



ASEAN SECRETARIAT

Request for Proposal

**The 2nd Workshop on the Development of the Monitoring and
Evaluation (M&E) Framework of the ASEAN Labour Ministers' Work
Programme (ALM WP) 2026–2030**

23-24 July, Bali, Indonesia

PROPOSAL MUST BE RECEIVED BY
Friday, 26 June 2026

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

Prepared by : Labour and Civil Service Division
Date : 17 June 2026

1 EXECUTIVE SUMMARY

The ASEAN Secretariat through Labour and Civil Service Division is supporting the Ministry of Manpower of Singapore (as SLOM Chair) and the Ministry of Manpower of the Republic of Indonesia (co-host) as the project proponent, invites proposals from qualified hotels for the provision of a full-day meeting package for the 2nd Workshop on the Development of the Monitoring and Evaluation (M&E) Framework of the ASEAN Labour Ministers' Work Programme (ALM WP) 2026–2030.

The Workshop will be held on 23-24 July 2026 in Nusa Dua, Bali, Indonesia, with set-up commencing on 22 July 2026. The Workshop will bring together approximately 42 participants comprising senior labour officials from all ASEAN Member States, ASEAN Secretariat officials, and experts.

2. BACKGROUND AND CURRENT STATUS

The 2nd Workshop on the Development of the Monitoring and Evaluation (M&E) Framework of the ASEAN Labour Ministers' Work Programme (ALM WP) 2026–2030 (hereinafter "the Workshop") is scheduled to be held on 23-24 July 2026 in Nusa Dua, Bali, Indonesia. The Workshop is co-hosted by the Ministry of Manpower of Singapore, in its capacity as the ASEAN Senior Labour Officials Meeting (SLOM) Chair, and the Ministry of Manpower of the Republic of Indonesia, with the support of the ASEAN Secretariat.

The Workshop forms a key deliverable under the project "Development of the ASEAN Labour Ministers' Work Programme 2026–2030" (Project Code: SCD/LAB/25/002/REG), approved under the ADF. At the 21st SLOM held in October 2025 in Cambodia, ASEAN Member States agreed to develop the M&E Framework of the ALM WP 2026–2030, to be endorsed by SLOM and the ASEAN Labour Ministers Meeting (ALMM) in time for the 49th ASEAN Summit in end-2026. The Workshop will serve as the platform to finalise this M&E Framework, align it with the ASCC Strategic Plan, and build the capacity of AMS in project development using the ASEAN project proposal template.

In this regard, the ASEAN Secretariat, through the Labour and Civil Service Division (LCSD), is seeking a qualified hotel in Nusa Dua, Bali, Indonesia to provide the full-day meeting package and accommodation for the Workshop. This procurement is funded through the ASEAN Development Fund (ADF).

3. SCOPE OF WORK

The Term of Reference (TOR) for the institution to carry out the project is attached.

A. PROJECT OVERVIEW

The selected hotel is required to provide the services for the Workshop on 23-24 July 2026 (with set-up on 22 July 2026) as stipulated in 3.2.

B. PROJECT REQUIREMENTS

Meeting Package and Accommodation

No.	Item	Specification
1	Meeting Dates	23-24 July 2026 (2 full days); Set-up: 22 July 2026
2	Participants	42 pax
3	Hotel Class	5-star hotel
4	Location	Bali, Indonesia, with preference of Nusa Dua area
5	Catering	2x coffee breaks and 1x lunch per day; bottled or glass water in the conference room at all times
6	Meeting Room	Minimum 60 sqm; plenary setup; comfortably accommodating at least 7 banquet roundtables (max. 6 chairs per roundtable)
7	Accommodation	Minimum requirement of 42 standards rooms for 3 nights (check-in: 22 July 2026 and check-out: 25 July 2026) (subject to availability, hotel may propose another type of hotel room)

Technical and Audio-Visual Requirements

- Complementary standard audio-visual equipment with good sound insulation, proper lighting, and air conditioning;
- Complimentary use of LCD projector and/or LED screen smartboard (indispensable);
- Free Wi-Fi minimum 20 Mbps, stable for hybrid/videoconference connection (indispensable);
- Availability of ethernet connection in the meeting room (indispensable);
- Availability of virtual conferencing facilities and equipment;
- Sound system with full room coverage and good acoustic, including minimum of 4 complementary wireless microphones;
- Stage setup: platform (if applicable); frame or LED compatible; basic stage lighting;

- Dedicated Audio-Visual and Information Technology support team on-site for troubleshooting and set-up of audio-visual and videoconference facilities on 22–24 July 2026; and
- Dedicated photographer to document the Meeting proceedings on 23-24 July 2026.

Logistics Requirements

- Complimentary provision of 12 standing flag poles (ASEAN + 11 ASEAN Member States) and 1 registration desk placed outside the conference room;
- Spacious stage inside conference room for speakers and display of 12 large-sized room flags;
- Spacious area outside the conference room for coffee breaks accommodating at least 42 people, with a secretariat table in front of the entrance to the conference room;
- Complementary materials for participants: notepads, pens, flipcharts with markers, name tents (if available);
- Accessible to restaurants, convenience stores, banks, and pharmacies around the hotel;
- 24-hour security around the hotel premises; and
- Availability of paid airport transfer service by hotel (to be available on request).

C. VENDOR'S QUALIFICATION

To be considered, vendors must meet the following minimum qualifications:

- A 5-star hotel;
- Situated in Bali, Indonesia, with preference of Nusa Dua area;
- Demonstrated prior experience hosting high-level international meetings, preferably ASEAN or United Nations;
- Capacity to accommodate 42 rooms in a plenary conference setting;
- Availability of the conference room and accommodation for the required dates (22–24 July 2026);
- **The selected hotel must guarantee and hold the required number of 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 consent from the ASEAN Secretariat;**
- Stable hybrid/Video Conference-capable infrastructure with dedicated audio-visual and Information Technology support; and
- Valid business registration, business permit, and tax identification number (if any).

4. RFP REQUIREMENTS PROCESS

I. 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 **Friday, 26 June 2026** by following options:

4.2.1. 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:

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; 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.

4.2.2. 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 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.

4.3. RFP TERMS & CONDITIONS

4.3.1. Bid Expiration Date

Received tender proposals shall be valid until **30 September 2026**

4.3.2. Implementation/Delivery Schedule

as stated in – Term of Reference

**4.3.3 Pre-Bid Further Information
No Prebid.**

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 in Bali, Indonesia, with preference of Nusa Dua area	Submit the company profile	Vendor to comply
2	Demonstrated prior experience hosting high-level international meetings, preferably ASEAN or United Nations.	Please provide portfolio or other evidence	Vendor to comply
3	Capacity to accommodate a minimum of 42 participants in a plenary conference setting.	Please provide portfolio or other evidence	Vendor to comply
4	Availability of the required dates (22-25 July 2026).	Please provide confirmation	Vendor to comply
5	Stable hybrid/Video Conference-capable infrastructure with dedicated Information Technology support.	Please submit the proposal	Vendor to comply
6	Have a valid business registration and tax identification number (if any).	Please submit the evidence (if any)	Vendor to comply
7	Provide the required audio-visual and logistics requirements	Please refer to article 3.2 of this RFP	Vendor to comply

Please see the TOR/RFP under vendor qualification and copy to this Appendix as Technical Requirement.

APPENDIX 3
Price
To be submitted in the Financial Proposal

No.	Description	Quantity	Price per unit (IDR)	Total (IDR)
1	Standard Rooms (minimum requirement) 42 rooms x 3 nights = 126 nights Note: - Check in: 22 July 2026 - Check out: 25 July 2026 - Subject to availability, hotel may propose another type of hotel room	126 nights		
2	Full-day meeting package 42 pax x 2 days = 84 pax Note: Meeting Date: 23-24 July 2026	84 pax		
3.	Rental of virtual conference facilities and equipment, audio visual system, with dedicated Audio-Visual/ Information Technology Support Team on-site for troubleshooting and set up of audio-visual and video conference facility Note: - 22 July 2026 set up - 23-24 July 2026 meeting day	2 days		
4.	Wireless microphones	4 sets		
5.	Stage sets	1 package		
6.	Photographer	1 package		
Total				

To be confirmed by vendor

No.	Description	Quantity	Price /unit (IDR)	Total (IDR)
1	Airport transfer service (Airport to Hotel or Hotel to Airport)	1 way		
2	Additional microphones	1 set		

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 has 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

**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**