

Specification Form

Title of Project: The Special SOMHD on the Development of AHC Work Programmes, to be held from 6–8 May 2026 at the ASEAN Secretariat

Item Details:

1. Booking Date : 6 – 8 May 2026
2. Class of hotel : minimum 5-star
3. Meeting Participants : 30 pax (SOM-Level)
4. Location : **South Jakarta, Indonesia**
5. Meeting package inclusion:

Description	Eligibility		Remarks
	Yes	No	
a. The hotel shall be located within walking distance of, or in close proximity to, the ASEAN Secretariat, which will serve as the meeting venue. The distance shall be approximately 1 to 1.7 km , ensuring ease of access and convenience for all delegates.			
b. Free Wi-Fi minimum 20 Mbps for each computer user (indispensable)			
c. The hotel shall provide complimentary transportation from the meeting venue to the hotel following each meeting session for the entire duration of the participants' stay. In addition, the hotel shall provide a dedicated bus service for daily transportation between the hotel and the meeting venue (Hotel–ASEC–Hotel). A standby vehicle shall also be made available to accommodate any urgent transportation needs, including situations where delegates may be delayed or require separate transfer arrangements.			
d. Availability of paid airport transfer service by hotel			
e. Amenities around Hotel: convenient access to public transportation, restaurants, shopping centre/mall (hotel to provide information on public transportation hub, shopping centres, banks, pharmacies, etc. around the hotel)			

Bid Quotation:

Item Description	Pax	Night	Price per unit	Total Price
Accommodation	30	4	IDR	IDR
(C/I 5 May and C/O 9 May - 5 days 4 Nights)				
TOTAL				IDR

Local Transportation (Hotel-ASEC-Hotel) cost:

Hotel to ASEC & ASEC to Hotel	2	Way	IDR
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Airport transfer service cost:

Hotel to Airport / Airport to Hotel	1	Way	IDR
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Hotel Room Rate:

Hotel room rate	4	Nights	IDR
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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. Vendor may use Faktur Pajak 010 to collect VAT by inserting this NPWP: 15 digits No.: 22.464.697.6-053.000 / 16 digits No.: 0224 6469 7605 3000
4. Terms of payment: Payment shall be made in full (100%) upon receipt of the complete invoice after check-out. Payment shall be processed within 2 to 3 weeks from the date the invoice is received.

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Date :
PIC name :
Designation :
Contact no :
Hotel name :