

Specification Form

Title of Project: Full-Day Meeting Package for the 2nd Workshop to Develop the M&E Framework of the ALM Work Programme 2026–2030, 23–24 July 2026, Bali, Indonesia

Item Details:

1. Meeting Date : 23-24 July 2026 (2 full-days meeting)
2. Class of hotel : 5 stars
3. Meeting Participants: 42 pax
4. Meeting package inclusion:
 - a. Availability of 42 rooms
 - b. 2x coffee breaks and 1x lunch per day, with bottled or glass water in the conference room.
 - c. Meeting room: 60 Sqm or above, suitable for plenary setup which can comfortably accommodate at least 7 banquet roundtables (i.e. max. 6 chairs per roundtable).
 - d. Complementary provision of 12 standing flag poles (ASEAN+11 ASEAN Member States) and 1 registration desk outside the conference room
 - e. Complimentary standard audio-visual equipment, good sound insulation, and proper lighting and air conditioners
 - f. Free Wi-Fi minimum 20 Mbps per user (indispensable) stable for hybrid connection
 - g. Availability of virtual conferencing facilities and equipment
 - h. Availability of ethernet connection in the meeting room (indispensable)
 - i. Sound system with full coverage across the room with good acoustic (including complementary of at least 4 wireless microphones)
 - j. Dedicated Audio-Visual/ Information Technology Support Team on-site for troubleshooting and set up of audio-visual and video conference facility on 22-24 July 2026
 - k. Complimentary use of LCD projector and/or LED screen smartboard (indispensable)
 - l. Stage set-up: platform (if applicable); frame or LED compatible; basic stage lightning
 - m. Spacious areas outside the conference room for coffee breaks of at least 42 persons and the secretariat table (in front of entrance door to conference room)
 - n. Spacious stage inside the conference room for speakers and display of 12 large-sized room flags
 - o. Complementary materials for participants: notepads, pens, flipcharts with markers, name tents (if available)
 - p. Experience of hosting ASEAN or international meetings
 - q. Availability of paid airport transfer service by hotel

5. Location: **Bali, Indonesia, with preference of Nusa Dua area**
6. Meeting package
7. Room rate, inclusive of meeting package
8. Amenities around Hotel:
 - a. Convenient access to restaurants, shopping centres, banks, and pharmacies around the hotel.
 - b. 24-hour security provided around the premises of the hotel.

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. Please include any service charges or discounts if applicable.
3. The selected hotel must guarantee and hold the required number of **42** rooms as specified in the Terms of Reference (TOR) and Request for Proposal (RFP) for the full duration of the event dates. No rooms shall be released or made available to other parties without prior written consent from the ASEAN Secretariat.
4. Please exclude the Value Added Tax (VAT), as the ASEAN Secretariat is not subjected to VAT.
5. Terms of payment: 100% upon receipt of the invoice.

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Hotel Name:
Authorized Signature and Stamp:
Date: