

REQUEST FOR QUOTATION (RFQ)
Non-Consulting Services

Project Title	Southeast Asia Regional Program on Combating Marine Plastics (SEA-MaP)
Grant Number	E 051/P175659
Reference number	ID-ASEAN-567587-NC-RFQ
Activity Title	Training Program Delivery on Plastic Waste Management and Project Management
Date	18 August 2026

Dear Supplier,

1. The Association of Southeast Asian Nations (ASEAN) has received financing from the World Bank toward the cost of the Southeast Asia Regional Program on Combating Marine Plastics (SEA-MaP) and intends to apply part of the proceeds for the Training Program Delivery on Plastic Waste Management (PWM) and Project Management.
2. This training activity is designed to provide capacity building support to the ASEAN Secretariat in accordance with a recommendation of the SEA-MaP Mid-Term Review (MTR) report, namely to further strengthen ASEC capability to manage similar projects/ initiatives in future, specifically in Project Management and Plastic Waste Management.
3. You are invited to submit your price quotation for the provision of the following services:

Item Name/Services Required	Qty	Location of Delivery	Timing of Delivery
Deliver a capacity-building training program in PWM and Project Management. The scope of services is as follows: (i) Preparation and Delivery of a 1.5-day Training Program, including an Inception Report; (ii) Support training event logistics and management; (iii) Documentation and Reporting	This is a one-off training	Jakarta, Indonesia	September/October 2026

4. The estimated duration of the assignment is from September to November 2026 (may be subject to adjustments, if necessary). Further details of the services required, including the tentative training program agenda and other relevant documents, are available via the [embedded link](#).
5. This RFQ invites suppliers to submit a quote that is inclusive of all the items/services required under this RFQ. Price quotations will be evaluated for all the items together and contract awarded to the supplier offering the lowest evaluated total price for the complete package, if substantially responsive to the requirements.
6. The price quotation may be submitted by post or electronically to the address below:

Attention/Name: Procurement of the SEA-MaP PMU
Southeast Asia Program on Marine Plastics (SEA-MaP) Project Management Unit
1st Floor, The ASEAN Secretariat Heritage Building
70A Jalan Sisingamangaraja, Jakarta 12110
Email: seamap.admin@asean.org

7. The deadline for submission of your quotation at the address indicated in above Paragraph 6 is **Wednesday, 2 September 2026 at 23.59 Jakarta time (GMT+7) (extended deadline)**. Late submissions will be rejected.
8. Your quotation must be submitted in the English language and should be accompanied by adequate technical documentation and other pertinent information in English.
9. Your quotation should be submitted as per the instructions contained in this RFQ and in accordance with the Contract.
10. **PRICES:** Suppliers must submit all-inclusive fees in USD, including lump sum travel and subsistence costs, as applicable. Suppliers are requested to give their best and final prices as negotiations are not allowed.
11. **EVALUATION OF QUOTATIONS:** In evaluating the quotations, the Purchaser will determine for each quotation the evaluated price by adjusting the price quotation by making any correction for any arithmetical errors as follows:
 - (a) where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
 - (b) where there is a discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern; and
 - (c) if a Supplier refuses to accept the correction, the quotation will be rejected.
12. **AWARD OF CONTRACT:** The award will be made to the bidder offering the lowest evaluated price and offering services which are compliant with the technical specifications. The successful bidder will sign a Contract.
13. **VALIDITY OF THE OFFER:** Your quotation(s) should be valid for a period of forty-five (45) days from the deadline for receipt of quotation(s) indicated in Paragraph 6 of this RFQ.
14. Further information can be obtained at the address indicated in Paragraph 6 of this RFQ.
15. Please confirm by e-mail the receipt of this RFQ and whether or not you will submit the price quotation./.
