
Are you a subsidiary of a financial institution? *If Yes, Please indicate your Holding Company			

Appendix 1a.
Customer Reference
*To be submitted together in the **Technical Proposal***

Customer Details	
Company name	
Company address	
Telephone number	
Fax number	
Contact name	
Email address	
Project title	

Customer Details	
Company name	
Company address	
Telephone number	
Fax number	
Contact name	
Email address	
Project title	

Customer Details	
Company name	
Company address	
Telephone number	
Fax number	
Contact name	
Email address	
Project title	

APPENDIX 2
Technical Requirements
To be submitted in the Technical Proposal

No	Description	ASEC Requirements	Remarks
1	Company registration	Tenderer must have a registered organisation classified as an independent foreign, public or development policy organisation/firm to conduct business.	Vendor to provide a copy of business incorporation/legal registration certificate
2	Technical experience	Expertise in organising high-level symposia or forums with international and/or regional organisations, engaging international and national experts, and facilitating strategic policy discussions, strategic guidance, and innovative approaches.	Vendor to comply and provide evidence with numbers, years, titles, experts' names, etc. (including links to websites with a similar scope developed)
3	Global networks	Extensive networks on a worldwide scale.	Vendor to comply and provide evidence with the number of followers and the organisation's portfolio
4	Working experience with the ASEAN Secretariat and the Japanese Government	Experience in working with the ASEAN Secretariat and the Government of Japan in partnerships with Japanese organisations in the thematic area.	Vendor to comply and provide evidence
5	Operational capacity	Operational capacity for coordinating hybrid events involving multiple ASEAN Member States (AMS).	Vendor to comply and provide evidence
6	Detailed proposal contents	Ability to fulfil the scope of work through the submission of a detailed proposal, including A) model symposium objectives and scope for 2026, B) an indicative programme for 2026 and a provisional timeline through the end of the contract in 2029, C) a model agenda, D) potential speakers and moderators, E) logistics and equipment, F) a marketing and communication plan, G) scope of participants' engagement in the event, and H) a post-event reporting and evaluation plan.	Vendor to comply
7	References	Three (3) references from previous clients to prove effective and timely symposium delivery. Please refer to Appendix 1a.	Vendor to comply and provide evidence

8	Fluency in English	Competency in organising symposia in fluent English.	Vendor to provide English proficiency test results (e.g., IELTS) unless organisers are native English speakers or hold a degree from an English-medium higher education institution.
9	CVs or bios for key personnel	As a professional organisation, holding a cadre of experts versed in ASEAN and Japanese policies and subject matters of the symposium, including those who can serve as resource persons. A list of proposed key personnel to engage in the project shall be submitted, together with their CVs or bios portraying relevant experiences and academic degrees/backgrounds.	Vendor to comply and provide evidence

APPENDIX 3
Price
To be submitted in the Financial Proposal

No.	Description NB: Please provide a detailed breakdown of the items in a separate sheet	Unit	UoM	Unit Price	Quantity	Price (USD for international bidders / IDR for local bidders)
1	Symposium in 2026 1) Venue – preferably a hotel – with adequate capacity accommodating 200 joining in person 2) Lunch and tea break for 200 people 3) Multimedia and livestreaming 4) Backdrop, stage and lighting 5) Economy flight ticket for one speaker from an ASEAN Member State 6) Economy flight ticket for one speaker from Japan 7) Business class flight ticket for one speaker from Japan 8) Accommodation for speakers 9) Airport pickup and drop-off for speakers 10) Honorarium for speakers and/or moderators 11) Individuals, if assigned to key personnel roles (clearly specify all covered positions with TORs and CVs or bios)					
2	Symposium in 2027 (follow the above specifications in 2026 and price breakdown)					
3	Symposium in 2028 (follow the above specifications in 2026 and price breakdown)					
4	Symposium in 2029 (follow the above specifications in 2026 and price breakdown)					

APPENDIX 4
Checklist for the Completeness of Documents Submitted
To be submitted in the Technical Proposal

The checklist must be used to ensure that you have provided all documentations for the tender.
The checklist must be signed and included in both envelopes of your proposals.

I. General Requirements

No.	Description	Checklist
1	Proposals shall be prepared in English	
2	Proposals are submitted in two different envelopes	
3	The envelope must be sealed and labeled accordingly. i. Technical Proposal ii. Financial Proposal	
4	Title of the tender shall be put on each envelope (hardcopy)	
5	All documents submitted in hardcopy should be made available in softcopy. Portfolios submitted in flash drives, if any, should be also available online (YouTube, cloud storage or file sharing services). Technical proposals should disclose the links to the online sources.	

II. Technical Proposal

No.	Description	Checklist
1	Company profile	
2	Technical experience	
3	Global networks	
4	International experience	
5	Operational capacity	
6	Detailed proposal contents	
7	References	
8	Fluency in English	
9	CVs or bios for key personnel	
10	Copy Company Legal Documents, i.e. i. Business Name Registration ii. Valid Business Permit iii. Tax Identification Number	
11	One original signed copy (hardcopy)	
12	One copy of Technical Proposal duplicate (hardcopy)	
13	Latest audited financial statement	

III. Financial Proposal

No.	Description	Checklist
1	Offering is formulated in English	
2	Bid amount with price breakdown for each item	
3	Payment schedule in accordance with the TOR	
4	Authority of signatory	
5	One original signed copy (hardcopy)	
6	One copy of Financial Proposal duplicate (hardcopy)	

APPENDIX 5
Template for the Proposal Envelope
First Envelope – Technical Proposal

Company Name & Address	Technical Proposal - Title of the Tender
	Chair of Sub-Committee on Tender Administration and General Affairs Division The ASEAN Secretariat Jl. Sisingamangaraja 70A Jakarta 12110 Indonesia

Second Envelope – Financial Proposal

**Company Name &
Address**

Financial Proposal - Title of the Tender

**Chair of Sub-Committee on Tender
Administration and General Affairs Division
The ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia**