



**ONE ASEAN
ONE RESPONSE**

Pre-Bid / Technical Meeting:

**EVENT MANAGEMENT SERVICE OF ASEAN STANDARDS AND CERTIFICATION FOR
EXPERTS IN DISASTER MANAGEMENT (ASCEND) CERTIFICATION TRIAL SIMULATION
AND EVALUATION WORKSHOP**

(Tender Ref: **AHA-T/2022/September/T-005**)

Tender Committee The AHA Centre

12 September 2022 13.30 pm



Agenda

- Introduction of the AHA Centre panellist
- Explanation of bid/offer submission and administration aspects by Procurement
- Explanation of technical aspects
- Q & A (going through all sessions)



ONE ASEAN
ONE RESPONSE

Technical Aspects



**ONE ASEAN
ONE RESPONSE**

2. Technical Specifications

Appendix 2:
Technical Offer Based On Technical Specification

The AHA Centre Requirements (Minimum)	Supplier's Offer
At least 5 years of experience in event management and support, including delivery of high-profile international conferences for ASEAN, UN agencies, governments and/or other non-profit or development organisations, or related work of a similar nature.	
Based in Indonesia and able to speak Bahasa Indonesia and English as necessary.	
Sufficient command of English .	
Meeting venue in Bogor/Sentul Indonesia, including accomodation, 2x coffee breaks, 1x lunch per day and airport transport from the airport to the hotel.	
Official welcome dinner venue	
Hybrid (online-onsite) meeting logistics such as video and live stream service during trial simulation	
Internet connection at the venue with download speed is at least 100 Mbps, and a good upload speed is at least 10 Mbps.	
Flight ticket booking and reserved service for all participants from 10 ASEAN Member States and the Republic of Korea.	
Secretariat support: - Equipment rental - Printing materials - Local transport	

Please provide additional sheets as necessary to include photos and proposed technical specifications (brochures)

Appendix 4:
Detailed Pricing Matrix

Supplier Name:
Address:

Telephone:
Fax:
Website:
Contact Person:
Telephone/Mobile Phone:
Email:

ITEM (Specification as detailed on Appendix 1)	Qty	UoM	UNIT PRICE (IDR)	TOTAL PRICE (IDR)	DELIVERY TIME (days)*
Meeting venue in Bogor/Sentul Indonesia, including: 1. Accommodation for 80-85 participants (6 nights stay and breakfast), 2. Meeting package (2x coffee breaks, 1x lunch per day) 3. Airport transport from the airport to the hotel vice versa.					
Hybrid (online-onsite) meeting logistics such as video and live stream service during trial simulation, including a documentation service such as photographer and videographer.					
Official welcome dinner venue. (1x)					
Secretariat support: - Equipment rental - Printing materials - Local transport - Fast internet connection					
TAX (USD) (Including VAT 11% And Any Other Taxes, If Any)					
GRAND TOTAL (USD)					

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of this tender.



ONE ASEAN
ONE RESPONSE

Bid/Offer Submission Aspects



**ONE ASEAN
ONE RESPONSE**

1. Call for Tender Schedule

ACTIVITIES	DATE	TIME*
Tender Announcement	6 September 2022	17.00
Pre-Bid Meeting/Technical Meeting	12 September 2022	13:30
Deadline for request for any clarifications from the Bidders	14 September 2022	15.00
Deadline for AHA Centre to respond to the clarifications	15 September 2022	17.00
Deadline for submission of tenders (receiving date, not sending date)	23 September 2022	23.00
Tender opening session	26 September 2022	09.00
Evaluation of the Tenders (Shortlisting)	26-27 September 2022	17.00
Due Diligence	27-28 September 2022	17.00
Final Evaluation Meeting	29 September 2022	10.00
Preparation and finalisation of Tender Report by the AHA Centre	30 September 2022	17.00
Approval by the AHA Centre Senior Management Team of the Tender Report	3-4 October 2022	17.00
Notification of award to the successful bidder(s)	5 October 2022	17.00
Notification of award to the unsuccessful bidder(s)	6-8 October 2022	17.00
Preparation of Contract	5-7 October 2022	17.00
Contract Signing	10-14 October 2022	17.00

* All times are the local time of Jakarta – Indonesia

Please note all dates are provisional dates and the AHA Centre reserves the right to modify this schedule



ONE ASEAN
ONE RESPONSE

2. Eligibility

- Participation in tendering is open on equal terms to any natural and legal persons or company.
- However, to comply with some of the AHA Centre's donor's rules, participants must clearly indicate their company's nationality and the origin of the proposed goods.



ONE ASEAN
ONE RESPONSE

3. Response Format

The tenders should be sent by email with the subject: **Event Management Service for ASCEND Certification Trial Simulation and Evaluation Workshop.**

- Offers should be sent to procurement@ahacentre.org.
- The email time stamp will serve as a reference for the date of submission of the tender.
- The tender documents must be protected by a password, and the password must not be provided to the AHA Centre until the date and time of Bid Opening as indicated in the Call for Tenders Schedule. Bid submitted without protected password or submission of password before the indicated date will be disqualified.
- **Offers must be received by the AHA Centre no later than 23 September 2022 at 23.00 Jakarta Local time.**
- Late proposals will not be accepted and will be returned to the Proponent or discarded. Also, all proposals will be irrevocable after the Call for Tenders closing date/deadline for submission of tender.



ONE ASEAN
ONE RESPONSE

4. Content of Tenders

1. Technical Offer (Appendix 2 Tender Dossier)
2. Supplier Questionnaire (Appendix 3 Tender Dossier)
 - a) Proof of Company Registration in place of operation (Indonesia and/or other countries)
 - b) Local Government permit to locate and operate in the current location of office or factory
 - c) Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the bidder
 - d) Statement of Satisfactory Performance (written comments or contracted documents and size of the contracts) from the top 3 (three) clients in terms of Contract Value during the past 3 (three) Years (May 2019 – June 2022)
 - e) A detailed delivery schedule (timeline) for the proposed goods.
 - f) Bank Statement one year back
3. Detailed Pricing Matrix (Appendix 4 Tender Dossier). All cost proposals should be in IDR.
 - Tenders must be presented in IDR Currency, VAT and all other taxes, shipping and transport, customs, duties, etc., included.
4. The Declaration of compliance and commitment to respect the AHA Centre Good Business Regulations (Appendix 5 Tender Dossier).



ONE **ASEAN**
ONE **RESPONSE**

5. Period of Validity

- Suppliers shall be bound by their tenders for a period of 60 (sixty) days minimum from the deadline for submission of tenders.
- However, the prices and conditions defined in the contract signed with the selected supplier will be valid for four (4) months after the contract is signed.



ONE ASEAN
ONE RESPONSE

6. Language of Offers and Procedure

The offers, all correspondence and documents related to the tender exchanged by the bidder and the AHA Centre must be written in **English**.



ONE ASEAN
ONE RESPONSE

7. Cost for Preparing Tenders

- All costs incurred by the bidder in preparing and submitting the tender are not reimbursable.
- All such costs will be borne by the bidder.



ONE ASEAN
ONE RESPONSE

8. Offer Submission

- Bidders should submit an offer for the all required items.
- Offers must clearly show what items are included. Offers must be submitted for the total quantity of each item. Offers will be evaluated by item per item.



ONE ASEAN
ONE RESPONSE

9. Alteration or Withdrawal of Tenders

- Bidders may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders referred to call for tender schedule.
- No tender may be altered after this deadline.
- Withdrawals must be unconditional and will end all participation in the tender procedure.



ONE ASEAN
ONE RESPONSE

10. Selection Criteria

- Ability to meet the technical specifications and requirements under this Call for Tenders
- Compliance with the AHA Centre terms and conditions
- Demonstrable ability to perform all functions related to the scope within the time specified
- Bidders' references
- Bidders' product and service offering
- Total price/cost submission (value for money)
- Bidders' ability to provide pro-active logistics solutions
- Value added services



ONE ASEAN
ONE RESPONSE

11. Cancellation of the Tender Procedure

In the event that a tender procedure is cancelled, bidders will be notified by the AHA Centre without specifying the reason for the concentration.

If the tender procedure is cancelled before the date of the Opening of the Bids as stated in Article 3. Call for Tenders Schedule, the protected submission emails will be returned, unopened, to the bidders.

Cancellation may occur where:

1. The tender procedure has been unsuccessful, namely where no qualitatively or financially worthwhile tender has been received or there has been no response at all;
2. The economic or technical parameters of the project have been fundamentally altered;
3. Exceptional circumstances or force majeure render normal performance of the project impossible;
4. All technically compliant tenders exceed the financial resources available;
5. There have been irregularities in the procedure, in particular where these have prevented fair competition



ONE ASEAN
ONE RESPONSE

12. Questions and Clarifications

- If the AHA Centre, either on its own initiative or in response to a request from a prospective bidder, provides additional information on the tender dossier, such information will be communicated simultaneously in writing to all the bidders.
- Bidders may submit questions in writing to the following address, by email, on the date indicated in Call for Tenders Schedule, specifying the publication reference and the Tender title:

Contact Name: Procurement

E-mail: procurement@ahacentre.org

- Any prospective bidder seeking to arrange individual meetings with the AHA Centre during the tender period will not be entertained and may be excluded from the tender exercise.



ONE ASEAN
ONE RESPONSE

Q&A



ONE ASEAN
ONE RESPONSE



ONE **ASEAN**
ONE **RESPONSE**

