



ASEAN SECRETARIAT

Request for Proposal

Renewal of VMware Licenses

**PROPOSAL MUST BE RECEIVED
by Wednesday, 16 September 2026**

Prepared by	: Information Technology Systems Division
Date	: September 2026

1. EXECUTIVE SUMMARY

The ASEAN Secretariat (ASEC) was established in February 1976 by the Foreign Ministers of ASEAN. Currently staffed with approximately 400 people, the mission of ASEC is to initiate, facilitate and coordinate ASEAN stakeholder collaboration in realizing the purposes and principles of ASEAN as reflected in the ASEAN Charter. In order to effectively fulfil its function in providing greater efficiency in the coordination of ASEAN organs and implementation of ASEAN Programmes and Projects, ASEC needs to be equipped with sufficient tools and up-to-date technology.

To support its IT infrastructure and various systems hosted within the ASEC environment, ASEC currently utilizes VMware virtualization technology. The existing VMware licenses are required to ensure the continued operation, maintenance, and support of the virtualized infrastructure.

The current license is scheduled to expire on **30 September 2026**. Therefore, ASEC intends to renew the VMware licenses for **96 cores** to maintain service continuity, software support, and access to applicable updates and technical assistance.

2. SCOPE OF WORK

The Vendor shall renew the existing VMware licenses for 96 cores, including the applicable subscription entitlement and license validity for the required renewal period.

3. TECHNICAL REQUIREMENTS

A. VMware License Renewal

The Vendor shall be capable to renew VMware licenses under **Contract No. 53181576**, compatible with ASEC's existing **VMware vSphere Foundation** environment, and provide the required license entitlement for 96 cores.

B. Vendor Experience

The vendor shall have experience in at least one (1) similar VMware license renewal project, with supporting evidence to be provided.

C. Authorized Business Partner

The Vendor shall be an authorized business partner of the distributor and shall provide a valid Letter of Support confirming its authorization to supply and renew the proposed VMware licenses. If the vendor is an authorized business partner at the principal level, is added value.

D. License Delivery Timeline

The Vendor shall ensure that the VMware license entitlement for 96 cores is issued and delivered to ASEC at the latest by 30 September 2026.

E. License Validity Period

The renewed VMware license entitlement shall be valid for 1 year, starting from 1 October 2026 to 30 September 2027.

4. RFP REQUIREMENTS PROCESS

4.1 PROPOSAL SUBMISSION INSTRUCTION

1. All proposals must be submitted in English.
2. **Vendors should not include any financial/cost data in the Technical Proposal. Failure to adhere to this will lead to disqualification.**
3. 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.
4. Proposals must be submitted by the Closing Date and Time, as indicated in the RFP.
5. Proposals that are incomplete or do not address the required criteria may not be considered in the review process.
6. 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 (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 **31 December 2026**

4.3.2. Implementation/Delivery Schedule

As stated in the Term of Reference

4.3.3. **Pre-Bid Meeting**

Prebid Meeting is scheduled virtually as follows:

Date : **Tuesday, 8 September 2026**

Time : **02.00 PM – Jakarta time**

Platform : <https://meet.google.com/nkg-xnic-ijp>

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			

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	
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Company address	
Telephone number	
Fax number	
Contact name	
Email address	
Project Title	

(Please use the extra form (Appendix 1a) if more than 3 references)

APPENDIX 2
Technical Requirements
To be submitted in the Technical Proposal

No	Description	ASEC Requirements	remarks
1	VMWare License Renewal	The Vendor shall be capable to renew VMware licenses under Contract No. 53181576, compatible with ASEC's existing VMware vSphere Foundation environment, and provide the required license entitlement for 96 cores.	Vendor to comply
2	Vendor experiences	The vendor shall have experience in at least one (1) similar VMware license renewal project, with supporting evidence to be provided	Vendor to provide previous experience(s)
3	Authorized business partner	The Vendor shall be an authorized business partner of the distributor and shall provide a valid Letter of Support confirming its authorization to supply and renew the proposed VMware licenses. If the vendor is an authorized business partner at the principal level, is added value.	Vendor to provide Letter of Support
4	Licenses Delivery Timeline	The Vendor shall ensure that the VMware license entitlement for 96 cores is issued and delivered to ASEC at the latest by 30 September 2026.	Vendor to comply
5	The validity period of the licenses	The renewed VMware license entitlement shall be valid for 1 year, starting from 1 October 2026 to 30 September 2027.	Vendor to comply

APPENDIX 3
Price
To be submitted in the Financial Proposal

No.	Description	Unit	Price/unit	Total Price
1	VMware vSphere Foundation Contract No. 53181576 Period: 01 October 2026 – 30 September 2027	96 cores		

Note:

1. Price excludes VAT
2. Term of payment after the VMWare license entitlement has been delivered and successfully activated

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 and should be submitted in the Technical Proposal.

I. General Requirements

No.	Description	Checklist
1	Proposals shall be prepared in English	
2	Proposals are submitted in two different emails	
3	The email must be protected by different passwords for the following: i. Technical Proposal ii. Financial Proposal	
4	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 have been addressed accordingly	
3	Schedule of delivery	
4	Manpower/consultant requirement (if any)	
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 iii. Tax Identification Number	
9.	Latest audited financial statement	
10.	Authority of signatory	

III. Financial Proposal

No.	Description	Checklist
1	Offering is formulated in English	
2	Bid amount (excluding value added tax)	
3	Payment schedule	

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**