

**REQUEST FOR QUOTATION**  
**PROCUREMENT SERVICES FOR A WORKSHOP IN JAKARTA**  
**RFQ NO. PR-HQ-2025-000079**

Date: April 1, 2025

Dear Sir / Madam,

You are kindly requested to submit your quotation for the Procurement of services for a venue rental, conference services, hotel accommodation and transfer services in Jakarta, Indonesia as described in Annex B.

We also request that your Quotation is submitted using the format specifically detailed in Annex C.

Quotations submitted by email must be limited to a maximum of **10MB, virus-free** and no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

Quotation shall be evaluated based on lowest priced Quotation meeting requirements as per the criteria set in Annex A, point q.

In the event of a discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity), the unit price shall prevail, and the total price shall be corrected by IDLO. If the Bidder does not accept the final price based on IDLO's correction of errors, its Quotation will be rejected.

The Bidders shall not vary their prices for any reason after the deadline of the tender and while the Quotation is still valid. At the time of award of Contract, IDLO reserves the right to vary (increase or decrease) the quantity of services, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

IDLO is not bound to accept any Quotation, nor award a Contract, nor be responsible for any costs associated with a Bidder's preparation and submission of a Quotation, regardless of the outcome or the manner of conducting the selection process.

IDLO encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to IDLO if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

By submitting a Quotation in response to this information, Bidders are confirming acceptance of IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice.

This Request for Quotation (RFQ) is comprised of:

Instruction to Bidders	Annex A
Terms of Reference	Annex B
Supplier's Quotation	Annex C

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IDLO General Terms and Conditions for the Procurement of Goods or Services and IDLO Supplier Code of Conduct	Annex D
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For any questions/clarifications related to this RFQ please contact IDLO on [tenders@idlo.int](mailto:tenders@idlo.int) and mention **Clarifications RFQ NO. PR-HQ-2025-000079** no later than 48 hours prior to the deadline for submission.

Deadline for Submission of Quotation:

On or before **Date: April 8, 2025**

**Time: 15:00 hours Rome, Italy local time.**

Thank you and we look forward to receiving your Quotation.

Sincerely yours,  
International Development Law Organization | IDLO  
HQ

## Annex A Instructions to Bidders

a. Description of requested services	See Annex B
b. Deadline for Quotation	The Quote shall be addressed to IDLO on or before <b>Date: April 8, 2025</b> <b>Time: 15:00 hours Rome, Italy local time.</b>
c. General Terms and Conditions	Any bid submission will imply the unconditional acceptance of IDLO General Terms and Conditions for the Procurement of Services and adherence to the Supplier Code of Conduct.
d. Payment Terms	IDLO will conduct the payment within 30 days after satisfactory receipt of all goods and upon submission of the invoice by the Supplier.
e. Conditions for Release of Payment	IDLO Acceptance of Services Form based on full compliance with RFQ requirements
f. Validity of Quotation starting from the Deadline of the Tender	<b>90 days</b>  In exceptional circumstances, IDLO may request the Bidder to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Bidder shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
g. Quotations Submission	All quotations shall be submitted through the following e-mail address: <a href="mailto:tenders@idlo.int">tenders@idlo.int</a>
h. Partial Quotations	<input checked="" type="checkbox"/> Not permitted
i. Place of Delivery	Jakarta, Indonesia
j. Delivery Terms	Services will be delivered on the dates indicated in the RFQ in Jakarta, Indonesia.
k. Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> N/A
l. Currency of Quotation	IDB <i>Note: (Local Suppliers must comply with any applicable laws regarding doing business in other currencies)</i>
m. Preliminary Documents to be Submitted	<input checked="" type="checkbox"/> Annex C duly signed and stamped, and in accordance with the list of requirements in Annex B; <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance;

n. Special Packing Requirement or Temperature Control	<input checked="" type="checkbox"/> N/A
o. After-sales services required, if applicable	<input checked="" type="checkbox"/> N/A
p. Evaluation of Quote	<p>Evaluation will be done according to the following order of priorities:</p> <ol style="list-style-type: none"> <li>1. Full submission of Preliminary Documents (as per Annex A, point n.)</li> <li>2. Technical responsiveness</li> <li>3. Comprehensiveness of after-sales services, as per Annex A, Point o, if applicable.</li> <li>4. Delivery Date</li> <li>5. Price</li> </ol>
q. Contract Award	<p>Contract Award shall be granted according to:</p> <ol style="list-style-type: none"> <li>a) Full submission of Price Schedule (Annex C) signed and stamped;</li> <li>b) Lowest priced, most technically acceptable/compliant offer;</li> </ol>
r. Contract Signature	<p>Within five (5) calendar days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to IDLO. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, IDLO may award the Contract to the Second Ranked Bidder or call for new Bids.</p>
s. Liquidated Damages	<p><input checked="" type="checkbox"/> <b>Yes - For late delivery of <u>Services</u>, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 18 of the General Terms and Conditions.</b></p> <p><b>If the Contractor fails to perform the requested Services within the time period specified and as stipulated in the terms and conditions of the Contract, IDLO may, without formal notice and without prejudice to its other remedies under the Contract, be entitled to liquidated damages for every day delay in the provision and completion of the Services.</b></p>

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## **ANNEX B TERMS OF REFERENCE**

### **Global Regulatory & Fiscal Capacity Building Programme - Phase II (GLOBAL RECAP II)**

#### **A. About IDLO**

The International Development Law Organization (IDLO) is an intergovernmental organization exclusively devoted to promoting the rule of law. Established in 1983, IDLO works to enable governments and empower people to reform laws and strengthen institutions to promote peace, justice, sustainable development and economic opportunity. Its programs, research and policy advocacy cover the spectrum of rule of law from peace and institution building to social development and economic recovery in countries emerging from conflict and striving towards democracy.

The Assembly of Parties is IDLO's highest decision-making body. It is composed of Representatives of all Member Parties, which have joined the Establishment Agreement of IDLO. IDLO currently has 37 Member Parties.

IDLO has its Headquarters in Rome, a Branch Office in The Hague, Liaison Offices for the United Nations in New York and Geneva, and Country Offices in Afghanistan, Armenia, the Bahamas, Burkina Faso, Honduras, Indonesia, Kenya, Kyrgyzstan, Jordan, Liberia, Mali, Mexico, Moldova, Mongolia, Myanmar, Niger, the Philippines, Somalia, Tunisia, Uganda and Ukraine.

The work of IDLO is sustained by a dynamic, diverse, multinational and multicultural workforce, comprised of over 400 employees plus additional personnel in the non-employee category such as consultants and interns. About one fourth of the IDLO workforce is based in its Headquarters in Rome, while the rest are spread across the globe in our Branch and Country offices.

#### **B. Background**

Since 2019, IDLO in collaboration with the World Health Organization (WHO) and in coordination with the International Development Research Centre, has implemented the Global Regulatory and Fiscal Capacity Building Programme (Global RECAP, 2019-2026) with financial support by the Swiss Agency for Development and Cooperation (2019-2025), the OPEC Fund for International Development (2019-2022), and the European Union (2024-2026). The Programme aims to build countries' regulatory and fiscal capacity to support the development, adoption, implementation, and monitoring of cost-effective regulatory and fiscal policy interventions to promote healthy diets and physical activity for the reduction of noncommunicable diseases (NCDs) in Bangladesh, Kenya, Sri Lanka, Tanzania, and Uganda and, from 2024 Ghana, Indonesia, Mauritius, Nepal and Thailand.

The IDLO Health Law Team, in collaboration with the Global Center for Legal Innovation on Food Environments at the O'Neill Institute for National and Global Health Law at Georgetown University, are planning to organize the "Inter-regional Academic Workshop: Integrating Legal Approaches for NCD Prevention into Multi-disciplinary Academic Teaching" as part of Global RECAP. This workshop will take place from May 7 to 9, 2025, in Jakarta, Indonesia to support

legal, public health, and nutrition academics from Africa and Asia in incorporating NCD prevention laws and policies into legal, public health, and nutrition curricula, with a focus on regulatory approaches that promote healthy diets. To facilitate this, the IDLO Health Law Team is currently seeking an appropriate venue for this two-and-a-half-day workshop.

Due to the absence of an existing Framework Agreement in the country, the team has estimated costs based on previous similar missions in Indonesia and other Global RECAP countries. As a result, the Team has decided to issue a Request for Quotation (RFQ) based on these estimated costs. The team has also consulted IDLO's country office in Indonesia for recommendations on suitable hotels, including those with whom IDLO had a Framework Agreement in the past.

### C. Expected Output

This RFQ is for the procurement of services for a venue rental, hotel accommodation, conference and transfer services for thirty (30) people for a two-and-a-half-day (2.5) days workshop in Jakarta, Indonesia.

The following are the estimated specifications needed in the quotation:

Lots	Item Name	Specification	Unit measure	Quantity
Lot 1	<i>Coffee break</i>	Two (2) coffee breaks per day on 7 & 8 May for 30 people including: <ul style="list-style-type: none"> <li>- Coffee, tea, milk, sugar and sugar substitute/artificial sweetener, different types of juice, water</li> <li>- Biscuits, different types of snacks and fruits</li> <li>- No single use plastic allowed</li> </ul>	<i>Per Person and per day</i>	<i>60 (30 people x 2 days)</i>
	<i>Coffee break</i>	One (1) coffee break per day on 9 May for 30 people including, for instance: <ul style="list-style-type: none"> <li>- Coffee, tea, milk, sugar and sugar substitute/artificial sweetener, different types of juice, water</li> <li>- Biscuits, different types of snacks and fruits</li> <li>- No single use plastic allowed</li> </ul>	<i>Per Person and per day</i>	<i>30 (30 people x 1 day)</i>
Lot 2	<i>Lunch</i>	Lunch on 7 & 8 May for 30 people with buffet arrangement including a choice of a variety of dishes to satisfy different dietary requirements, such as: <ul style="list-style-type: none"> <li>-Soup and Salad as appropriate depending on local customs by season, including at least one option suitable for vegetarians</li> <li>-Selection of breads</li> <li>-Main Course - meat dish, fish/seafood dish, in addition to at least one main course option</li> </ul>	<i>Per Person</i>	<i>60 (30 people x 2 days)</i>

		<p>suitable for vegetarians accompanied by a choice of starchy food (e.g., noodles, potatoes, rice, etc.), including varieties suitable for vegetarians</p> <ul style="list-style-type: none"> <li>-Desserts and fruits</li> <li>-Beverages: including juice and water</li> <li>-Coffee, tea, milk, sugar and sugar substitute/artificial sweetener</li> </ul>		
Lot 3	Conference Room	<p>Eight (8) hours usage of the conference room per day on 7 &amp; 8 May for 30 people which includes:</p> <ul style="list-style-type: none"> <li>- A "Welcome Area" sufficient to place minimum of one table for Participants Registration purposes</li> <li>- A space to serve coffee breaks/refreshments</li> <li>- LCD projector per day including portable or in-built Screen, Remote Control, Laser Pointer and Speakers</li> <li>- A minimum of 3 Flipcharts per Room per day with block of Recycled Paper and a set of Markers in 3 different colours for each Flipchart</li> <li>- Internet connectivity link with minimum speed of 32 MB</li> <li>- Free Wi-Fi Internet Connection for all participants</li> <li>- Two (2) wireless microphones</li> <li>- Cable extension</li> <li>- Water 1 Litre per person per day placed on the tables in the Conference Room in glass containers (no single use plastics)</li> <li>-One dedicated event manager during the event (contact details to be provided during the booking)</li> <li>-One dedicated IT Support during the event (contact details to be provided during the booking)</li> </ul>	Day	2

	<b>Conference Room</b>	<p>Four (4) hours usage of the conference room per day on 9 May for 30 people which includes:</p> <ul style="list-style-type: none"> <li>- A “Welcome Area” sufficient to place minimum of one table for Participants Registration purposes</li> <li>- A space to serve coffee breaks/refreshments</li> <li>- LCD projector per day including portable or in-built Screen, Remote Control, Laser Pointer and Speakers</li> <li>- A minimum of 3 Flipcharts per Room per day with block of Recycled Paper and a set of Markers in 3 different colours for each Flipchart</li> <li>- Internet connectivity link with minimum speed of 32 MB</li> <li>- Free Wi-Fi Internet Connection for all participants</li> <li>- Two (2) wireless microphones</li> <li>- Cable extension</li> <li>- Water 1 Litre per person per day placed on the tables in the Conference Room in glass containers (no single use plastics)</li> <li>- One dedicated event manager during the event (contact details to be provided during the booking)</li> <li>- One dedicated IT Support during the event (contact details to be provided during the booking)</li> </ul>	Day	1
	<b>Hotel Accommodation</b>	Thirty (30) standard single room for four (4) nights between 6 and 10 May ( <i>final number of nights per room as well as check in and check out dates to be confirmed</i> )	Per Person and per day	120 (30 people x 4 nights)
	<b>Transfer Services</b>	Transfer services between the airport and the hotel in Jakarta for each person during arrival and departure (up to 60 times, final number to be confirmed)	Times	60 (30 people x2 times)



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#### **D. Institutional Arrangement**

This contract will be supervised by the Programme Lead for the IDLO Health Law Team with the direct support of the Programme Associate and the Procurement Focal Point (PFP) for the IDLO Health Law Team.

Following the publication of the RFQ, the IDLO Health Law Team PFP will follow up with and notify the suppliers of the outcome of the bidding, with whom the contractor is expected to liaise in the course of performing the work if selected.

#### **E. Duration of the Work**

The expected duration of work is a total of five (5) days with 6th of May 2025 being the expected commencement of the work and 10 May 2025 the completion date.

#### **F. Work Location**

The contractor's Work Location will be Jakarta, Indonesia. The contractor will be required to provide support during the indicated dates where needed.

#### **G. Qualifications of the Successful Contractor**

Previous experience in meeting organization with diverse stakeholders will prove to be advantageous.

#### **H. Scope of Tender Price and Schedule of Payments**

The contract price is a fixed output-based price regardless of extension of the herein specific duration. The Proposer must detail the unit prices of each specification detailed above under Section C in the computation of contract price.

**ANNEX C  
SUPPLIER'S QUOTATION**

**(This Form must be submitted using the Supplier's Official Letterhead/Stationery in the format specified below)**

We, the undersigned, hereby accept the IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice. We hereby offer to supply the items listed below in conformity with the specification and requirements of IDLO as per **RFQ NO. PR-HQ-2025-000079**

<b>Company Name</b>	
<b>Company Full Address</b>	
<b>Date</b>	
<b>Signature</b>	
<b>Stamp</b>	
<b>Contact Person</b>	
<b>Telephone number</b>	
<b>Email address</b>	

**Table 1: Offer to Supply Goods / Services Compliant with Technical Specifications and Requirements**

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in IDR (excluding VAT)	Unit rate in IDR (including VAT)	Total amount in IDR (excluding VAT)	Total amount in IDR (including VAT)
1.	Coffee break	Two (2) coffee breaks per day on 7 & 8 May for 30 people as detailed in Annex B	Per Person and per day	60	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)				
2.	Coffee break	One (1) coffee break per day on 9 May for 30 as detailed in Annex B	Per Person and per day	30	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)				
3.	Lunch	Lunch on 7 & 8 May for 30 people with buffet arrangement as detailed in Annex B	Per Person	60	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)				
4.	Conference Room	Eight (8) hours usage of the conference room per day on 7 & 8 May for 30 people as detailed in Annex B	Day	2	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)				
5.	Conference Room	Four (4) hours usage of the conference room per day on 9 May for 30 people as detailed in Annex B	½ Day	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)				
6.	Hotel Accommodation	Thirty (30) standard single room for four (4) nights between 6 and 10 May	Per Person	120	<input type="checkbox"/> Comply				

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in IDR (excluding VAT)	Unit rate in IDR (including VAT)	Total amount in IDR (excluding VAT)	Total amount in IDR (including VAT)
		<i>(final number of nights per room as well as check in and check out dates to be confirmed)</i>	and per day		<input type="checkbox"/> Not Comply. Alternative specification offered (please attach)				
7.	Transfer Services	Transfer services between the airport and the hotel in Jakarta for each person during arrival and departure <i>(up to 60 times, final number to be confirmed)</i>	Times	60	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)				
<b>Total Cost of Goods</b>									
<b>Other Charges (please specify)</b>									
<b>Taxes/ VAT (___ %) (if applicable)</b>									
<b>Grand Total</b>									

<b>Name, position and signature of the Bidder</b>  <i>Duly authorised to sign this Bid</i>  <b>Date:</b>	<b>Bidder's Stamp</b>

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**ANNEX D**  
**IDLO GENERAL TERMS AND CONDITIONS FOR THE PROCUREMENT OF GOODS OR**  
**SERVICES**  
**AND**  
**IDLO SUPPLIER CODE OF CONDUCT**

Any quote submission will imply the unconditional acceptance of IDLO General Terms and Conditions for Goods and Services and adherence to the Supplier Code of Conduct.

The documents are available on IDLO Procurement Website:

[https://www.idlo.int/sites/default/files/documents/general\\_terms\\_and\\_conditions\\_for\\_goods\\_august\\_2020.pdf](https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_goods_august_2020.pdf)

[https://www.idlo.int/sites/default/files/documents/general\\_terms\\_and\\_conditions\\_for\\_services\\_feb\\_2022.pdf](https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_services_feb_2022.pdf)

<https://www.idlo.int/sites/default/files/documents/idlo-supplier-code-of-conduct.pdf>