



Aus4ASEAN
FUTURES

Australia for ASEAN Futures – Economic & Connectivity

TERMS OF REFERENCE FOR DEVELOPMENT OF THE AEC POST-2025 STUDY

The ASEAN Secretariat and the Australian Government, through Australia for ASEAN Futures – Economic & Connectivity program (Aus4ASEAN (ECON)), invite applications from consultants for the above-referenced project.

I. Background

For nearly two decades, ASEAN Member States have collectively progressed as a Community, advancing and implementing regional priorities, whilst taking into account global megatrends. Since the adoption of the ASEAN Economic Community (AEC) Blueprint 2025 in 2015, the focus of ASEAN's economic integration has evolved from creating an open economic environment for trade and investment, to emphasizing the deepening of economic integration by incorporating new and emerging areas, such as global value chains (GVCs), good regulatory practices, and sustainable development, to name a few, whilst optimising sectoral cooperation in tourism, transports, food and agriculture, and energy sector.

As we approach 2025, it is timely for ASEAN to chart the preparation for its future planning so as to ensure that the Association's next Community-building efforts will be forward-looking and fit-for purpose in the post-2025 environment. Given the agreed 20-year timeframe for the next Community-building phase, planning for the AEC's next chapter necessitates comprehensive deliberation and analyses to map out relevant priorities, practical approach, as well as new key megatrends beyond the existing economic integration areas.

With this perspective, conducting a comprehensive study on AEC Post-2025 will provide a crucial foundation for AEC to draft its post-2025 Strategic Plan. The study will complement the End-Term Review of AEC Blueprint 2025, as well as engagements exercise with various stakeholders. The aim is to ensure the economic components of Strategic Plan will be forward-looking, action-oriented, sustainable, enterprising, adaptable, nimble, and inclusive.

II. Needs and Objectives

The AEC Post-2025 Study will be developed based on the Concept Note titled “*Towards ASEAN Economic Community (AEC) 2045: Options and Potentials for the ASEAN Economic Community Post-2025*”, which was approved by the High-Level Task Force on ASEAN Economic Integration (HLTF-EI) on 4 September 2023.

The objectives of the proposed Study are threefold:

- **Priorities.** To provide strategic recommendations on the development of AEC Post-2025 Strategic Plan, including the prioritisation of strategic policy contents to modernise and uplift ASEAN’s economic integration in the post-2025 environment. The recommended measures/priorities should clearly specify timelines and possible enablers required to implement the identified priorities until 2045;
- **Processes.** To provide insights and recommendations on how to enhance AEC process, including ways in which the AEC Post-2025 Strategic Plan could be better aligned with Sectoral Workplans. Such recommendations may be derived from comprehensive analyses on the existing M&E Framework under AEC: Toward ASEAN Economic Community 2025: Monitoring ASEAN Economic Integration, as well as the Mid-Term Review of AEC Blueprint 2025; and,
- **Preparedness.** To ensure that AEC Post-2025 Strategic Plan and Sectoral Work Plans are relevant and responsive to emerging needs and requirements of AEC sectors and stakeholders, which may also require scenario-based analyses, as appropriate, taking into account different political and economic context in ASEAN.

The Project’s stakeholders and beneficiaries are:

- ASEAN Member States and AEC Sectoral Bodies:
The AEC Post-2025 Study will provide clear guidance on the policy direction for the AEC to develop appropriate priorities and areas that will enhance the region’s economic integration by 2045.
- Other pillars of ASEAN cooperation:
A number of identified prioritised areas will be cross-cutting in nature, and will affect all the three ASEAN community pillars. The Study is expected to provide appropriate recommendations for ASEAN to approach these cross-cutting issues, particularly how the AEC could navigate and coordinate these with the other two ASEAN Community pillars.
- ASEAN stakeholders at large:
The project will be beneficial for ASEAN stakeholders at large, such as the private sector, including micro- small and medium enterprises (MSMEs), consumers, as well

as ASEAN's external partners as it provides clear guidance on the way forward for the region to enhance its economic integration, which may result in practical and feasible priorities that will benefit them in the long-run.

III. Outputs

The main output of the project is a Study titled "*Towards ASEAN Economic Community (AEC) 2045: Options and Potentials for the ASEAN Economic Community 2045*" addressing the three objectives underlined above through specific deliverables to be informed by the study.

Recognising that the 20-year timeframe presents challenges for the AEC to design well-targeted milestones, it is important for the Study to highlight new and emerging priority areas with specific 5-year timeline in four phasing, including their possible enablers.

The Study will consider the varied economic circumstances and development across ASEAN Member States and provide the required guidance for policymakers to formulate appropriate evidence-based measures to ensure that the next chapter of ASEAN's economic integration will be forward-looking, action-oriented, enterprising, adaptable, nimble, sustainable, and inclusive.

This comprehensive study needs to build upon existing initiatives under the ASEAN Economic pillars, as well as relevant cross-cutting initiatives under ASEAN Political-Security and ASEAN Socio-Cultural Communities Pillar. Towards that goal, activities required will include, amongst others, desk-based research, as well as in-depth consultations with ASEAN Member States (AMS). A stocktaking and the consolidation of existing initiatives related to economic integration will be necessary to avoid duplication.

The study will synergise and build upon the recommendations from the Mid-Term Review of AEC Blueprint 2025, the End-Term Review of AEC Blueprint 2025, as well as stakeholder engagements exercise conducted with business communities, think-tanks, civil society organisations, parliamentarians, ASEAN Eminent Persons (EPs), and wider stakeholders to map out key priorities and areas needing prioritisation between 2026 and 2045.

The final draft of the study should be finalised by July 2023 in order to be presented at the 46th HLTF-EI Meeting and/or intersessional Working Group Meeting in the 3rd quarter of 2023.

IV. Tasks/Activities

Given the participatory and consultative nature of the project, multiple methods may be used to obtain the needed information from ASEAN Member States, relevant entities associated with ASEAN, as well as internal and external stakeholders. It is envisioned that a series of consultative dialogues with relevant Sectoral Bodies, (either virtual or face-to-face) will be facilitated by the selected experts/bidders.

Bidders are expected to design their own work plans, ensuring timely delivery of the desired outputs. They should provide details on the approach and specific activities to be pursued, and corresponding number of working days, expected completion dates, and person(s) responsible in its bid for each of the activities or milestone proposed. The summary of this information should be presented in the form of a tabulated work plan in their bid to indicate the following information:

- Deliverable output or report;
- Activities to be undertaken for each deliverable;
- Person working days;
- Timeline for completion/ target completion date; and,
- Person/s responsible in the team.

In preparing the work plan, please allow at least three (3) weeks for ASEAN's approval of each milestone or output.

The eventual project implementation design will be determined in consultation between ASEAN Secretariat, Aus4ASEAN Futures (ECON) and the winning bidder during the inception stage.

V. Reporting

Apart from the output described in Section III, activity/progress reports that need to be produced include:

- **Inception Report** detailing the overall approach to the delivery of the expected outputs including detailed work and management plans;
- **Project Completion Report** summarising the project outputs, achievements/shortfalls, learnings and recommendations; and

All reports will be submitted based on Aus4ASEAN Futures Guidelines for Contractors in draft format to the ASEAN Integration Monitoring Directorate (AIMD), AEC Department (with a copy to Aus4ASEAN Futures (ECON)). All outputs and reports must be suitable for publication, although the decision on publication lies with the ASEAN.

The contractor will also provide regular (fortnightly, or as agreed with ASEC) summation of activities undertaken and issues that have arisen. These will be submitted to AIMD and Aus4ASEAN Futures (ECON) via email.

Financial reports will be submitted at invoicing in line with a payment schedule to be specified in the Special Services Agreement (SSA).

The consultant is expected to produce outputs in accordance with Section III and IV above.

These are summarised below. The timing of delivery is indicative and can be adjusted when the consultant's work plan is developed, subject to mutual agreement.

| No. | Reports | Target Delivery/ Completion Date |
|-----|---|---------------------------------------|
| 1 | Inception Report <i>This would detail the consultant's approach to the project and provide a detailed work plan along with initial survey of literature</i> | 2 nd week after contracted |
| 2 | Interim Report <i>This would describe the result of the comprehensive study, detailing data collected and the result of the data analysis.</i> | Week 5 |
| 3 | Preliminary Findings | Week 12 |
| 4 | Final Report including Consultation Report | Week 20 |
| 6 | Project Completion Report <i>The Project Completion Report will establish a record of the project achievements against the project's original intended purpose and outputs. It is intended to assist in assessing impact, draw out conclusions and lessons learned that may be valuable in designing new related initiatives.</i> | Week 24 |

VI. Project Management

The project will be funded by the Aus4ASEAN Futures (ECON) and managed by the AIMD, AEC Department of the ASEAN Secretariat in consultation with the relevant divisions.

The AIMD, with oversight support from Aus4ASEAN Futures (ECON), will be responsible for the overall management of the project. It will work closely in the selection of external consultant(s) for the project, in ensuring the timely delivery of planned activities and key deliverables of the project, and in ensuring efficient reporting and disbursement of funds. Aus4ASEAN Futures (ECON) will monitor progress from the perspective of the use of its resources and timely delivery of outputs that are fit for purpose, and will provide advice to the AIMD accordingly.

AIMD will act as the ASEC key focal point for the project. It will, in consultation with the relevant divisions in ASEC:

- Manage project implementation, and together with Aus4ASEAN Futures (ECON), monitor progress of the consultancy work;
- Provide technical supervision to the project;
- Assist/facilitate introductory consultation meetings with key Member States focal points and sectoral bodies; and
- Provide over-all guidance on the presentations and meetings.

Project outputs will be consulted with key sectoral bodies and entities *ad-referendum* and through focus group discussions and consultations.

The consultant should be responsible for organising and conducting the scheduled activities in collaboration with ASEAN Member States and the ASEAN Secretariat. The designated project manager shall be the single point of contact between ASEC and the project team.

VII. Scope of Services

The consultancy will be undertaken over a **period of up to 170 person-days, spread out over approximately 6 calendar months** of professional services. Work will commence immediately after contract signing.

The number of people working weeks is intended to indicate the amount of relative effort required to deliver the corresponding outputs in accordance with Section V (Reporting). The calculation is based on assumption of five person-days per week. Actual time will be agreed in negotiation with the successful bidder.

VIII. Qualifications

In its proposal the bidder (preferably an entity) should demonstrate experience and availability of the following skills and competencies, both management and technical:

- High-caliber entity/consulting firm with deep understanding and rich experience in economic planning which may constitute of multidisciplinary team members who possess sectoral expertise on trade and investment facilitation, economic sectoral cooperation, free trade agreements (FTAs), industrial revolution, and sustainable development;
- The team is expected to be led by a team leader with at least ten (10) years of demonstrated expert knowledge and practical experience in the areas of regional economic planning; and a tertiary degree and qualification in relevant fields;
- Proven track record in policy formulation, research, activity design, survey and data analysis as well as delivering technical assistance, particularly those related to socio-economic policy and analyses;
- Excellent writing and communication skills for building rapport, facilitating participation and effective presentation of result especially during the stakeholder's consultation workshop; and,
- Familiarity with ASEAN, ASEAN Economic Community, ASEAN Structure and implementation arrangements, is an advantage.
- A thorough understanding of ASEAN or ASEC procedures will be considered added value.
- Extensive experience in similar projects particularly with development programs;
- Ability to plan, prioritise and produce quality results on time;
- Adaptability to engage with different stakeholders in a multi-cultural environment; and
- Ability to work under pressure while maintaining a high degree of accuracy.

Experience in working with the ASEAN Secretariat or Australia/DFAT is considered an advantage (please provide one such related example).

IX. Bidding

Interested Firms/Entities are invited to submit a proposal in response to this TOR. This proposal should be in two parts: **Technical** and **Financial components**, to be submitted as two separate documents in two separate emails. Vendors should not include any financial/cost data in the Technical Proposal, but only in the separate envelope titled Financial Proposal. Failure to adhere will lead to disqualification.

The proposal should be concisely presented and structured, and should explain in detail the Vendor's availability, experience, and resources to provide the requested services.

The Technical component should present the following information:

- A brief discussion indicating the bidder's understanding of the needs of the project;
- A brief analysis of key issues;
- A methodological discussion of how the bidder proposes to address those needs including assessment of key issues, analytical strategies that will underline the project, specific techniques to be utilised, and practical discussion of possible limitations in carrying out the project;
- A detailed work plan that specifies activities to be undertaken, expected outputs and deliverables, resources to be utilised and timing;
- Staffing and management plan;
- A discussion on how measures to ensure the future sustainability of the outcomes of the project will be addressed;
- CVs of all proposed experts;
- Brief discussion of firm's past experience in undertaking similar work and brief summaries of all projects undertaken; and,
- Samples in soft copy attached to the application (or website link to samples) of relevant past work/ reports;
- Bidder Cover Letter for Technical Proposal – see Form B annexed to this document;
- Bidder Tenderer Declaration – see Form C annexed to this document;
- Bidder may use the Technical Proposal Format – see Form D annexed to this document.
- Set of the following documents if applicable: 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.

The Financial component should specifically

- Cover Letter for Financial Proposal – see Form E annexed to this document.
- Professional fees of expert(s);
- Management and/or operational fees (if any), which include all costs incurred by the person/entity/company for internal coordination, communication, travels, and any other associated project management cost; and,
- Applicable taxes such as VAT, GST, PPN, income tax. The total amount quoted in the financial component must be inclusive of any applicable tax. Additional amount not specified in the financial component will not be included in the contract. See Section XI point 3 for an additional note on tax liability.

Activity costs for experts and participants such as reimbursable expenses for airfare, other travel costs and daily subsistence allowance for workshops, meetings, and all other agreed activities do not need to be included in the Financial Component. These items will be discussed with the preferred contractor during the finalisation of the scope of services. Costs will be based on prevailing ASEC rates.

The proposal should be valid for at least one hundred eighty (180) days starting on the closing date of this tender.

X. Submission of Application

Applicants should send their Technical Proposal and Financial Proposal on two separate emails with a cover letter, materials specified in section IX above and other supporting documents to tender@aus4aseanfutures.org, no later than **19 January 2024** at 5:00pm Jakarta time (GMT +7).

Title of the tender shall be put as the subject of each email as follows:

- Technical Proposal_ "**Development of the AEC POST-2025 Study**"_ Name of Vendor
- Financial Proposal_ "**Development of the AEC POST-2025 Study**"_ Name of Vendor

Late submissions will be disqualified. Large documents (>5MB) can be submitted in parts through several emails. Proposals that are incomplete or do not address the required criteria may not be considered in the review process.

For Frequently Asked Questions (FAQ), please visit <https://www.aus4aseanfutures.org/tender-frequently-asked-question/>

Any queries on the TOR should be sent by email to query@aus4aseanfutures.org before 14 January 2024. Please use subject line: "**Query on Development of the AEC POST-2025 Study**".

Response to received queries will be published at <https://www.aus4aseanfutures.org> until 22 January 2024. There will be no individual responses/replies provided for queries. Please check the page regularly for updates.

All documents not submitted in English shall not be considered and quoted price in the submission shall be in US Dollar.

XI. Additional Notes on Terms and Conditions of the Project

1. Any future studies/reports/analysis in any form of intellectual property rights (including but not limited to patents, copyright and any related rights) submitted by the Contractor to ASEAN arising out of or in connection to the services performed by the Consultant to ASEAN shall belong to ASEC under the name of **ASEAN** only.
2. Successful bidder shall agree to be bound and sign the Special Services Agreement (SSA) with all requirements under the terms and conditions provided therein, including but not limited to the Aus4ASEAN Futures Guidelines for the Contractors attached to the SSA.
3. As an intergovernmental organisation, ASEAN shall not be responsible for any tax(es), levy, tax claim or any tax liability which may be imposed by any law in relation to any amount payable by the ASEAN Secretariat.

Form A.1: Proposer Information

| | |
|---|--|
| Proposer's legal name | |
| In the case of a Joint Venture, Consortium, or Association - Legal name of each party | |
| Proposer's type of organisation | (For example, sole trader / public limited company/ private company) |
| Proposer's Country of Registration, Constitution, or Incorporation | |
| Proposer's Year of Registration, Constitution, or Incorporation | |
| Proposer's legal address in the Country of Registration, Constitution, or Incorporation | |
| Registration no./Deed of organisation: (if | |

| | |
|---|---|
| applicable) | |
| Proposer's authorised representative information: | Name: Address: Telephone: Email Address: |

Please attach:

- Articles of Incorporation or Registration of the designated firm and information on its capital structure (Trade Register).
- In the case of a Joint Venture (JV), the letter of intent to form a legally enforceable JV, including a draft agreement or JV agreement (see Form B).
- Organisation chart of the company and list of current staff.

Form A.2: Joint Venture/ Consortium/ Association (JVCA) Information (if applicable)

| | | | |
|-------------------|----------------------------------|--------|-------------------------------|
| Name of Proposer: | Click or tap here to enter text. | Date : | Click or tap to enter a date. |
|-------------------|----------------------------------|--------|-------------------------------|

To be completed and returned with your proposal if the proposal is submitted as a Joint Venture/ Consortium/ Association.

| No | Name of Partner and contact information (address, telephone numbers, fax numbers, email address) | Proposed proportion of responsibilities (in %) and type of services to be performed |
|----|--|---|
| 1 | Click or tap here to enter text. | Click or tap here to enter text. |
| 2 | Click or tap here to enter text. | Click or tap here to enter text. |
| 3 | Click or tap here to enter text. | Click or tap here to enter text. |

| | |
|---|----------------------------------|
| Name of leading partner (With authority to bind the JVCA during the RFP process and, in the event a Contract is awarded, during contract execution) | Click or tap here to enter text. |
|---|----------------------------------|

We have attached a copy of the below-referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

Letter of intent to form a JVCA OR JVCA agreement

We hereby confirm that if the contract is awarded, all parties of the JVCA shall be jointly and severally liable to _____ for the fulfilment of the provisions of the contract.

Name of partner:

Signature _____

Date: _____

Name of partner:

Signature _____

Date: _____

Name of partner:

Signature _____

Date: _____

Name of partner:

Signature _____

Date: _____

Form B – Cover Letter for Technical Proposal

[On company letterhead]

[Location, Date]

To :
Procurement Team
Australia for ASEAN Futures Initiative
ASEAN Secretariat
Jl. Sisingamangaraja 70a, Jakarta Selatan
Indonesia 12110

Dear Sir/ Madam,

We, the undersigned, offer to provide the Services for *(Insert RFP Tittle)* dated *(Insert Date)*. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sent in a separate password protected file, through electronic submission.

Our Proposal shall be valid and remain binding upon us for the period of time specified in the RFP Documents, and subject to the modifications resulting from Contract negotiations. We acknowledge and accept your right to inspect and audit all records relating to our Proposal irrespective of whether we enter into a contract with ASEAN as a result of this proposal or not.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature

Name and Title of Signatory :

Date :

Name of Firm :

Address :

(Stamp with official stamp of the Tenderer)

Form C - Tenderer Declaration

| | | | |
|-------------------------|----------------------------------|-------------|-------------------------------|
| Name of Tenderer | Click or tap here to enter text. | Date | Click or tap to enter a date. |
|-------------------------|----------------------------------|-------------|-------------------------------|

| Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Requirements and Terms and Conditions: I/We have read and fully understand the RFP. I/We confirm that the Tenderer has the necessary capacity, capability and necessary licenses to fully meet or exceed the requirements and will be available to deliver throughout the relevant contract period. |
| <input type="checkbox"/> | <input type="checkbox"/> | Ethics: In submitting this proposal I/we warrant that the Tenderer: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any competitor; has not directly or indirectly approached any representative of ASEAN Entities, ASEAN Secretariat, Aus4ASEAN Futures (other than the point of contact) to lobby or solicit information in relation to the RFP; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the buyer. |
| <input type="checkbox"/> | <input type="checkbox"/> | I/We confirm to not engage in proscribed practices, or any other unethical practice, with ASEAN Secretariat or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the ASEAN Secretariat and the Australian Government |
| <input type="checkbox"/> | <input type="checkbox"/> | Child protection and Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH): I/We confirm that we have read DFAT policies on child protection http://dfat.gov.au/about-us/publications/Pages/child-protection-policy.aspx and Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) https://www.dfat.gov.au/international-relations/themes/preventing-sexual-exploitation-abuse-and-harassment/Pages/default and will adhere to them. |
| <input type="checkbox"/> | <input type="checkbox"/> | Conflict of interest: I/We warrant that the Tenderer has no actual, potential or perceived conflict of Interest in submitting this proposal, or entering into a contract to deliver the requirements. Where a conflict of interest arises during the RFP process the Tenderer will report it immediately to the Procuring Organisation's Point of Contact. |
| <input type="checkbox"/> | <input type="checkbox"/> | Collusive Tendering: I/We declare that our firm, its affiliates or subsidiaries or employees, including any JVCA members or subcontractors or suppliers for any part of the contract have no knowledge of the technical or financial tender of any other tenderer when they submit their tender. We also declare that we have not and will not disclose any of the details of our tender submission to any other person or organisation prior to the closing date for the RFP |
| <input type="checkbox"/> | <input type="checkbox"/> | Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JVCA members or subcontractors or suppliers for any part of the contract is not on any list of sanctioned parties issued by any Australian Government institution, World Bank, ASEAN Development Bank, UN agencies, European Union and others, and not blacklisted by any local/ international organisation, Government/ semi-government department, NGO or any other company/ organisation. |
| <input type="checkbox"/> | <input type="checkbox"/> | I/We do not employ, or anticipate employing, any person(s) who is, or has been convicted for an offense concerning professional conduct, or guilty of grave professional misconduct (proven by any means which the contracting authorities can justify), or have been convicted of an offence of, or relating to bribery of a public official, nor are they subject to any proceedings which could lead to such a conviction. |

| Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against us that could impair our operations in the foreseeable future. |
| <input type="checkbox"/> | <input type="checkbox"/> | Proposal Validity Period: I/We confirm that this Proposal, including the price, remains open for acceptance for the proposal validity period. |
| <input type="checkbox"/> | <input type="checkbox"/> | I/We understand and recognize that you are not bound to accept any proposal you receive. |
| <input type="checkbox"/> | <input type="checkbox"/> | By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organisation/s to make this declaration on its/their behalf. |

Authorized Signature

Name and Title of Signatory :

Date :

Name of Firm :

Address :

(Stamp with official stamp of the Tenderer)

Form D – TECHNICAL PROPOSAL FORMAT

Consultant's general information - to be submitted together in the Technical Proposal

| | |
|---|--|
| Name of Assignment | |
| Tenderer's Organisation or Person | |
| Address | |
| Contact Person and Title/Position | |
| Email | |
| Telephone | |
| Mobile Phone | |
| Business Name Registration (if applicable) | |
| Tax Registration Number (if applicable) | |
| Indicate number of years involved in similar business/work | |
| Date | |

I. Consultant's Organization and Experience

1.1. Organisational capability

Outline general organisational capability which is likely to affect performance of the TOR such as size of the organisation, in-house expertise, strength of project management support, networks, etc.

1.2. Relevant experience

Include a description of past and present experience and relationships that have a direct relationship to the performance of the TOR. Include relevant collaborative efforts the organisation may have participated in. Detail any specialized knowledge that may be applied to performance of the TOR. Include experience working with ASEAN Member States and/or ASEAN Secretariat.

1.3. Quality assurance procedures

Describe the potential risks for the performance of the TOR that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks. Provide certificate (s) for accreditation of processes, policy e.g. ISO etc.

1.4. Extent to which the work will be subcontracted

Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of roles, responsibilities, reporting lines and accountability.

1.5. Customer/Previous Work Reference

| Customer/Previous Work Details | |
|-------------------------------------|--|
| Company name | |
| Company address | |
| Telephone number | |
| Contact person and Position/Title | |
| Email address | |
| Project title and brief description | |

| Customer/Previous Work Details | |
|-------------------------------------|--|
| Company name | |
| Company address | |
| Telephone number | |
| Contact person and Position/Title | |
| Email address | |
| Project title and brief description | |

| Customer/Previous Work Details | |
|-------------------------------------|--|
| Company name | |
| Company address | |
| Telephone number | |
| Contact person and Position/Title | |
| Email address | |
| Project title and brief description | |

II. Comments and/or Suggestions on the Terms of Reference

Please feel free to present and justify any modifications to the Terms of Reference your firm/organization would like to propose in order to perform the assignment more effectively. If there are such suggestions, they should be incorporated in your proposal.

III. Description of Approach and Methodology

Provide a description of the organization's approach, methodology, and timeline for how the organization will achieve the TOR, including:

- The assessment criteria the Assessment will use, the questions the Assessment should answer, and how the criteria and questions relate. These will include any additional issues identified by the assessor with regards to those mentioned in the ToR.
- For each criterion, methods of collecting data/information and specific sources of data
- If appropriate to the Assessment, the proposed criteria for sampling and rational, and the proposed sample.
- Describe in detail the ways data will be collected, including instruments.

IV. Work Plan

A work plan for data collection, analysis, reporting, and their milestones. **The timelines mentioned in the ToR may be confirmed.** Please detail the proposed quality assurance method, including who will do the quality assurance for the products of the Assessment and linked to which instrument (e.g. Assessment proposal, inception report, data collected and analysed, draft report). It should also include a description of how comments and corrections received from main stakeholders will be handled. Please provide a brief description of each team member and a statement of how team members complement each other to meet the knowledge and skills needs of the assignment.

Form E. Cover Letter for Financial Proposal [On company letterhead]

[Location, Date]

To :

Procurement Team
Australia for ASEAN Futures Initiative
ASEAN Secretariat
Jl. Sisingamangaraja 70a, Jakarta Selatan
Indonesia 12110

Dear Sir/ Madam,

We, the undersigned, offer to provide the Services for *(Insert RFP Tittle)* dated *(Insert Date)*. We are hereby submitting our Proposal, which includes a Technical Proposal sent in a separate file, and this Financial Proposal, through electronic submission. The password for this financial proposal *(****)*

Our attached Financial Proposal is for the sum of *[Insert amount in words and figures]*.

Our Proposal shall be valid and remain binding upon us for the period of time specified in the RFP Documents, and subject to the modifications resulting from Contract negotiations. We confirm that the amount stated above is inclusive of GST/ VAT and other applicable tax. We acknowledge and accept your right to inspect and audit all records relating to our Proposal irrespective of whether we enter into a contract with ASEAN as a result of this proposal or not.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature

Name and Title of Signatory :

Date :

Name of Firm :

Address :

(Stamp with official stamp of the Tenderer)

Form F. Financial Proposal

I. Cost Breakdown by Professional Fee

| # | Team Member | Role in project | Daily Rate | # of days | Total professional fees |
|---|--------------------------------|-----------------|------------|------------|-------------------------|
| 1 | Name 1 | | | | |
| 2 | Name 2 | | | | |
| 3 | Name 3 | | | | |
| 4 | ... | | | | |
| | | | | | |
| A | Total Professional Fees | | | | |
| # | Other Expenses (if applicable) | Description | Item Cost | # of items | Total Other Expenses |
| 1 | Name 1 | | | | |
| 2 | Name 2 | | | | |
| 3 | Name 3 | | | | |
| 4 | ... | | | | |
| | | | | | |
| B | Total Other Expenses | | | | |
| | GRAND TOTAL (A+B) | | | | |

II. Cost Breakdown by Deliverables

| # | Deliverable | Description | # of days | Total professional Fees | Total Other Expenses | Total Cost |
|---|--------------------|-------------|-----------|-------------------------|----------------------|------------|
| 1 | Deliverable 1 | | | | | |
| 2 | Deliverable 2 | | | | | |
| 3 | Deliverable 3 | | | | | |
| 4 | ... | | | | | |
| | | | | | | |
| | GRAND TOTAL | | | | | |

The vendor may include Payment Schedule in the Financial Proposal.

III. Additional Notes (if any)

IV. Checklist for the Completeness of Documents Submitted

Checklists must be used to ensure that all tender documentations have been provided. Checklists must be included in both emails of proposals.

Technical Proposal

| No | Description | Checklist |
|----|--|-----------|
| 1 | Proposals are submitted in two separate emails (softcopy) | |
| 2 | Title of the tender shall be put in each email as follows: | |

| | | |
|----|--|--|
| | - Technical Proposal Title of Tender Name of Vendor - Financial Proposal Title of Tender Name of Vendor | |
| 3 | Technical Specifications of the required services | |
| 4 | All required information has been addressed accordingly | |
| 5 | Schedule of delivery | |
| 6 | Customer/Employment Reference (on similar project) | |
| 7 | Consultant profile | |
| 8 | Copy Company Legal Documents (if applicable), i.e. i. Business Name Registration ii. Valid Business Permit iii. Tax Identification Number | |
| 9 | Authority of signatory (If applicable) | |
| 10 | Latest audited financial statements (for company) | |

Financial Proposal

| No | Description | Checklist |
|----|------------------|-----------|
| 1 | Bid amount | |
| 2 | Payment Schedule | |