

REQUEST FOR QUOTATION
Hotel Accommodation, Meeting and Catering Services for the Corporate Affairs
Directorate (CAD) Annual Planning Workshop, 20-22 November 2026,
Bogor area, Indonesia

The ASEAN Secretariat is pleased to invite the esteemed company/organization to participate in our procurement process for the provision of the goods/services outlined below.

General Information:

- Project Title: **Hotel Accommodation, Meeting and Catering Services for the Corporate Affairs Directorate (CAD) Annual Planning Workshop, 20-22 November 2026, Bogor area, Indonesia.**
- Specification of Goods/Works/Services Required: As specified in the Specification Form
- Criteria for vendor/supplier qualification/eligibility: As specified in the Specification Form
- Closing Date for Submission: **29 September 2026**
- Delivery Time / Completion Schedule: As specified in the Specification Form
- Language: Quotations may be submitted in English
- Quotation Price: Excluding VAT/TAX
- Validity of Quotation: As specified in the Specification Form
- Quotation in IDR (Indonesian Rupiah)

Submission of Quotations:

Quotations must be submitted in hardcopy via sealed envelope (*please follow the envelop template attached to this invitation*) and addressed as follows:

Chair of Quotation Panel
(Attn: Procurement Unit)
The ASEAN Secretariat
Jl. Sisingamangaraja No. 70 A
Kebayoran Baru, Jakarta Selatan, 12110

Vendor Registration (For Unregistered Vendors)

Companies/organizations that are not yet registered in the ASEAN Secretariat Vendor List are required to complete the following steps:

1. Submit a signed Declaration Letter on No Corruption and Bribery on company letterhead (attached)
2. Complete the attached Vendor Registration Form and provide a complete set of legal entity documents through an accessible link (Google Drive / Dropbox / WeTransfer).
(*Please do not attach large files directly to the email.*)

Should you have further question please reach out: procurement@asean.org

This procurement invitation is also available in ASEAN website at the following link:
<https://asean.org/procurement>

