

Request for Proposal

Date of Issue: 21 January 2026

Issued by: ASEAN-Japan Centre

Subject: Request for Proposal for Venue and Accommodation for Wellness Tourism Marketing Workshop (March 2026)

1. Purpose of the Project

This project is a 2-day Wellness Tourism Marketing Workshop jointly organized by ASEAN-Japan Centre and the Ministry of Tourism, Indonesia, and will be attended by participants from ASEAN countries. The workshop aims to foster exchange and information sharing among the participants. We are seeking proposals for appropriate venue and accommodation options for the event.

2. Proposal Requirements

Please submit your proposal based on the following requirements:

2.1 Workshop Details

Event Dates: March 26–27, 2026

Location: Bali, Indonesia

Event Content: Full-day workshop (including lunch and two coffee breaks)

Number of Participants: 40 persons (participants from ASEAN countries)

Required Facilities and Services: WiFi, Projector, screen, and monitor, audio system

Other necessary event equipment (if not included in the meeting package)

2.2 Accommodation Requirements

Room Type: Single occupancy, inclusive of breakfast, service charges, and taxes

Number of Rooms: 32 rooms for 3 nights (Check-in on March 25, Check-out on March 28, 2026)

2 rooms for 4 nights (Check-in on March 24, Check-out on March 28, 2026)

2.3 Airport Transfer Service

Transfer Details: One-way airport to hotel transfer (1 person per transfer, with 2 pieces of luggage), 4 transfers in total

3. Special Conditions

Cancellation: If the safety or smooth execution of the event is at risk, the organizer reserves the right to cancel the event at its discretion.

Contract Modification: The organizer has the right to modify the contract in consultation with the hotel if there are changes in the number of participants.

Confidentiality: Any confidential information regarding government or individual data obtained during the course of this event must not be used, leaked, copied, viewed, transferred, or disclosed to any third party without prior authorization.

4. Proposal Submission Deadline

The deadline for submitting proposals is **28 January 2026**. Kindly submit your proposal by this date, including the following:

- Details of your proposed facilities (meeting room, accommodation, etc.)
- Pricing details (meeting package, accommodation rates, transfer costs, etc.)
- Information about your facilities (meeting room equipment, room amenities, etc.)

5. Proposal Submission Details

ASEAN-Japan Centre

Tourism & Exchange Team

Info_to@asean.or.jp

6. Selection Criteria

The evaluation and selection of the venue will be based on the following criteria:

- **Cost** (80%): Proposals will be evaluated based on the overall cost, including meeting package rates, accommodation rates, and transfer costs. The venue offering the most competitive pricing will be prioritized.
- **Quality** (20%): Quality will be evaluated based on several factors, including:
 - **Location:** Ease of access, and convenience for participants.
 - **Meeting Facilities:** Availability of suitable meeting rooms with all required equipment, including audio-visual facilities, Wi-Fi, and any other necessary services.
 - **Accommodation Facilities:** Quality of the rooms and amenities, including single

occupancy, breakfast, and additional services.

- **Reputation:** The overall reputation and experience of the venue in hosting international events and its ability to ensure the smooth execution of the event.

Proposals that meet the specified requirements will be evaluated based on the above criteria, with cost accounting for 80% of the total score and quality accounting for the remaining 20%.

7. Important Notes

Proposals should be as detailed as possible, including all relevant information regarding the meeting room, accommodation, and any additional services.

The organizer will assess the proposed venues and facilities based on their capability to safely and smoothly execute the event.

Upon selection, a contract will be concluded with the chosen venue. We kindly request your cooperation and look forward to receiving your proposal.