

Request for Proposal and Quotation for the Renovation of the ERIA Headquarters Office in the ASEAN Secretariat

To whom it may concern,

We are pleased to invite your company to submit a proposal and a quotation to the Economic Research Institute for ASEAN and East Asia (ERIA) for renovation of its office in the ASEAN Secretariat. Please find the Tender Specification for your kind perusal. The detail of work will be informed in a preliminary meeting. Please be advised that the bidding opportunity shall be limited open to the companies who will attend the preliminary meeting.

The preliminary meeting will be held as follows:

Date: Monday, 27 January 2020

Time: 2:00 PM

Venue: Ground Floor of the Heritage Building, the ASEAN Secretariat

Jalan Sisingamangaraja No. 70A, Kobayoran Baru, Jakarta Selatan, 12110

For interested companies who will attend the preliminary meeting, please email the confirmation to the PIC: Ms Ayumi Kodama ayumi.kodama@eria.org and Ms Nadira Priastianda nadira.priastianda@eria.org by informing us the detail below by 15:00 on Thursday, 23 January. Please note that up to 2 persons can be registered.

Company Name:

Guest 1's Name and ID#:

Guest 2's Name and ID#:

Vehicle Type:

Vehicle Plate#:

Contact person's Mobile#:

Please read the document, 'Tender Specification for the Renovation of the ERIA Headquarters Office in the ASEAN Secretariat' carefully and follow the instruction to prepare for [1] Proposal, [2] Quotation and [3] Bidder's Information Sheet, designated in the 'Tender Specification for the Renovation of the ERIA Headquarters Office in the ASEAN Secretariat'*. These documents, [1]-[3], must be submitted:

- (1) In a sealed envelope bearing 'Renovation of the ERIA Headquarters Office in the ASEAN Secretariat'
- (2) Not later than 5:00 PM on Friday, 14 February 2020
- (3) Written in English
- (4) Currency in IDR

(5) Addressed to the Economic Research Institute for ASEAN and East Asia, Annex Office, Sentral Senayan II, 5th & 6th floor, Jalan Asia Afrika No.8, Gelora Bung Karno, Senayan, Jakarta Pusat 10270

**Please read carefully from item 4-6 in the 'Tender Specification for the Renovation of the ERIA Office in the ASEAN Secretariat'*

Late submission will not be entertained. The proposal and the quotation that complies with all requirements, meets all the evaluation criteria and offers the best value will be selected and awarded the contract.

Please do not hesitate to contact us at the above the PIC's email if you have any inquiries.