**Annex 1**

**ASEAN Foundation**

**Request For Quotation**

**No: 014/AF/RFQ/2023**

**Introduction**

Three decades after ASEAN was established, ASEAN Leaders recognised that there remained inadequate shared of prosperity, ASEAN awareness and contact among people of ASEAN. It was of this concern that ASEAN Leaders established the ASEAN Foundation during ASEAN's 30th Anniversary Commemorative Summit in Kuala Lumpur Malaysia on 15 December 1997.

After its establishment, the ASEAN Foundation has been tasked to support ASEAN's community building efforts by promoting greater awareness of the ASEAN identity, human resource development, people-to-people interaction and close collaboration among the business sector, civil society, academia and other stakeholders in ASEAN. We continue to complement ASEAN priorities and we continuously work hard to strengthen the ASEAN Community.

The ASEAN Foundation, with the support of Google.org, implements ASEAN Digital Literacy Programme from 2022 to 2024. This programme aims to promote greater media literacy in the ASEAN region in order to fight against online disinformation and misinformation in a way to increase the awareness of the online safety to our beneficiaries in the region such as youth, teachers, parents, elderlies, community leaders and government officials in collaboration with local working partners. The programme implemented training on media and information literacy, raising awareness, research on Media and Information Literacy (MIL), established Youth Advisory Group, and develop e-learning platform about MIL. Afterwards, the ASEAN Foundation will organise the end of programme summit to share the success of the programme with our key stakeholders.

Therefore, ASEAN Foundation is seeking quotations to support the ASEAN DLP Summit as below details;

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| --- | --- | --- |
| 1 | RFQ No. | 014/AF/RFQ/2023 |
| 2 | Issue Date | 18 July 2023 |
| 3 | Title | Event Organiser |
| 4 | Email Address for Submission of Quotes | [procurement@aseanfoundation.org](mailto:procurement@aseanfoundation.org) |
| 5 | Closing Date and Time for Receipt of Quotes | 31 July 2023 by 05.00 PM Jakarta Time |
| 6 | Questions Regarding the Request for Quotes | All communications regarding this request are to be made solely through email no later than 29 July 2023 by 05.00 PM. |
| 7 | Contact Person | Ms. Priskila Millena [priskila@aseanfoundation.org](mailto:Priskila@aseanfoundation.org)  Ms. Cresentia Novianti [cresentia.novianti@aseanfoundation.org](mailto:cresentia.novianti@aseanfoundation.org) |
| 8 | Anticipated Award Type | **Fixed Price Purchase Order** |
| Issuance of this quote in no way obligates ASEAN Foundation to award a subcontract or purchase order and offerors will not be reimbursed for any costs associated with the preparation of their quotation. |
| 9 | Basis for Award | An award will be made to the responsible offeror whose offer is responsive to the request and is most advantageous to ASEAN Foundation, considering price or/and other factors. **No discussions or negotiations are permitted with offerors, and therefore offerors shall submit their best and final price**. |
| 10 | General Instructions to Bidders | Offerors shall submit quotes through e-mail to ***procurement@aseanfoundation.org*** |
| Offerors shall confirm in writing that the offeror fully understands that their quotes must be valid for a period of ***7 months*** by signing Attachment A |
| Value Added Tax (VAT) shall be included, and offeror is responsible for any taxes that might be levied on payments. |
| 11 | Requirements | Minimum five years of experience in event coordination service |
| Has a company profile / portfolio and possess all permits, licenses, and professional credentials |
| 12 | Term of Payment | The payment will be paid based on our assignment or Purchase Order during the period of the agreement. |
| 100% Payment will be transferred a maximum of fourteen (14) working days after satisfactory receipt of all services and upon submission the original invoice and other supporting documents. |
| 13 | Goods/Service Specification and Price | Offerors should send their quotes by fill/modify the Goods/Service Quotation and Price. |

**Goods/Service Specification and Price**

*Please complete the item(s) and price below and print on your business letter head.*

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| --- | --- | --- | --- | --- | --- | --- |
| **Service Specification and Price** | | | | | | |
|  |  |  | | |  |  |
| **Description of Preferred Commodity Specification** | **Qty** | **Day(s)** | **Unit Price (IDR)** | **Total Price (IDR)** | | |
| Event organising (14-16 November 2023), including venue visit for reccee, preparation and rehearsal pre-Summit, main events and side events | 1 | 3 |  |  | | |
| Live broadcast to LED backdrop and recording of the Grand Assembly   * LED Videotron P2.9 (7m x 3m) + operator + supporting equipment (e.g. power generator if needed, etc.) * Digital assets (with 3x free revisions) * Opening video * Video background/backdrop * Closing video * Digital agenda | 1 | 1 |  |  | | |
| Documentation (incl. photographer and videographer for 14-16 November 2023)   * 1 highlight video (2 mins) to be produced with 3x free revision | 1 | 3 |  |  | | |
| Photo booth and photo print (for 15 Nov 2023) | 1 | 2 |  |  | | |
| Talent recruitment:   * 6 to 10 Rapporteurs for Country Dialogue (with good English skill, including report writing skill) | 6 | 2 |  |  | | |
| Collaterals and merchandise shipping from AF office to event venue and distribution to participants/attendees | 1 | 1 |  |  | | |
| EO team travel |  |  |  |  | | |
| EO team accommodation |  |  |  |  | | |
| Coordination meeting |  |  |  |  | | |
| Report and evaluation | 1 | 1 |  |  | | |
| Airport transfer –return trip from/to Airport for Participants (coordinate with hotel) | 1 | 1 |  |  | | |
| Shuttle Bus for Field Trip on 16 November 2023 – full day rent | 80 | 1 |  |  | | |
| Term of Payment | Fourteen (14) working days counting from the submission of the receipts, original invoice, and other relevant supporting documents satisfactorily | | | | | |
| Event organiser team | At least consist of:   * Team Leader (English speaking) * Runner * Time Keeper * Presentation operator * Floor Keeper * Vendor and Talent Relations | | | | | |
| Weather contingency | Please indicate here | | | | | |
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| I, the undersigned, provide the attached rate in accordance with **RFQ No. 014/AF/RFQ/2023 issued on DD/MM/YYYY.** | | | | | | |
|  |  |  | | |  |  |
| I certify that the prices provided are valid for a period of **7 (seven) months** and shall be binding upon us subject to the modifications. | | | | | | |
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| I understand that the ASEAN Foundation is not bound to accept any rate/quote it receives. | | | | | | | |  |  |
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|  |  |  | | |  |  |
| Signature: |  |  | | |  |  |
| Name of Professional : |  |  | | |  |  |
| Title : |  |  | | |  |  |
| Address : |  |  | | |  |  |
| Telephone : |  |  | | |  |  |
| Email : |  |  | | |  |  |
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