



ASEAN SECRETARIAT

Request for Proposal

**Provision of Cleaning and Gardening Services for the
ASEAN Secretariat Building and the Secretary-General's Residence
Contract Period: Two (2) Years (1 January 2018– 31 December 2019)**

**PROPOSAL MUST BE RECEIVED BY
Thursday, 12 October 2017 before 16.30 WIB**

DELIVER PROPOSAL TO:
ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110

Prepared by : [Administration and General Affairs Division](#)
Date : [September 2017](#)

1 EXECUTIVE SUMMARY

The Association of Southeast Asian Nations (ASEAN) was established through the founding Bangkok Declaration on 8 August 1967 which now comprises the following ten Member States: Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Singapore, Thailand and Viet Nam. The ASEAN Charter which entered into force on 15 December 2008 conferred legal personality on ASEAN and transformed it into a rules-based organization. The purposes of ASEAN, among others, are to promote regional cooperation through the three community pillars - political-security, economic and sociocultural – to establish an ASEAN Community by the year 2015.

The ASEAN Secretariat (ASEC), located in Jakarta, Indonesia, was established to assist ASEAN and its ASEAN Member States (AMS) to fulfill the purposes of ASEAN. Activities of the ASEC include carrying out the duties and responsibilities in accordance with the ASEAN Charter and relevant instruments, to facilitate and monitor progress in the implementation of ASEAN Agreements, to participate and support the meetings of ASEAN bodies and related meetings, to coordinate implementation of programs and projects with Dialogue Partners and other countries/international organizations.

In order to support the works of all staff at the ASEC's premises, a comfortable, clean, enhance green environment of ASEC and Secretary-General's (SG's) Residence, therefore, an engagement with a cleaning service provider is required.

2 SCOPE OF WORK

1. The appointed vendor shall provide the following services to ASEC and SG's Residence:
 - a. Cleaning services at the ASEC's premises, including building, parking area and its surrounding compounds and the SG's residence according to the requirements as specified in the Project Requirements. The cleaning services include provision of air sanitizers, hand soap dispenser (include soap), hand towel dispenser and lady bin at the ASEC's premises.
 - b. Gardening services at the ASEC's premises and SG's Residence according to specification, timing, staffing and outputs/deliverables set forth at the ASEC and SG's Residence as specified in Project Requirements.

2.1 PROJECT REQUIREMENTS

2.1.1 TERMS AND CONDITIONS OF THE APPOINTMENT

The appointed vendor shall agree to the following terms:

- a. Redeployment of the existing cleaning services team and gardeners at the minimum salary of IDR 3,355,000 per month (excluding *Tunjangan Hari Raya*/feast allowance).
- b. Agrees that in the event the service provided by the vendor is unsatisfactory to ASEC due to insufficient number of personnel as indicated above, the vendor shall make available additional and/or replacement of personnel to perform the services. In case the vendor cannot provide the required personnel, ASEC have the right to appoint personnel at the vendor's cost.
- c. Provide set of uniforms (shirt and trousers), shoes and name tags to the CSO at no cost. The vendor may charge the CSO with deposit money for the uniform and return it to the CSO at the end of the contract.
- d. Borne the overtime costs incur due to additional works required by ASEAN Secretariat at the maximum of **160 hours/month**. The rate of overtime cost per hour shall be specified in the Financial Proposal.
- e. To deliver the monthly supplies during office hour and assisted by Admin Division. When delivering the supplies, vendor is required to provide the list of supplies delivered including equipment and chemical to Admin Division.
- f. Provide all CSOs with Insurance (*BPJS Kesehatan dan Ketenagakerjaan*).
- g. Provide proper salary slip to all CSO and the copy to be provided to Admin Division together with the monthly report.

2.1.2 GENERAL REQUIREMENTS FOR CLEANING SERVICES

General CSOs/GSO's Duties:

- a. Cleaning each offices or work cubicles on each floor on daily basis;
- b. Cleaning toilets / restrooms on daily basis and to top up supplies, such as hand towels, toilet tissue, liquid hand-wash soap are replenished and be available in adequate supplies;
- c. Cleaning countertops, phones, desktops on a routine basis;
- d. Cleaning pantry and coffee/tea preparation area counters free from spills and grime;
- e. Cleaning refrigerators and microwaves at least once a week;
- f. Vacuuming floors, carpets and upholstered furniture weekly;
- g. Mopping up tile floors on daily basis. Polishing and buffing the floors on weekly basis;
- h. Disposing trash and garbage at least once a day;
- i. Helping ASEC in preparation of meeting documentation;
- j. Helping ASEC in preparation of meeting/event venues;
- k. Make regular visitation of twice a week to the Secretary-General's residence to do proper cleaning services;
- l. To assist maintenance team of ASEC; and
- m. Other relevant services/duties as requested by Admin Division.

1. Working Instructions for the Premises

Time of Work	General Requirements
Monday to Friday 06.30–17.00 Saturday 07.00-14.00	<ul style="list-style-type: none"> • Must be smartly dressed in full uniform. No sandal is allowed • Must be punctual for duty • Clock-in and clock-out should be reported to the Security • Security Check • Not to use the passenger's lift unless for cleaning purposes • Not to use the office equipment of the ASEC for personal usage
Lunch Time 12.00-13.00	<ul style="list-style-type: none"> • Unless on duty, cleaners should always be in the dedicated Cleaning Service Resting Area.
Other days/Special event	<ul style="list-style-type: none"> • Cleaners will be notified in advance when required to serve for special events on days not specified above
Overtime and Allowances	<ul style="list-style-type: none"> • Cost of overtime and allowances for the Cleaning Personnel will be borne by the selected vendor at the maximum of 160 hours/month
Insurance	<ul style="list-style-type: none"> • The selected vendor must submit the employee to the National Insurance Scheme.

2. The appointed vendor shall provide the following Manpower, Uniform, Support Engine, Tools, and Chemicals (please be noted that the list of support engine, tools and chemicals are general requirements. The list can be adjusted accordingly to the needs):

No.	Description	Quantity	Unit
A.	Manpower		
1	Supervisor	1	Person
2	Team Leader	2	Person
3	Cleaning Service Officers (CSO)/ General Service Officer (GSO)	27	Person
Total		30	Person

B.	Uniform (to be provided to the cleaners at the beginning of contract)		
1	Uniform (2 sets/each)	60	Set
2	Shoes	30	Pairs
3	Name Tags	30	Pieces

C.	Support Engine (to be provided at the beginning of contract)			Schedule
1	Crystallization	1	Unit	To be done every 2 months in ASEC premises, every 4 months in SG's Residence
2	Polisher Low Speed	1	Unit	To be made available every 2 months
3	Escalator Cleaner	1	Unit	To be done every month
4	Vacuum 15 L	1	Unit	For daily use
5	Vacuum 35 L	1	Unit	For daily use
6	Jet Sprayer	1	Unit	To be made available every 2 months

D.	Cleaning Equipment (to be provided in monthly basis)		
1	Bottle Sprayer	1	pcs
2	Caddy Bad	2	pcs
3	Diamond Disc 1000	1	pcs
4	Diamond Disc 500	1	pcs
5	Diamond Disc 50	1	pcs
6	Double Bucket	5	pcs
7	Dust Pan Kaleng	4	pcs
8	Dust Pan Tangan	10	pcs
9	Bucket	10	pcs
10	Floor Squeeze MHL	5	pcs
11	Pad Holder	3	pcs
12	Ballast	1	pcs
13	Rack Ball	2	pcs
14	Sprigs of Broom Sticks	3	pcs
15	Nylon Sweeper	15	pcs
16	Rubber Gloves	10	pcs
17	Water hose 100 m	1	pcs
18	Shoes Boots	2	pcs
19	Bailer	4	pcs
20	Raincoat	2	pcs
21	Extension cable roll 25 m	2	pcs
22	Camphor Color	4	pcs
23	Kanebo	10	pcs
24	Poly Bag 60x100	200	pcs
25	Poly Bag 90x120	20	pcs
26	Putty Knife	4	pcs
27	Duster	2	pcs
28	Toilet Kop	1	pcs
29	Rag Towels Blue	10	pcs
30	Rag Towels Red	10	pcs
31	A rag box	5	pcs
32	A rag majun	2	kg
33	Lobby Duster Refill 60"	2	pcs
34	Lobby Duster Refill 90"	5	pcs
35	Lobby Duster Set 60"	5	set
36	Lobby Duster Set 90"	5	set
37	Mop Refill	15	pcs
38	Mop Set	20	set
39	Pad 17" Red	5	pcs
40	Pad 17" White	5	pcs
41	Brusher Carpet Pad	1	pcs
42	Brush Shaft Length	5	pcs
43	Toilet Brush	5	pcs
44	Singlet Bucket	5	pcs
45	Stairs 3 M	3	unit
46	Telescopic 3x3	1	unit
47	Warning Sign	10	pcs

48	Window Squeeze	5	pcs
49	Window Washer	5	pcs
50	Window Washer Refill	5	pcs
51	Window Squeeze Refill	5	pcs
52	Plastic Bench	3	pcs
53	Escalator Brush	1	pcs
54	Big Book	1	pcs

E.	Cleaning Chemical (to be provided in monthly basis)		
1	Detergent	10	packs
2	Dust Clean	3	gallon
3	Floor Clean	10	gallon
4	Glass Clean	5	gallon
5	Hand Soap	6	gallon
6	Karbol	5	gallon
7	K.I.F	10	packs
8	Metal Polish	2	gallon
9	New Complete	1	gallon
10	Dab of Soap	5	packs
11	Steel Wool	2	pcs

F.	Tissue (to be provided in monthly basis)		
1	Multifold Tissue	500	Packs
2	Toilet Tissue (Plenty 2 ply @100 rolls/box)	2200	Rolls

G.	Other Equipment		
1	Tissue Dispenser	22	pcs
2	Hand Soap Dispenser	22	pcs
3	Refill Soap (monthly)	5	Liter

2.1.3 GENERAL REQUIREMENTS FOR SANITIZERS AND BINS

1. The appointed vendor shall also provide Air Freshener Machine with Refills, Toilet Sanitizers and Sanitized Bins with the following details:
 - a. Refills of Air Fresheners must be replaced at least once a month;
 - b. Toilet sanitizer at each floor and air sanitizer located at every lift shall be refilled at least once a month every end of calendar of business;
 - c. The lady bin shall be checked and cleaned every day, and shall be changed with new lady bin at least once a week and/or whenever necessary. This includes the changing of plastic every day.
 - d. Personnel from the appointed vendor shall report to Admin Division for every visit by providing the attendance form to be signed by Admin Division.
 - e. Provision of relevant disposal facilities for lady bin garbage be collect at least twice a week
 - f. Selected vendor shall provide the following for the sanitizers and bins:

I. Equipment (to be made available in monthly basis)			
1.	Poly Bag 35x40	150	pcs
2.	Lady Bins	22	pcs
3.	Toilet Sanitizers	77	pcs
4.	Spray	27	pcs

LOCATION	GENTS			LADIES		
	Air Sanitizer		Spray	Air Sanitizer	Lady Bin	Spray
	Urinoir	WC				
Lift			3			
Toilet Lt. 7	2	1	1	1	1	1
Toilet Lt. 6	3	2	1	2	2	1
Toilet Lt. 5	3	2	1	2	2	1
Toilet Lt. 4	3	2	1	2	2	1
Toilet Lt. 3	3	2	1	2	2	1
Toilet Lt. 2	3	2	1	2	2	1
Toilet Lt. 1	2	1	1	2	2	1
Toilet Mezzanine	4	3	1	3	3	1
Ruang Jasmine		1	1		1	1
Toilet Ground GIZ	3	2	1	2	2	1
Toilet Ground Admin	4	1	1	1	1	1
Toilet Library	5	2	1	2	2	1
Total	35	21	15	21	22	12

2.1.4 GENERAL REQUIREMENTS FOR GARDENING SERVICES

1. Perform the Gardening Services in such a manner as to cause minimum disturbance, and to schedule the performance of all work in an acceptable manner suitable to ASEC;
2. Make available all the Gardening Services equipment as will be needed to perform the services;
3. Make available of five (5) personnel who shall perform gardening services in accordance with the following shift times:

No.	Location	Schedule of Services	
1	ASEC's Premises	Monday – Friday	Saturday
		06.00-16.00	06.00-12.00
		4 Gardener	4 Gardener
		1 Team leader	1 Team leader
2	SG's Residence	Twice a week	
		09.00-17.00	
		1 Team Leader	

- a. Make available of five (5) personnel and one (1) of which shall act as the Team Leader to supervise the implementation and personnel's services 24 hours. The Team Leader will supervise the work of the personnels and the man days allocated at the SG's residence twice a week and or when is deemed necessary.
- b. Agrees to ASEC's request for additional working hours to be extended beyond forty (40) hours per week, subject to prior consultation and mutual agreement. The vendor further

agrees that such request shall not include the situation in which it is made due to the unsatisfactory works performed by the vendor in accordance with the current standard working hours;

4. Area of Services:

a. ASEAN Secretariat's Premises

ASEAN Secretariat Garden is 4300 m² comprising of:

- Main Garden, Small Garden (at the back side and the parking area)
- Plants and Grass
- Indoor Plants of 120 items

The services to be provided by the vendor are:

- Cleaning of gutter in the perimeter of the ASEC building
- Cutting
- Pruning
- Rotation of Plants
- Watering
- Plants treatment
- Nursery

b. SG's Residence

- Help to supervise and advise the gardening works at the SG's Residence twice a week
- Cutting
- Pruning
- Rotation of plants
- Watering
- Plants treatment
- Cleaning of fishpond

5. Gardening Tools and Equipment

No.	Description	Quantity	Unit
I. Manpower			
1	Leader	1	person
2	Gardeners	4	person

II. Gardener Wears (to be provided to the cleaners at the beginning of contract)			
1	Uniform (2 sets/each)	10	sets
2	Rubber Boots	5	pairs
3	Hand Gloves	5	pairs
4	Gardener's Hats	5	pcs

III. Machinery (to be made available in monthly basis)			
1	Backpacked grass cutter machine	1	unit

IV. Consumable (to be made available in monthly basis)			
1	Sickle	5	pcs
2	Cleaver	2	pcs
3	Grass Shears (one hand type)	4	pcs
4	Pruning shears	7	Pcs
5	Plastic garbage 60x100 (black)	36	pcs

6	Weeds gouge	5	pcs
7	Scraper	7	pcs
8	Knife edge for grass cutter machine	5	pcs
9	Small hoe	5	pcs
10	Dust pan	12	pcs
11	Broom stick	5	pcs
12	Rubber hand gloves	2	pairs
13	Hose 200 m	1	pcs
14	Hooked cutting shears	1	pcs
15	Knapsack sprayer	2	pcs
16	Big hoe	2	pcs
17	Soil fork	2	pcs
18	Whipsaw	2	pcs
19	Grindstone	4	pcs
20	Iron fist	1	pcs
21	Garbage bin 120 L	2	pcs
22	Sprinkle	3	pcs

V.	Chemicals and Fertilizers (to be made available in monthly basis)		
1	Organic fertilizer (<i>pupuk organik</i>) 5-10 kg/sack	30	sacks
2	NPK fertilizer (Natrium, Phosphate, Kalium)	35	kg
3	NPK fertilizer Grow More (N:20, P:20, K:20)	500	gr
4	Urea fertilizer	35	Kg
5	KCL fertilizer	15	kg
6	TSP fertilizer	10	kg
7	Powder fertilizer - Gandasil B	300	Gr
8	Powder fertilizer - Gandasil D	300	gr
9	Grass poison - Round up (500 ml)	3	bottles
10	Bacterial eradicator - Dithane M – 45 (500 gram)	1	pack
11	Insecticide – Decis	500	ml
12	Fungicide - Furan 3 G (500 gram)	1	sack

3 RFP REQUIREMENTS PROCESS

3.1 RFP RELATED QUESTIONS / CLARIFICATIONS / SUBMISSION

All questions related to this RFP should be directed to:

Procurement Unit

Administration and General Affairs Division
ASEAN Secretariat

Contact Person:

Nella Susilani - nella.susilani@asean.org
Muty Nareswari - mutty.nareswari@asean.org

Vendors must ensure that the **proposal is delivered in two sets (original and a copy)** and received at the following address before the tender closing date on **Thursday, 12 October 2017 before 16.30 WIB.**

Chairman of Sub-Committee on Tender
Administration and General Affairs Division
The ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia

Any notices with respect to this RFP should also be mailed to the above Contact and Address.

3.2 RFP TERMS & CONDITIONS

3.2.1 Validity of Bid Proposal

Received tender proposals shall be valid until **31 December 2017**.

3.2.2 Implementation Schedule

The selected vendor shall be committed to perform the services for a period of two (2) years from **1 January 2018 – 31 December 2019**.

Contract will be entered on annual basis and shall be automatically renewed in for year 2019, subject to for year 2018's satisfactory performance.

4 CRITERIA OF COMPANY

Any vendors who will be conducting business with ASEAN Secretariat for this service are required to:

1. Have five years' experience in cleaning and gardening services area;
2. Be a registered company in Indonesia by providing evidence of legal documents such as valid business license, tax number identification and other supporting documents;
3. The Company must be a member of Association of Cleaning Service Indonesia (*Asosiasi Perusahaan Klining Servis Indonesia or APKLINDO*) which will be proved by the Certificate of membership;
4. Mid-large in size and having adequate facilities to support urgent requests from ASEAN Secretariat; and
5. Have a good/excellent track record from existing/past users. ASEC reserves the right to communicate/check with the clients for confirmation.

Vendors are required to submit evidence of all the items above as part of the tender submission.

5 COMPLIANCE

In conformance to the ASEAN Secretariat's Financial Rules and Procedures (AFRP), the vendor shall submit Tender Bids in **two** sealed envelopes as follows:

1) First Envelope:

Technical Proposal which shall consist, among others, of the technical specifications of the services to be procured; delivery schedule; after-sales service/parts; manpower requirements; list of contractor's equipment, printed hardcopies of the duly filled Appendix 1 and 1a - Company General Information and List of Clients; and completed Compliance Checklist as per Appendix 2;

2) Second Envelope:

Financial Proposal which shall consist of the following sets of documents:

- a) **FIRST SET**, which shall contain, among others, the bid amount and payments schedule; and completed Compliance Checklist as per Appendix 3 and Appendix 3a;
- b) **SECOND SET**, which shall consist, among others, the company profile; business name registration issued by appropriate government agency; authority of signatory; valid business permit and other appropriate licenses; taxpayer identification number; latest audited financial statements, track record which includes testimonials from past and present clients on projects similar to the project at hand; capability to undertake the project.

All documents not submitted in English shall not be entertained and quoted price in the hardcopy submission shall be in Indonesian Rupiah (IDR). ASEAN Secretariat will consider the best financial offer for a period of two (2) years. The financial component for the personnel's salary for the 2nd year contract will be adjusted according to 2019 Provincial Minimum Wage. The amount will be proposed upon the announcement of 2019 Provincial Minimum Wage by the Government of Indonesia. Financial components other than the personnel's salary will be detailed in the Financial Proposal.

5.1 VENDOR'S COMPANY INFORMATION

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			

5.2 REFERENCE

Appendix 1a
 Customer Reference
To be submitted together in the Technical Proposal

Customer Details	
Company Name	
Company Address	
Telephone Number	
Fax Number	
Contact Name	
Project Title	

Customer Details	
Company Name	
Company Address	
Telephone Number	
Fax Number	
Contact Name	
Project Title	

Customer Details	
Company Name	
Company Address	
Telephone Number	
Fax Number	
Contact Name	
Project Title	

Appendix 2
COMPLIANCE CHECKLIST – TECHNICAL REQUIREMENT
(COMPULSORY TO BE COMPLETED AND PRINTED IN THE COMPANY'S
LETTERHEAD)

We hereby confirm that we meet the following requirement:-

No.	Requirement	Compliance (Pls circle)	Reference no for supporting document (e.g Appendix A etc)
1	We are a member of Association of Cleaning Service Indonesia <i>(Asosiasi Perusahaan Klining Servis Indonesia or Apklindo)</i>	Yes / No	
2	We have more than 5 (Five) years of experience in cleaning and gardening services. Please provide the detail of your services.	Yes / No	
3	We noted the work delivery and Project Requirements in the TOR and able to provide services as required.	Yes / No	
4	We have all the facilities, tools and engine to deliver the above jobs, as per the TOR.	Yes / No	
5	We have provided our company's general information as requested under the TOR (Appendix 1)	Yes / No	
6	We have provided the list of at least three (3) clients and the length of our related services to them (Appendix 1a)	Yes / No	
7	We shall provide all requested manpower, as per the TOR.	Yes / No	
8	We have prepared original signed copy of technical proposal and the duplicate	Yes / No	

Confirmed by:

(Name)
 (Position)
 (Company name)

Appendix 3
COMPLIANCE CHECKLIST – FINANCIAL REQUIREMENT
(COMPULSORY TO BE COMPLETED AND PRINTED IN THE COMPANY'S
LETTERHEAD)

We hereby confirm that we meet the following requirements:

No.	Requirements	Compliance (Pls circle)	Reference no for Supporting Document (e.g. Appendix A etc.)
1	We have prepared the offer in English	Yes / No	
2	We have provided the Payment Schedule	Yes / No	
3	We have prepared the Company Profile	Yes / No	
4	We have provided the copy of the following legal documents: <ul style="list-style-type: none"> • Business Name Registration • Valid Business Permit • Tax Identification Number • List of clients reference • Customer testimonials on the similar project 	Yes / No	
5	We have provided the Latest Audited Financial Statements	Yes / No	
6	We have prepared original signed copy of technical proposal and the duplicate	Yes / No	

Our Offer for this tender is as follows:

1. IDR
2. Management Fee
3. Tax
4. Total

Confirmed by:

(Name)
 (Position)
 (Company name)

**Appendix 3a
Details of the Offering**

I. Cleaning Services 2018

No.	Description	Unit Price/Month
1	Wages/Allowances	
a	Supervisor	
b	Team Leader	
c	Cleaning Service Officers	
d	Insurance Coverage	
e	Feast Allowance	
f	Uniform	
Sub Total		
2	Cleaning Supplies	
a	Machineries/Support Engine	
b	Cleaning Equipments	
c	Cleaning Chemicals	
d	Tissue	
e	Other Equipments	
f	Sanitizers and Bins	
Sub Total		
3	Management Fee	
Total Cost for Year 2018		

II. Gardening Services 2018

No.	Description	Unit Price/Month
1	Wages/Allowances	
a	Leader	
b	Gardeners	
c	Insurance Coverage	
d	Feast Allowance	
e	Uniform	
Sub Total		
2	Cleaning Supplies	
a	Machinery	
b	Consumable	
c	Chemical and Fertilizers	
Sub Total		
3	Management Fee	
Total Cost for Year 2018		

Details of the Offering

I. Cleaning Services 2019

No.	Description	Unit Price/Month
1	Wages/Allowances	
a	Insurance Coverage	
b	Feast Allowance	
c	Uniform	
Sub Total		
2	Cleaning Supplies	
a	Machineries/Support Engine	
b	Cleaning Equipment	
c	Cleaning Chemicals	
d	Tissue	
e	Other Equipment	
f	Sanitizers and Bins	
Sub Total		
3	Management Fee	
Total Cost for Year 2019		

II. Gardening Services 2019

No.	Description	Unit Price/Month
1	Wages/Allowances	
a	Insurance Coverage	
b	Feast Allowance	
c	Uniform	
Sub Total		
2	Cleaning Supplies	
a	Machinery	
b	Consumable	
c	Chemical and Fertilizers	
Sub Total		
3	Management Fee	
Total Cost for Year 2019		

Appendix 4
Template for the Proposal Envelope
First Envelope – Technical Proposal

**Company Name &
Address**

Technical Proposal - *Title of the Tender*

**Chairman 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*

**Chairman of Sub-Committee on Tender
Administration and General Affairs Division
The ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia**