

Specification Form

Title of Project: Hotel accommodation and meeting and catering services for the Corporate Affairs Directorate (CAD) Annual Planning Workshop, 20-22 November 2026, Bogor area, Indonesia.

Item Details:

Staying Dates	20 November - 22 November 2026 (3 days, 2 nights) – Please confirm the availability of rooms during these dates.
Class of property	Minimum 4-star hotel, resort or conference property (or equivalent standard), with dedicated conference/convention facilities on the same site.
Number / type of room	47 (forty-seven) rooms in total: 20 (twenty) single-occupancy rooms and 27 (twenty-seven) twin rooms / standard / entry-level / basic rooms; Min. 30sqm for each room, non-smoking, clean, hygienic and in good shape, with basic amenities. (Please include pictures of the rooms offered.)
Meeting Venue	Meeting room for up to 80 participants with basic amenities (screens, audio-visuals, microphones, 4-5 flip charts); able to accommodate 8-9 round tables and to host an indoor ice-breaking / team-building session. Plenary room with windows and natural light, and an outlook to garden, lake, water feature or mountain scenery. (Please include pictures and meeting room dimensions.)
Catering / meeting services	Meeting and catering requirements: • 20 November 2026: Arrival in the afternoon at 2:00 pm; half-day meeting (afternoon coffee break + dinner). • 21 November 2026: Breakfast; full-day workshop from 8:30 - 17:00; two coffee breaks, lunch, and closing dinner. • 22 November 2026: Breakfast; half-day meeting in the morning (morning coffee break + lunch). (Please include set menu options, including BBQ and other stall options for the closing dinner on 21 November 2026).
Daily Services	Inclusive of breakfast; Free internet / Wi-Fi;
Location	Bogor/Sentul area, West Java. Accessible from the ASEAN Secretariat (Jakarta) by road via toll road, within a maximum travel time of 3 hours under normal traffic conditions.
Other requirements	i. Preferably has already hosted or served as an accommodation vendor for training/workshops, international events and other corporate events; and ii. Flexibility to change total pax (rooms and meeting services) until 16 November 2026.

Checklist to comply / to confirm its availability:

No.	Description	Yes	No	Remarks
1.	Minimum 4-star hotel/resort/conference property in Bogor/Sentul area, with dedicated meeting/conference facilities on site.			
2.	47 rooms in total: 20 single-occupancy + 27 twin/standard/entry-level/basic; Min. 30sqm for each room, non-smoking, clean, hygienic, amenities in good condition (Please include the pictures of rooms offered)			
3.	Breakfast included for all staying guests, and free internet/Wi-Fi in guestrooms.			
4.	Plenary meeting room for up to 80 pax with AV/IT minimums: screen/LED display of 120" or larger (or equivalent), projector 8,000 lm or above (or LED wall), 6 or more wireless microphones, on-site technician, and dedicated internet in the meeting areas of at least 20 Mbps. (Please include the pictures of the meeting room offered)			
5.	Plenary room supports 8-9 round tables (8-10 seats per table) and can accommodate indoor ice-breaking activities; column-free preferred, safe aisle spacing (1.0-1.5 m or more). (Please include the pictures of the meeting room offered)			
6.	Plenary meeting room with windows and a view (natural light; garden, lake, water-feature or mountain outlook preferred). (Please include the pictures of the meeting room offered)			
7.	Range of on-site recreational and sports facilities available during the event, such as tennis, badminton, swimming pool, stand-up paddleboarding, canoeing, cycling or equivalent. Facilities requiring supervision shall include appropriate staff and safety equipment. (Please provide photographs and details of the facilities offered.)			
8.	Suitable on-site areas for team-building activities and a venue for the closing dinner (preferably with a BBQ menu). (Please include photographs and the proposed set-ups.)			

No.	Description	Yes	No	Remarks
9.	Accommodation, meeting and catering services as specified, including set menu options and BBQ/stall menu options. A combined residential package is not required; separate room and meeting/catering quotations are acceptable.			
10.	Location and access: Bogor/Sentul area; maximum 3 hours by road from the ASEAN Secretariat, Jakarta, via toll road.			
11.	Previously hosted or served international events or ASEAN Secretariat for similar events in the last 5 years (please provide supporting documents/evidence).			
12.	Flexibility to change total pax (rooms and meeting services) until 16 November 2026.			
13.	Online Guest Review Ratings: Ratings shall be verified as of the proposal submission deadline. The bidder shall provide dated screenshots, direct links and the number of published reviews on Google and Agoda.			
14.	Quality of the surrounding environment, including greenery, open landscape or scenic views (e.g. golf course, lake, forest or mountains), low traffic noise. <i>(Please provide current photographs and a location map.)</i>			

Bid Quotation:

Accommodation and meeting/catering services may be quoted separately or as a combined price. Please state the pricing basis and provide a total covering all required services for 20-22 November 2026. For combined prices, mark covered items as "Included" and identify where the price is entered to avoid double counting. Include required meeting facilities and equipment; itemise any additional charges.

Item Description	Quantity	Duration	Unit Rate	Total Price
20-22 November: Single-occupancy rooms, including breakfast	20 rooms	2 nights		
20-22 November: Twin rooms, including breakfast for both occupants	27 rooms	2 nights		
20 November: Half-day meeting, afternoon coffee break and dinner	74 persons	1 day		
21 November: Full-day meeting, two coffee breaks, lunch and closing dinner	74 persons	1 day		
22 November: Half-day meeting, morning coffee break and lunch	74 persons	1 day		
21 November: Additional BBQ / stall menu for closing dinner	30 persons	1 day		
Other required services not included above (specify and attach breakdown)				
TOTAL				

Conditions:

1. Please attach this specification form to your quotation with your signature.
2. The price in this quotation should be valid for 90 (ninety) days commencing on the date of submission of the quotation.
3. Please exclude the Value Added Tax (VAT), as the ASEAN Secretariat is not subject to VAT.
4. Terms of payment: 100% full payment shall be made upon receipt of the invoice, issued after the completion of the event.

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Date :
PIC name :
Designation :
Contact no :
Hotel name :