



**REQUEST FOR QUOTATION**

**COPY EDITOR  
ASCC RESEARCH AND DEVELOPMENT  
PLATFORM ON CARE ECONOMY**

**I. SUMMARY**

<b>Title</b>	<b>Aus4ASEAN Futures</b>
<b>Quotation Submission Date</b>	12 November 2025
<b>Sample Submission</b>	12 November 2025
<b>Supplier/Vendor Type</b>	Copy Editor
<b>Completion Date</b>	31 March 2026
<b>Terms of Payment</b>	3 Tranches: 1. First payment upon final approval of the first flagship report (30%) 2. Second payment upon final approval of 3 policy briefs (30%) 3. Third payment upon final approval of the second flagship reports (40%)
<b>Reporting Line</b>	OFR Ratnawati Kusuma Jaya, SPO Patnarin Sutthirak

**Scope of work Summary:**

The ASEAN Secretariat (ASEC) and the Australian Government, through the Australia for ASEAN Futures (Aus4ASEAN Futures) Initiative, solicit a quotation for the following:

- Copy edited flagship reports of ASCC R&D platform on care economy. There will be 2 flagship reports, where the first flagship report will consist of maximum 16,000 words or 30 to 40 pages, while the second flagship report will consist of maximum 50,000 words or maximum 100 pages.
- Copy edited policy briefs covering issues of ASCC R&D platform on care economy. There are 3 policy briefs, and each policy brief will consist approximately of 3,000 – 5,000 words or 4 to 6 pages.
- The copy editor will be responsible for the following:
  - 1) Edit, copyedit, and proof-read the output drafts. Where needed, undertake extensive editing, which includes rewriting, abridging, restructuring texts, checking annexes, for greater readability and better logical sequence.
  - 2) The editing process will include a revision of the current text with tables and figures to achieve an optimal flow of information and presentation of the findings.
  - 3) Play a key role in the editing process by correcting grammatical, punctuation, and spelling errors in accordance to the ASCC Research and Development Style Guide.
  - 4) The editing process may entail substantive re-drafting and synthesizing of parts of the existing text to make the outputs more readable and understandable to non-expert audiences.
  - 5) Work together with the designer to ensure that each document has been laid out properly, resulting in



high quality final output.

## II. BACKGROUND

The ASCC Research and Development Platforms Project was established to enable the ASEAN Socio-Cultural Community to engage with research and industry insights to develop and implement holistic solutions against the backdrop of fast-changing and emerging trends and challenges facing the region. It aims to: (i) develop a robust body of research output; and (ii) engage with experts and specialists who are sensitized to the ASEAN regional context to develop knowledge through forums, research work, and to level up expertise of those involved on these platforms.

External advisors from the universities and research institutions are already becoming advisors on various platforms. These platforms will result in written deliverables such as flagship reports and policy briefs, and other activities to contribute to more impactful and informed decisions that ASCC sectoral bodies can take in developing and implementing their activities and initiatives. Prospective editors are invited to undertake copyediting and proofreading of a series of flagship reports and policy briefs. For this purpose, the ASEAN Secretariat invites applications for the assignment of Copy Editor for Flagship Reports and Policy Briefs of the ASCC Research and Development Platform on Care Economy.

## III. Product Specifications

Indicative Timeline	Expected Tasks	Expected Deliverables
15 November 2025 – 31 March 2026	Undertake copyediting service for 2 flagship reports and 3 policy briefs	2 flagship reports 3 policy briefs

The copy editor will be provided with the flagship reports and policy briefs as soon as they become available. A turnaround of 3 weeks for every flagship report and 2 weeks for every policy brief is expected. The copy editor is expected to manage extensive revisions for every publication. This typically includes four to five rounds each of major and minor copyediting, along with accommodating author queries, reference checks, and any subsequent copyediting requests.

## IV. Qualifications/Selection Criteria

### Technical Proposal

Interested candidates including firm/institutions and/or individual(s) are invited to submit an application package in English including the following documents and requirements:

1. Provide a Curriculum Vitae (CV) or resume of individual(s) involved that highlights the following criteria:
  - a) Provided a proposed timeline or workplan estimating the duration needed to work on each policy brief and trend report.
  - b) The consultant has provided CV of individual(s) involved with a master's degree in journalism/literature/communication/social sciences/international relations or other appropriate fields
  - c) The consultant has 5 years of experience in providing copyediting/proofreading service with clientele including development agency/organisations at regional, or international level.
2. The consultant provided a list of copyediting/proofreading projects undertaken in English along with at least three satisfactory testimonials from past projects with reputable institutions and corresponding samples of copyedited materials. The sample comprised of minimum 2,000 words per document.
3. Provide a proposed workplan estimating the duration needed to work on each policy brief and flagship report within the stipulated timeline.

### Financial Proposal

A detailed financial proposal indicating the costs (IDR for local bidders and USD for international bidders) required for



undertaking the assignment. The financial proposal should indicate a “lump sum amount” and provide a price per word of copyediting service which is “all inclusive” for the tasks specified in the Scope of Work.

## V. Instruction for Submission and Settlement

Payment will be made in three (3) tranches with the amount determined by the actual total word count of each output, in accordance with the following limit:

- 1) The first flagship report will have a maximum of 16,000 words
- 2) Each policy brief will have a maximum of 5,000 words
- 3) The second flagship report will have a maximum of 50,000 words

The payment will be made upon approval by ASEAN Secretariat of the following deliverables:

- 1) First payment upon final approval of the first flagship report (30%)
- 2) Second payment upon final approval of 3 policy briefs (30%)
- 3) Third payment upon final approval of the second flagship reports (40%)

## VI. Submission of Quotations

Participating vendors shall send their Technical Proposal and Financial Proposal via two separate emails, attaching the respective cover letters and materials specified in Section VIII and other supporting documents to Aus4ASEAN Futures at [tender@aus4aseanfutures.org](mailto:tender@aus4aseanfutures.org), and [aus4aseanfutures@asean.org](mailto:aus4aseanfutures@asean.org), **no later than 12 November 2025 at 23:59 Jakarta time (GMT +7). Late and/or incomplete submissions will be disqualified.**

Please use the following email subjects when separately submitting the technical and financial proposals:

- Technical Proposal\_”Copy Editor\_Care Economy”\_Name of Vendor
- Financial Proposal\_”Copy Editor\_Care Economy”\_Name of Vendor

For inquiries, please email [query@aus4aseanfutures.org](mailto:query@aus4aseanfutures.org) with subject “**Copy Editor for ASCC R&D Platform on Care Economy – Query**” at the latest by **5 November 2025 at 23:59 Jakarta time (GMT+7).**

Response to received queries will be published at Aus4ASEAN Futures' website (<https://www.aus4aseanfutures.org/>). No individual responses or replies will be provided for queries. Please check the page regularly for updates.

## VII. Additional Notes on Terms and Conditions of the RFQ

1. Any future designs/products in any form of intellectual property rights (including but not limited to patents, copyright, and any related rights) submitted by the Vendor to ASEAN arising out of or in connection to the services performed by the Vendor to ASEAN shall belong to ASEC under the name of ASEAN only.
2. As an intergovernmental organisation, ASEAN shall not be responsible for any tax(es), levy, tax claim, or any tax liability that may be imposed by any law in relation to any amount payable by the ASEAN Secretariat. This means that the ASEAN Secretariat has no tax identification, is tax-exempt (including withholding tax) and is a non-tax withholding entity.

## VIII. PROPOSAL FORMS

Form A. Supplier/Vendor Information and other supporting documents, such as:

1. Company Profile
2. Trade Register (Company Business License Number (SIUP/TDP/NIB), if applicable)
3. Tax Identification Number

Form B. Vendor/Supplier's Declaration

Form C. Specification Form and Quotation

Form D. Work Schedule and Planning



**Form A: Supplier/Vendor Information**

**Company Name**

**Address**

**Contact Person and Title/Position**

**Email**

**Telephone**

**Mobile Phone**

**Company Business License  
Number (SIUP/TDP/NIB)**

**Tax Registration Number**

**Year of Registration**

**Type of business/services  
provided by the vendor**

**Indicate the number of years  
involved in similar business/work**

**Date**

Please attach:

- › Company Profile
- › Trade Register (Company Business License Number (SIUP/TDP/NIB), if applicable)



**Form B: Vendor/Supplier's Declaration**

<b>Name of Vendor/Supplier</b>	Click or tap here to enter text.	<b>Date</b>	Click or tap to enter a date.
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This declaration is made in our capacity as a potential Vendor/Supplier of goods, works or services to ASEC/Aus4ASEAN Futures, on behalf of our firm, its affiliates, subsidiaries and employees, including any JV / Consortium / Association (JVCA) members or subcontractors or suppliers for any part of the agreement.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Requirements and Terms and Conditions:</b> I/We have read and fully understand the TOR/RFQ. I/We confirm that the Vendor/Supplier has the necessary capacity, capability and necessary licenses to fully meet or exceed the requirements and will be available to deliver throughout the agreed period.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Ethics:</b> In submitting this quotation, I/we warrant that the vendor/supplier 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 RFQ; 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 the 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"/>	<b>Child Protection and the Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH):</b> I/We confirm that we have read DFAT policies on child protection <a href="http://dfat.gov.au/about-us/publications/Pages/child-protection-policy.aspx">http://dfat.gov.au/about-us/publications/Pages/child-protection-policy.aspx</a> and Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) <a href="https://www.dfat.gov.au/international-relations/themes/preventing-sexual-exploitation-abuse-and-harassment/Pages/default">https://www.dfat.gov.au/international-relations/themes/preventing-sexual-exploitation-abuse-and-harassment/Pages/default</a> and will adhere to them.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> I/We warrant that the Vendor/Supplier 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 RFQ process, the Vendor/Supplier will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Collusive Tendering:</b> 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 agreement, have no knowledge of the RFQ of any other vendor/supplier when they submit their quotation. We also declare that we have not and will not disclose any of the details of our quotation submission to any other person or organisation prior to the closing date for the RFQ.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Prohibitions, Sanctions:</b> 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 agreement 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.



Yes	No	
<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 offence 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.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bankruptcy:</b> 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"/>	<b>Proposal Validity Period:</b> I/We confirm that this quotation, including the price, remains open for acceptance for the quotation validity period.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognise that you are not bound to accept any quotation 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.

We make this declaration in good faith and the knowledge that any subsequent discovery of breaches of this Declaration may result in the termination of this and other contracts with ASEAN, and our company/myself and relevant subsidiaries/sub-contractors being debarred from supplying or servicing Aus4ASEAN Futures/ASEC in the future.

Authorised Signature

Name and Title of Signatory:

Date:

Name of Firm:

Address:

*(Stamp with the official stamp of the vendor/supplier)*





**Form D. Work Schedule and Planning**

No	Deliverables <sup>1</sup>	Weeks											
		1	2	3	4	5	6	7	8	9	.....	n	TOTAL
1	Deliverable 1												
2	Deliverable 2												
3	Deliverable 3												

1. List the deliverables with the breakdown for activities required to produce them and other benchmarks such as Futures' approvals.