



ASEAN SECRETARIAT

Request for Proposal

**Improvement of Sound Systems Nusantara Hall at
ASEC Building**

PROPOSAL MUST BE RECEIVED BY
Wednesday, 16 September 2026

DELIVER/MAIL PROPOSAL TO:

ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia

Prepared by : Administration & General Affairs Division
Date : 31 August 2026

1 EXECUTIVE SUMMARY

The ASEAN Secretariat (ASEC) was established in February 1976 by the Foreign Ministers of ASEAN. It was first housed at the Department of Foreign Affairs of Indonesia in Jakarta and moved to the current location at 70A Jalan Sisingamangaraja, Jakarta since 1981. Currently, the ASEAN Secretariat (ASEC) is housed at two buildings:

The Heritage Building which established in 1981. The building has 9 stories with approximately 11,000 sqm in total area.

The New Building which was established in 2019. The building consists of two towers, and each has 16 stories with approximately 44,000 Sqm in total area. It is located adjacent to the Heritage Building.

Since its establishment, the ASEAN Secretariat Building has served as a central hub for ASEAN's operations and initiatives. One of the building components to support ASEC's operation is sound system. In 2019, the sound system in the Nusantara Hall was successfully installed to meet meeting standards and support various official events. However, there are repeated feedback from users and attendees indicating difficulty understanding spoken content during both conference-style and theatre-style events. The sound system is not adequately capable of delivering balance sound pressure levels throughout the room and speech intelligibility has been informed as unsatisfactory.

The proposed project involves reposition and calibration of the current sound system and installation of a new speaker with a modern and advanced audio control system that will enhance sound quality, reliability, and speech reinforcement during meetings and official functions. This upgrade is necessary to ensure that the Nusantara Hall continues to meet the technical standards required for high-level ASEAN events.

The ASEAN Secretariat seeks qualified and experienced vendors which has appropriate expertise to efficiently provide solution to the current problem as well as provide trusted after sales service, maintenance, and training.

2 OBJECTIVES AND EXPECTED DELIVERABLES

OBJECTIVES

The objective of this work is to improve the existing sound system through repositioning and calibration, complemented by the installation of new speakers and a modern audio control system. The improvement aims to enhance sound quality, reliability, and speech clarity during ASEAN meetings and official functions.

EXPECTED DELIVERABLES

1. Completion of the installation works for the audio and control system, fully tested and commissioned for operational use in the Nusantara Hall.
2. Provision of operation manuals, maintenance guides, training and troubleshooting instructions for the new audio and control system.

3 SCOPE OF WORK AND REQUIREMENTS

3.1 SCOPE OF WORK

The Scope of Works for the Improvement of Sound Systems Nusantara Hall at ASEC Building are as follows:

1. Preparation of works by providing manpower, tools, materials, safety equipment and necessary protection to prevent damage of other building items during the working process. Contractor is responsible for repairing or replacing of any interior surface affected by the execution of the work.
2. The contractor is responsible for carefully shifting or removing the existing sound system components (e.g., speakers, amplifiers, mixers, cabling, control units, and other accessories) that may affect the installation of the new audio systems. Contractor to return removed A/V equipment to ASEC. Unused cabling, accessories and other parts must be removed from the site daily.
3. The contractor shall reposition & calibrate the existing speakers, mixer and install the new audio and control system, including all control units, speakers, amplifiers, cabling, and other accessories. The installation must consider the following:
 - a) All components are properly mounted, anchored, and connected in accordance with SNI electrical and low-voltage installation standards.
 - b) The contractor shall be responsible for repositioning the installed mixer to a different position in the control room.
 - c) The contractor shall repair the connection of the XLR jack located at the stage of the Nusantara Hall to the mixer in the Control Room.
 - d) The contractor is responsible for ensuring that all components are installed with care to avoid damage during installation. Any damage caused during the installation process must be repaired or replaced by the contractor at no extra cost to ASEC. The contractor is also responsible for providing protection for sensitive equipment.
4. System Configuration, Calibration, and Testing:
 - a) After installation, the contractor shall configure and calibrate the system, ensuring proper sound distribution, equalization, device synchronization, and optimize audio performance in Nusantara Hall.
 - b) The contractor must conduct thorough testing to ensure the full functionality of the system, including all control units, speakers output, function of amplifiers, mixers, and other accessories.

Improvement of Sound Systems Nusantara Hall at ASEC Building

1. The contractor must conduct training on the proper repair, maintenance, and troubleshooting procedures for the new sound system. Contractor to provide manuals for ASEC reference.
2. The contractor must include a **1-year free maintenance & warranty** period as part of the project. During this period, the contractor will provide regular checks, troubleshooting, and any necessary corrective maintenance for the audio & control system at no additional cost to ASEC. The Contractor will be required to undertake refresher training during this period.

3.2 PROJECT REQUIREMENTS

1. Have at least 5 years' experience in the installation, maintenance and upgrading of sound systems, particularly in office building, commercial areas, or similar facilities. A list of relevant projects must be attached in the submitted document.
2. Have at least 3 successful similar projects, proven by minimum 3 reference letters with good recommendation. Reference letter must be attached in the submitted document.
3. Have a valid business license (SIUP/NIB) or an equivalent government document related to sound systems and/or electronics installations. Licenses must be attached to the submitted document. Submission of additional licenses related to this work will be considered as an added advantage.
4. Have an authorized certification or a similar letter from the principal manufacturer, confirming their authorization to install, maintain, and service the specified sound system brand. Submission of additional certifications related to this work will be considered as an added advantage (i.e. appointed installer or distributor from principal).
5. Have a good knowledge of the project, proven by submitting product details (i.e brochure, etc), work method and schedules that comply with Engineering Standards, Safety Regulations and ASEC requirements.
6. Vendors with Lead on-site engineer that hold verified certification in professional multi-channel electro-acoustic analysis platforms (e.g., Rational Acoustics Smart v8/v9 or equivalent) will be an advantage.

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, 16 September 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
Jl Sisingamangaraja No.70A
Kebayoran Baru
Jakarta 12110
Indonesia

Compliance

In conformance to the ASEAN Secretariat's Financial 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; 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 **IDR (local bidders) or USD (international 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; 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 – **Price**

All documents not submitted in English shall not be considered and quoted price in the softcopy submission shall be in **IDR (local bidders) or USD (international bidders)**

3. Do not mention the password in body email.

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

4.3. RFP TERMS & CONDITIONS

4.3.1. Bid Expiration Date

*Received tender proposals shall be valid until **(31 December 2026)***

4.3.2. Implementation/Delivery Schedule

For e.g. 'as stated in Annex A – Term of Reference'

4.3.3 Pre-Bid Meeting / Site Visit is scheduled as below:

Date : **8 September 2026**

Time : **10 AM**

Venue : **ASEAN Secretariat, Jl. Sisingamangaraja 70A, Kebayoran Bar
Jakarta Selatan 11120**

The attendance to Prebid Meeting is strongly recommended. The vendor should register the Prebid Meeting by sending email to: procurement@asean.org.

The ASEAN Secretariat may, after the closing date, request additional information by 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			

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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	

Ps: this can be added as your preference.

APPENDIX 2
Technical Requirements
To be submitted in the Technical Proposal

No	Description	ASEC Requirements	remarks
1	The contractor must have experience in installation, maintenance and upgrading of sound systems, particularly in office building, commercial areas, or similar facilities	At least 5 years' experience (contractor must submit the proof of experience in their documents)	Vendor to submit proof of experience.
2	Provide minimum 3 reference letters with good recommendation	Have at least 3 successful similar projects, (Failing to submit the letters will result in disqualification)	Vendor to submit at least 3 good reference letters (successful similar project).
3.	Provide proof of valid company certification or license (SBU or other equal license/certificate).	Provide proof of valid business license (SIUP/NIB) or an equivalent government document related to sound systems and/or electronics installations. Licenses must be attached to the submitted document (the company must submit copy of valid company license/certification in their tender documents). (Failing to submit valid copy of license / certification will result in disqualification)	Vendor to submit valid copy of license/certification.
4	Provide an authorized certification or a similar letter from the principal manufacturer	Have an authorized certification or a similar letter from the principal manufacturer, confirming their authorization to install, maintain, and service the specified sound system brand. (Failing to submit valid copy of license / certification will result in disqualification)	Vendor to submit authorized certification/similar letter from the principal manufacturer
5	Provide Supporting Technical Documents	a) Product details (i.e. brochure) and Work method that complies with Engineering and Safety Regulations that matches the working area for this project.	Vendor to submit brochures and work method.

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7	Vendors with Lead on-site engineer that hold verified certification in professional multi-channel electro-acoustic analysis platforms (e.g., Rational Acoustics Smart v8/v9 or equivalent) will be an advantage.		
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APPENDIX 3
Price
To be submitted in the Financial Proposal

No.	Description	Unit	Unit Price	Total Price
1	Line Array Loudspeaker Z-7B-HX-AS	2	IDR (local bidders) / USD (International bidders)	
2	Subwoofer EON718S with original universal accessory caster kit	2		
3	Speaker PA 15-inch EON715 with standing bracket	4		
4	Speaker Monitor Stage ZXA1-90B	2		
5	Speaker Viewing Room ZS-F03BT-AS with bracket and accessories	4		
6	Power Amplifier DA-550F	2		
7	Power Amplifier ZA-D500	1		
8	Digital Networked Loudspeaker Processor 4-In/8-Out – DX4.0	1		
9	Reference Microphone RTA-M	1		
10	Supply & install XLR Cable Snake 8 input, 4 output 60 meter (beside the Control Room)	1		
11	Supply & install extension cord YR-790-10 AS (Must be compatible with delegate mic TS-682 and central unit TS-690)	2		
12	Wireless Microphone SLXD 24 DA BETA 58 (2 Mic, 1 Receiver)	1		
13	Headset Microphone – Perception Wireless Set AKG WMS-45	1		
14	Wireless Antenna Amplifier – ADS-14. Include suitcase, tripod 2 units and UHF cable extension 10 meter	1		
15	Mixer 8 Channel – MCX8	1		
Grand Total				

APPENDIX 4
Checklist for the Completeness of Documents Submitted

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 envelopes	

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 Customer testimonials on the similar project	
7	Company profile	
8	Copy Company Legal Documents, i.e. i. Business Name Registration ii. Valid Business Permit Tax Identification Number	
9	One original signed copy	
10	One copy of technical proposal duplicate	
11	Latest audited financial statement	

III. Financial Proposal

No.	Description	Checklist
1	Offering is formulated in English	
2	Bid amount	
3	Payment schedule	
4	Authority of signatory	
5	One original signed copy	
6	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**