

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-573181-NC-RFQ
Activity Title	Event Organizer (EO) to Support the 8 th SEA-MaP Project Steering Committee (PSC) Meeting
Date	1 October 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 to procure an event organizer (EO) to support the 8th SEA-MaP Project Steering Committee (PSC) Meeting.
2. The objective of this Request for Quotation (RFQ) is to seek a highly qualified EO to plan and support the delivery of the 1-day event of 8th PSC Meeting of SEA-MaP on 2 December 2026. The selected EO shall provide coordination and logistical support to deliver the 1-day event in coordination with the SEA-MaP Project Management Unit (PMU).
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 event organizing services for the 8 th PSC Meeting of SEA-MaP (1-day meeting). The scope of services broadly refers to: (i) Event management for the meeting and site visits. This includes venue, accommodation, token of appreciation, and other logistical matters; (ii) Documentation and reporting The event will approximately be attended by 40 participants.	This is a one-off service	Manila, Philippines	December 2026

Additional note: the 8th PSC Meeting is scheduled to be held back-to-back with the SEA-MaP 3rd High-Level Policy Dialogue (HLPD-3) and Project Closing Event, which is a 2-day event planned in late November/early December 2026. The participants joining the 8th PSC Meeting are eligible to participate in the Regional Event. Accordingly, the selected EO will coordinate with the Hotel, appointed vendors, and the contractor managing the Regional Event on the relevant logistical arrangements.

4. The estimated duration of the assignment is from November 2026 to January 2027 (may be subject to adjustments, if necessary). Further details of the services required and other relevant documents, are available via the embedded link ([embedded link](#)).
5. This RFQ invites suppliers to submit a quote that is inclusive of all the items/services required under this RFQ and specified in the Terms of Reference (TOR) attached to 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 **12 October 2026 at 17.00 Jakarta time (GMT+7)**. Late submissions will not be accepted.
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.
