



ASEAN SECRETARIAT

Request for Proposal

The 5th ASEAN Junior Fellowship Programme 2026 (AJFP)
26 July – 22 August 2026 Jakarta, Indonesia

PROPOSAL MUST BE RECEIVED BY
[Wednesday, 03 June 2026](#)

DELIVER/MAIL PROPOSAL TO:
ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia

Prepared by : Human Resources Division
Date : 21 May 2026

1 EXECUTIVE SUMMARY

The ASEAN Secretariat through Human Resources Division is supporting the 5th ASEAN Junior Fellowship Programme with the ASEAN Secretariat. Each AMS will be invited to nominate two (2) representatives for the ASEAN Junior Fellowship Programme. The incoming Chair of ASEAN for 2027 will be able to nominate three (3) representatives. Therefore, the total number of participants will be 23 delegations. The implementing agency of the program is the ASEAN Secretariat with the proponent of Ministry of Foreign Affairs of Brunei Darussalam invites proposals from qualified hotels for a 28D/27N accommodation for the delegates from ASEAN Member States.

The programme will be held from 26 July to 22 August 2026 in ASEAN Secretariat, Jakarta.

2 BACKGROUND AND CURRENT STATUS

The 5th ASEAN Junior Fellowship Programme for the ASEAN Secretariat is scheduled to be held on 26 July to 22 August 2026 in ASEAN Secretariat, Jakarta, Indonesia. The Programme is co-hosted by the Ministry of Foreign Affairs of Brunei Darussalam and Permanent Mission of Brunei Darussalam to ASEAN, in its capacity as the ASEAN Project Proponent, with the support of the ASEAN Secretariat.

The Programme aims to enhance the knowledge and effectiveness of junior officials from ASEAN Member States in fostering regional cooperation. The program addresses the growing need for well-informed officials to navigate geopolitical challenges and economic and social issues such as digital transformation, climate change, and health while maintaining the spirit of equality and partnership that supports ASEAN's efforts toward a rules-based, people-oriented, and people-centered community. In this context, the AJFP will equip junior officials with the skills and knowledge to engage effectively with stakeholders, address commonality, and implement regional commitments. By engaging with the ASEAN Member States (AMS), and the support of the ASEAN Secretariat, the participants will gain practical insights into ASEAN's history, transformation, and future directions, as well as its mechanisms in fostering collaboration and learn the role that ASEAN external partners, entities, and centres play in addressing emerging challenges. In the learning, the junior fellows will comprehend the fundamental importance of ASEAN Centrality and unity in ASEAN's engagement process.

In this regard, the ASEAN Secretariat, through the Human Resources Division (HRD), is seeking a qualified hotel in Jakarta, Indonesia to provide the full-accommodation package as well as airport transfer for the delegates. This procurement is funded through the ASEAN Fellowship Fund (AFF).

3 SCOPE OF WORK

The selected hotel shall provide the services and facilities for the delegations during the full duration of the programme.

- a. Airport transfer service (from Airport to Hotel and Hotel to Airport)
- b. Full accommodation service

3.1 PROJECT REQUIREMENTS AND VENDOR'S QUALIFICATIONS

Airport Transfer

No.	Item	Specification
1	Vehicle Type	Premium Car (Kijang Innova Reborn/Zennix, BYD M6, or similar class)
2	Route	Point to point (Airport to Hotel and Hotel to Airport)
3	Inclusion	Driver, fuel, toll, parking, driver's allowance
4	Pick-up	21 delegations on the 26 July 2026
5	Drop-off	21 delegations on the 22 August 2026
6	Remarks	- Pick-up and drop-off dates are indicative and subject to change, depending on the actual flight schedule of the delegations - Airport transfer fee will be paid based on actual usage

Accommodation

No.	Item	Specification
1	Staying Dates	26 July – 22 August 2026 (28 days, 27 nights)
2	Number and Type of Room	- 23 Deluxe room with King Bed for single occupancy - Non-smoking - Clean, hygienic and in good shape with basic amenities <i>Subject to availability, hotel may propose another type of hotel room</i>
3	Hotel Classification	5-star
4	Location	- Within 8 km to and from the ASEAN Secretariat - Close to MRT gate with safe and fully secured area - Close to restaurants and convenience stores - Close to hospital or 24-hours doctor or clinic - Accessible to ATM machine - 24-hour security around the hotel premises

5	In-room facilities minimum requirement	- Smart TV - Local telephone line - Breakfast per day - Complimentary Laundry service: 6 pieces per day - Complimentary high speed internet access - Complimentary to the fitness centre and swimming pool - Complimentary tea and coffee - Complimentary in-room mineral water - With sofa, chair, and table
6	Room size	Minimum 35 sqm
7	Experience	Demonstrated prior experience in similar events.

4 RFP REQUIREMENTS PROCESS

4.1 PROPOSAL SUBMISSION INSTRUCTION

- a. All proposals must be submitted in English.
- b. **Vendors should not include any financial/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 **Wednesday, 03 June 2026** by following options:

4.1.1 **HARDCOPY (preferable)**

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:

Chairman of Sub-Committee on Tender
Administration and General Affairs Division
The ASEAN Secretariat
Jl 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; authority of signatory; business name registration issued by appropriate government agency (if any); taxpayer identification number (if any), valid business permit and other appropriate licenses (if any).

2) Second Envelope (Financial Proposal):

Financial Proposal (original and copy) which shall consist of among others the bid amount; payments schedule; etc; duly filled 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 IDR for local bidders***.

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

4.1.2 SOFTCOPY

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

Chairman 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 Proposals;

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; authority of signatory; business name registration issued by appropriate government agency (if any); taxpayer identification number (if any), valid business permit and other appropriate licenses (if any).

2. Financial Proposal:

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

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**.

3. Do not mention the password in body email.

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

4.2 RFP TERMS & CONDITIONS

4.2.1 Bid Expiration Date

Received tender proposals shall be valid until **Monday, 31 August 2026**

4.2.2 Implementation/Delivery Schedule

26 July – 22 August 2026

4.3.3 Pre-Bid Meeting

The pre-bid meeting is to be held on:

Date : Friday, 29 May 2026

Time : 10:00 WIB (GMT+7 Jakarta Time)

Google Link : <https://meet.google.com/gon-xkqp-xwg>

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	5-star hotel classification, located within 8 Km from ASEAN Secretariat.	Submit the company profile	Vendor to comply
2	Demonstrated prior experience in similar events.	Please provide portfolio or other evidence	Vendor to comply
3	Capacity to accommodate up to 23 participants in a deluxe room.	Please provide portfolio or other evidence	Vendor to comply
4	Availability of the required dates (26 July – 22 August 2026).	Please provide confirmation	Vendor to comply
5	Location: - Close to MRT gate with safe and fully secured area - Close to restaurants and convenience stores - Close to hospital or 24-hours doctor or clinic In-room facilities: - Smart TV - Local telephone line - Breakfast per day - Complimentary Laundry service: 6 pieces per day - Complimentary high speed internet access - Complimentary to the fitness centre and swimming pool - Complimentary tea and coffee - Complimentary in-room mineral water	Please submit the proposal	Vendor to comply
6	Room size: Minimum 35 sqm; with sofa, chair and table.	Please submit the evidence (if any)	Vendor to comply

Appendix 3
Price
*To be submitted in the **Financial Proposal***

No.	Description	Quantity	Price per unit (IDR)	Total (IDR)
1	Deluxe Rooms (minimum requirement) 23 rooms x 27 nights = 621 nights Note: - Check in: 26 July 2026 - Check out: 22 August 2026 - Subject to availability, hotel may propose another type of hotel room	621 nights		
2.	Airport Pick-up and Drop-off 21 ways pick-up + 21-ways drop-off = 42 ways Note: - Pick-up and drop-off dates are subject to confirm - Will be charged based on actual usage	42 ways		
TOTAL				

Appendix 4

Checklist for the Completeness of Documents Submitted

The checklist must be used to ensure that you have provided all documentation 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 (hardcopy)	
3	The envelope must be sealed and labeled accordingly. i. Technical Proposal ii. Financial Proposal	
4	Proposals are submitted in two different emails protected by different passwords. (softcopy)	
5	Title of the tender shall be put in each email as follows: - Technical Proposal_Title of Tender_Name of Vendor - Financial Proposal_Title of Tender_Name of Vendor	

II. Technical Proposal

No.	Description	Checklist
1	Technical Specifications of the service refer to the proposal	
2	All required information have been addressed accordingly	
3	Schedule of delivery	
4	Manpower/consultant requirement	
5	List of vendor's equipment (if any)	
6	Customer Reference (on similar project)	
7	Company profile	
8	Copy Company Legal Documents (if any), i.e. i. Business Name Registration ii. Valid Business Permit iii. Tax Identification Number	
9	Authority of signatory	
10	Latest audited financial statements	(N/A)
11	One original signed copy	
12	One copy of technical proposal duplicate	

III. Financial Proposal

No.	Description	Checklist
1	Offering is formulated in English	
2	Bid amount	
3	Payment schedule	
4	One original signed copy	
5	One copy of Financial Proposal Duplicate	

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

**Company Name &
Address**

Technical Proposal - Title of the Tender

**Chairman 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

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