

Invitation To Tender - INOVASI Project Phase 3 - Event Organizer (2026)

23 June 2026

Project:	Kerjasama Teknik Australia - RI Australia-Indonesia Partnership INOVASI Phase 3
Tender for:	Event Organizer 2026
Activity Number:	IDINO3-HOF-0265-0626
The Company:	PT Palladium International Indonesia
Closing Date and Time:	Wednesday, 15 th July 2026 at 17.00 Jakarta local time
Contact Person & Delivery Address:	inovasi.procurement@thepalladiumgroup.com
Details for submission:	<p>Electronically via email to inovasi.procurement@thepalladiumgroup.com before the tender closing time. / <i>Secara Elektronik melalui email inovasi.procurement@thepalladiumgroup.com sebelum waktu penutupan Tender.</i></p> <p>Questions on the Term of Reference and Proposal submission could be emailed to inovasi.procurement@thepalladiumgroup.com at the latest on 6th July 2026 before 17.00 PM Jakarta Time. <i>Pertanyaan terkait Term of Reference serta pengajuan Proposal dapat dikirimkan melalui email ke inovasi.procurement@thepalladiumgroup.com paling lambat pada 6 Juli 2026 sebelum pukul 17.00 Waktu Jakarta.</i></p> <p>Two separate email submissions are required: / <i>Diperlukan pengiriman dua email terpisah:</i></p> <p>1) Email #1: Technical Proposal + Company Profile + attachments. Subject: [Technical Proposal] [Name of Activity] [Organization Name] / <i>Pengiriman/Email #1: Proposal Teknis, Profil Perusahaan, dan lampiran terkait. Judul email harus mengikuti format [Proposal Teknis] [Nama Kegiatan] [Nama Organisasi].</i></p> <p>2) Email #2: Financial Proposal. Subject: [Financial Proposal] [Name of Activity] [Organization Name]. Maximum file size: 10MB per email / <i>Pengiriman/Email #2: Proposal Finansial. Judul email harus mengikuti format [Proposal Finansial] [Nama Kegiatan] [Nama Organisasi].</i></p>
Tender Validity Period:	20 weeks from date of submission / 20 Minggu sejak tanggal pengajuan
Number of Soft Copies of Tender:	N/A

Jurisdiction:	Indonesia
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Thank you for your interest in the above procurement. The Company invites you to tender for this activity. This pack includes: / *Terima kasih atas minat Anda dalam pengadaan di atas. Perusahaan mengundang Anda untuk mengajukan tender untuk kegiatan ini. Paket ini meliputi:*

- Part 1: Terms of Reference (TOR)/ *Bagian 1: Kerangka Acuan Kerja (TOR)*
- Part 2: Conditions of Tender / *Bagian 2: Ketentuan Tender*
- Part 3: Technical assessment selection criteria/ *Bagian 3: Kriteria seleksi penilaian teknis*
- Part 4: Financial assessment selection criteria/ *Bagian 4: Kriteria seleksi penilaian finansial*
- Part 5: Client specific provisions/ *Bagian 5: Ketentuan khusus klien*
- Part 6: Standard contract template (to be signed by the successful tenderer)/ *Bagian 6: Template kontrak standar (ditandatangani oleh pemenang tender)*
- Part 7: Declaration by Tenderers/ *Bagian 7: Deklarasi oleh peserta Tender*
- Part 8: Tender Forms (Schedules A, B.1, B.2 and Experience Form)/ *Bagian 8: Form isian Tender (Form isian A, B.1, B.2 dan Pengalaman)*

Please forward your Tender in accordance with the Details for Submission above by the Closing Date and Time to inovasi.procurement@thepalladiumgroup.com. / *Harap kirimkan tender Anda sesuai dengan Detail Pengiriman di atas sebelum Tanggal dan Waktu Penutupan ke inovasi.procurement@thepalladiumgroup.com*

We look forward to your participation in this tender process. / *Kami menantikan partisipasi Anda dalam proses tender ini.*

Yours Sincerely,

**INOVASI Procurement Team / Tim Pengadaan INOVASI
Kerjasama Teknik Australia - RI**

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Part 1 - General Terms of Reference

1. Background

Indonesia's Vision 2045 sets the goal for Indonesia to transition from a resource-based economy towards an advanced service, technology, and knowledge-based economy by the centenary of its independence (2045). The 2025-2045 National Long Term Development Plan emphasises the urgency of Indonesia's human resource development to fully realise 2045 goals. Faced however with persistent low student performance that is emblematic of a learning crisis, significant improvement in student learning will be required to reach Indonesia's 2045 goals. Government of Indonesia (GoI) has started an ambitious program of education reforms. Successive education ministers have set out to modernise the education system through reforming the national curriculum and teaching and assessment approaches, to produce citizens with strong foundational skills, open minds, and inclusive values. Australia is a long-term supporter of the Indonesian basic education sector, with continuous investments supporting education quality improvements for the past two decades, including through the INOVASI program (Phase 1 2016-2020; Phase 2 2020-2023) that focused on supporting acquisition of literacy and numeracy foundational skills in early grades classrooms; exploring local problems and solutions; and generating evidence to inform government policy development and practices. //

Visi Indonesia 2045 menetapkan tujuan bagi Indonesia untuk bertransisi dari ekonomi berbasis sumber daya menuju ekonomi berbasis jasa, teknologi, dan pengetahuan yang maju pada peringatan seratus tahun kemerdekaannya (2045). Rencana Pembangunan Jangka Panjang Nasional 2025-2045 menekankan urgensi pengembangan sumber daya manusia Indonesia untuk mewujudkan sepenuhnya tujuan 2045. Namun, dihadapkan pada kinerja siswa yang rendah secara terus-menerus yang merupakan ciri khas krisis pembelajaran, peningkatan yang signifikan dalam pembelajaran siswa akan diperlukan untuk mencapai tujuan Indonesia 2045. Pemerintah Indonesia (GoI) telah memulai program reformasi pendidikan yang ambisius. Menteri-menteri pendidikan berturut-turut telah berupaya memodernisasi sistem pendidikan melalui reformasi kurikulum nasional dan pendekatan pengajaran dan penilaian, untuk menghasilkan warga negara dengan keterampilan dasar yang kuat, pikiran terbuka, dan nilai-nilai inklusif. Australia merupakan pendukung jangka panjang sektor pendidikan dasar Indonesia, dengan investasi berkelanjutan yang mendukung peningkatan kualitas pendidikan selama dua dekade terakhir, termasuk melalui program INOVASI (Tahap 1 2016-2020; Tahap 2 2020-2023) yang berfokus pada mendukung penguasaan keterampilan dasar literasi dan numerasi di kelas-kelas awal; mengeksplorasi masalah dan solusi lokal; dan menghasilkan bukti untuk menginformasikan pengembangan kebijakan dan praktik pemerintah.

This third phase of INOVASI (2024-2027) builds upon the existing program's approach and lessons learned and takes the focus on the development of foundational skills through to the end of the primary grades. Phase 3 will engage with priority issues of Australia's development policy: gender equality, effective inclusion of children with a disability, responses to the climate change challenge in education. It will focus on the challenge of policy implementation and the gaps that exist between national policies and practices at district and school levels, and use the well attested-success of INOVASI's local problem-based approach to continuously support policy development for effective fit between policy and implementation context. INOVASI Phase 3 is implemented in 25 districts and cities across Indonesia, in the provinces of West Nusa Tenggara, East Nusa Tenggara, North Kalimantan, East Java, West Java, and Maluku. The Program is managed by Palladium on behalf of the Government of Australia through the Department of Foreign Affairs and Trade (DFAT). //

Fase ketiga INOVASI (2024-2027) ini dibangun berdasarkan pendekatan dan pelajaran yang telah dipetik dari program yang ada, dan berfokus pada pengembangan keterampilan dasar hingga akhir kelas sekolah dasar. Fase 3 akan membahas isu-isu prioritas kebijakan pembangunan Australia: kesetaraan gender, inklusi efektif anak-anak penyandang disabilitas, dan respons terhadap tantangan perubahan iklim dalam pendidikan. Fase ini akan berfokus pada tantangan implementasi kebijakan dan kesenjangan yang ada antara kebijakan nasional dan praktik di tingkat distrik dan sekolah, serta menggunakan keberhasilan pendekatan berbasis masalah lokal INOVASI yang telah terbukti untuk terus mendukung pengembangan kebijakan agar sesuai secara efektif antara kebijakan dan konteks implementasi. INOVASI Fase 3 diimplementasikan di 25 distrik dan kota di seluruh Indonesia, di provinsi Nusa Tenggara Barat, Nusa Tenggara Timur, Kalimantan Utara, Jawa Timur, Jawa Barat, dan Maluku. Program ini dikelola oleh Palladium atas nama Pemerintah Australia melalui Departemen Luar Negeri dan Perdagangan (DFAT).

2. Objective of The Assignment

The purpose of Event Organizer (EO) Panel is to engage reputable and credible organizations to provide the service of Integrated Event Management, Communications and Advocacy Support. / *Tujuan Panel Penyelenggara Acara (EO) adalah untuk bekerja sama dengan organisasi yang memiliki reputasi dan kredibilitas tinggi, untuk menyediakan jasa Manajemen Acara Terpadu, Komunikasi, dan Dukungan Advokasi.* The general arrangement of the panel are as follows: / *Pengaturan umum panel tersebut adalah sebagai berikut:*

1. Membership of the EO Panel provides no guaranteed minimum work to the selected organisations; / *Menjadi anggota Panel EO tidak menjamin adanya pekerjaan minimal bagi organisasi terpilih;*
2. The panel will operate in accordance with the Commonwealth Procurement Rules / *Panel ini akan beroperasi sesuai dengan Peraturan Pengadaan Persemakmuran (Commonwealth Procurement Rules);*
3. The panel is non-exclusive. INOVASI is able to procure relevant activities through other procurement processes, including through competitive open market tender. In this instance, the Panel members will be invited to submit a proposal / *Panel ini tidak bersifat eksklusif. INOVASI dapat mengadakan kegiatan terkait melalui proses pengadaan lain, termasuk melalui tender pasar terbuka yang kompetitif. Dalam hal ini, anggota Panel akan diundang untuk menyerahkan proposal;*
4. Any quote or proposal prepared by the Panel members must be in the form required by INOVASI, and may include Management Fees equal to or less than the upper limit set in the Blanket Service Agreement; / *Segala penawaran harga atau proposal yang disusun oleh anggota Panel harus menggunakan format yang disyaratkan oleh INOVASI, dan dapat mencakup Biaya Manajemen sejumlah sama dengan atau kurang dari batas atas yang ditetapkan dalam Perjanjian Jasa Menyeluruh (Perjanjian Kontrak Payung);*
5. INOVASI may, but is not obliged to, seek quotes or proposals from the other suppliers on the Panel before issuing Work Orders to one of the suppliers. INOVASI will issue a work order to selected Panel member in relation to the services to be provided; / *INOVASI dapat, tapi tidak wajib, mencari penawaran harga atau proposal dari pemasok lain di Panel sebelum mengeluarkan Perintah Kerja kepada salah satu pemasok. INOVASI akan mengeluarkan perintah kerja kepada anggota Panel yang terpilih terkait dengan jasa yang akan diberikan;*
6. INOVASI reserves the right to negotiate the technical and financial proposals to ensure value for money of services procured; / *INOVASI berhak menegosiasikan proposal teknis dan keuangan untuk menjamin nilai untuk uang untuk jasa yang diberikan;*

7. The EO Panel will adhere to DFAT and INOVASI Branding Guidelines. The Tenderer must fully comply with Australian Government aid program and INOVASI Branding Guidelines and must ensure appropriate recognition of Australian Government support. The Contractor must acknowledge and effectively promote the Australian Government's contribution. All promotional material must be pre-approved in writing by the Company. */ Panel EO harus tunduk pada Pedoman Penamaan (Branding Guidelines) DFAT dan INOVASI. Peserta Tender harus tunduk secara utuh pada program bantuan Pemerintah Australia dan Pedoman Penamaan INOVASI serta wajib memastikan untuk memberikan pengakuan terhadap dukungan Pemerintah Australia. Kontraktor harus mengakui dan secara efektif mempromosikan kontribusi Pemerintah Australia. Seluruh materi promosi harus disetujui terlebih dahulu secara tertulis oleh Perusahaan.*

3. Scope of The Assignment

1. Research and Content Development / *Penelitian dan Pengembangan Konten*

- a. Research about INOVASI program work and messages as a baseline knowledge prior to the event/ *Mempelajari dan memahami cakupan kerja serta pesan-pesan kunci program INOVASI sebagai pengetahuan dasar sebelum mengelola dan menjalankan event*
- b. Select effective target audience with INOVASI team/ *Menentukan target audiens yang efektif bersama dengan tim komunikasi INOVASI*
- c. Develop key message, theme and content plan to build awareness and as promotional activity for the event/ *Membangun pesan kunci, tema dan rencana konten untuk membangun kesadaran dan juga sebagai kegiatan promosi untuk acara*
- d. Choose most effective channel for publish and promotes the content plan related to the event/ *Memilih saluran dan moda yang paling efektif untuk mempublikasikan dan mempromosikan rencana konten terkait acara*

2. Preparation and Management of the Event / *Persiapan dan Pengelolaan Acara*

- a. Review of the event concept note/terms of reference and provide feedbacks for improvements on topics, design and format of the event, communications strategy and materials, and other related matters required for implementing the event; */ Meninjau catatan konsep/kerangka acuan kerja acara dan memberikan masukan demi perbaikan topik, desain, dan format acara, strategi dan materi komunikasi, dan urusan terkait lain yang dibutuhkan untuk melaksanakan acara;*
- b. Discuss with INOVASI (and INOVASI counterparts) at the preparation stage to finalise the concept, arrangements and preparation; */ Berdiskusi dengan INOVASI (termasuk dengan mitra INOVASI) di tahap persiapan untuk memfinalisasi konsep, pengaturan, dan persiapan;*
- c. Develop and manage event schedule, in close consultation with INOVASI, including to prepare running times for review, revisions and approval; */ Menyusun dan mengelola jadwal acara, berkonsultasi erat dengan INOVASI, termasuk mempersiapkan waktu yang dibutuhkan untuk melakukan peninjauan, revisi, dan persetujuan;*
- d. Assist development of regular report/update, throughout the organization period, to the Person in Charge from INOVASI team member; */ Membantu penyusunan laporan berkala/informasi terbaru selama periode perorganisasian acara kepada Penanggung Jawab dari pihak INOVASI;*
- e. Coordinate and monitor event timelines and ensure deadlines are met; and */ Berkoordinasi dan memonitor timeline kerja dan memastikan tenggat dipenuhi; dan*
- f. Liaise and negotiate terms with INOVASI preferred supplier and/or other selected vendors for logistics (accommodation, flight arrangement, venue hiring, catering, equipment, and printing) based on the approved Event Budget. */ Menghubungi dan bernegosiasi dengan distributor atau penyalur yang biasa digunakan INOVASI dan/atau vendor terpilih lainnya untuk urusan logistik (akomodasi, pengaturan penerbangan, penyewaan tempat, katering, peralatan, dan pencetakan) berdasarkan Anggaran Acara yang telah disetujui.*

3. Participant's Management / *Manajemen Peserta*

- a. Establish the full list of participants together with INOVASI team to accommodate team members, government officials, resource person and other targeted participants as specified; */ Membuat daftar lengkap peserta bersama dengan tim INOVASI untuk mengakomodir anggota tim, pejabat pemerintah, narasumber dan peserta sasaran lainnya;*
- b. Ensure the involvement of all event partners/stakeholders in the final invitation lists; */ Memastikan keterlibatan seluruh mitra acara/pemangku kepentingan dalam daftar undangan final;*
- c. Send out invitations, including event chair(s), speakers and facilitators, and ensure protocols are agreed upon and respected before sending invitations; */ Mengirim undangan, termasuk kepada pimpinan acara atau rapat, pembicara, dan fasilitator, serta menjaga dan memastikan protokol disetujui dan dipatuhi sebelum mengirim undangan;*
- d. Manage RSVP list and schedule for resource person; */ Mengelola daftar peserta yang mengonfirmasi kehadiran dan jadwal narasumber;*
- e. Follow up on all invitations - via telephone, email and/or facsimile; */ Menindaklanjuti seluruh undangan - melalui telepon, surel, dan/atau faksimili;*
- f. Compile confirmed registration list of participants, speakers, support staff, event management team, ushers, etc; */ Mengkompilasi daftar konfirmasi registrasi peserta, pembicara, staf pendukung, tim manajemen acara, pengantar tamu, dll;*
- g. Arrange flight and hotel reservation for out of town participants, including airport transfer; */ Mengatur penerbangan dan reservasi hotel untuk peserta dari luar kota, termasuk transfer bandara;*
- h. Send out Information Note to all participants in regards to the event (arrival details, hotels, visa requirements, general city info etc. if applicable); */ Mengirim Catatan Informasi kepada seluruh peserta terkait acara (rincian kedatangan, hotel, persyaratan visa, informasi kota secara umum, dll, apabila ada);*
- i. Organise a briefing with INOVASI, DFAT, resource persons and/or speakers; and */ Mengatur pertemuan pengarahan acara bersama INOVASI, DFAT, narasumber, dan/atau pembicara; dan*
- j. Act as the primary contact with the event partners/guests in confirming event details and relaying information. */ Bertindak sebagai kontak utama dengan mitra/tamu acara dalam mengonfirmasi rincian acara dan menyampaikan informasi.*

4. Event Venue Arrangements / *Pengaturan Lokasi Acara*

- a. Management of the conceptual idea of the event and installation of event properties such as banners, backdrop, signage, stage, podium, flip chart, stationeries, etc.; */ Mengelola ide konsep acara dan pemasangan materi pendukung acara, seperti spanduk, layar belakang, papan penunjuk, panggung, podium, lembar balik, alat tulis, dll.;*
- b. Arrange and ensure venue including meeting rooms (main room and breakout rooms) are arranged according to specifications and ready for the event as required (as per specified meetings' requirements and schedule); */ Mengatur dan memastikan semua ruang acara dan ruang rapat (ruang utama dan ruang diskusi kecil) diatur sesuai spesifikasi dan siap digunakan, sesuai kebutuhan acara (sesuai kebutuhan dan jadwal rapat);*
- c. Ensure all required audio-visual equipment is available/acquired in all the rooms, including overhead displays, laptops, sound systems, screens, microphones, LCD, timing indicators for speakers, as well as in-house internet service provider and network; */ Memastikan seluruh peralatan audio-visual yang dibutuhkan telah tersedia/didapatkan di semua ruangan, termasuk proyektor, laptop, sistem suara, layar, mikrofon, LCS, indikator waktu untuk pembicara, serta penyedia layanan dan jaringan internet di lokasi;*
- d. Provision of food and beverages (catering) for participants as required by INOVASI; */ Menyediakan*

makanan dan minuman (katering) untuk peserta, sesuai permintaan INOVASI;

- e. Arrange VVIP waiting room and praying room at the venue as required by INOVASI; and */ Mengatur ruang tunggu VVIP dan mushola di lokasi, sesuai permintaan INOVASI; dan*
- f. Ensure service maintenance is promptly available as would be required for all equipment/services and facilities in and around the meeting rooms. */ Memastikan layanan pemeliharaan langsung tersedia untuk seluruh peralatan/layanan dan fasilitas di dan di sekitar ruang rapat.*

5. Event Reference Materials / Materi Referensi Acara

- a. Produce and distribute various event materials e.g. fact sheet, handouts, event agenda, speaker profiles, and other relevant materials for the meeting or event; and */ Menghasilkan dan mendistribusikan berbagai materi acara, contohnya lembar fakta, handout, agenda acara, profil pembicara, dan materi terkait lain untuk rapat atau acara tersebut; dan*
- b. Prepare soft copies event materials in flash drive if any participants requested a copy. */ Mempersiapkan salinan materi cetak acara dalam bentuk soft copy tersedia dalam flash drive, jika ada peserta yang memintan*

6. Participants Registration and Information Support / Dukungan Registrasi dan Informasi Peserta

- a. Provide sufficient personnel to manage registration desk, VIP coordinator, press conference, including the provision of a press conference room as required by INOVASI; */ Menyediakan cukup personil untuk menjaga meja registrasi, menjadi coordinator tamu VIP, dan melakukan konferensi pers, termasuk menyediakan ruang konferensi pers, sesuai permintaan INOVASI;*
- b. Manage a one-stop general information support service for Participants in close coordination with INOVASI team member; and */ Mengelola pelayanan dukungan informasi umum satu pintu untuk para peserta, berkoordinasi erat dengan anggota tim INOVASI; dan*
- c. Design name tags for all participants, speakers, Media, VIPs, etc. as required by INOVASI. */ Mendesain label nama untuk seluruh peserta, pembicara, media, VIP, dll., sesuai permintaan INOVASI.*

7. Communications and Public Relations / Komunikasi dan Hubungan Masyarakat

- a. Coordinate with INOVASI Communication team regarding media arrangements including but not limited to press notice, press registration, information pack (press release, fact sheet, etc.), photo opportunities, and interview/press conference session; */ Berkoordinasi dengan Tim Komunikasi INOVASI terkait pengaturan media, termasuk tapi tidak terbatas pada undangan pers, registrasi pers, paket informasi (siaran pers, lembar fakta, dll), peluang foto, dan sesi wawancara/konferensi pers;*
- b. Develop concept of the event from planning and organisation to event exposure and post event communications in consultation with INOVASI; */ Menyusun konsep acara dari perencanaan dan pengorganisasian hingga keterpaparan acara dan komunikasi pasca acara, berkonsultasi dengan INOVASI;*
- c. Facilitate the hiring of a Master of Ceremony for the event based on consultation with INOVASI, and prepare MC notes/cue card in coordination with INOVASI Communication team; */ Memfasilitasi perekrutan Pembawa Acara untuk acara tersebut berdasarkan konsultasi dengan INOVASI, dan mempersiapkan catatan/kartu petunjuk pembawa acara, berkoordinasi dengan tim komunikasi INOVASI;*
- d. Arrange selection of 2 (two) bilingual simultaneous interpreters including translation equipment as well as interpreter booths, for international seminars only; */ Mengatur pemilihan 2 (dua) juru bahasa bilingual simultan, termasuk peralatan penerjemahan serta bilik penjurubahasaan, khusus untuk acara dengan audiens internasional;*
- e. Arrange selection of 2 (two) sign language interpreters, including equipments needed; */ Mengatur pemilihan 2 (dua) juru bahasa isyarat simultan, termasuk peralatan yang dibutuhkan.;*

- f. Design and produce communications materials that have been agreed by INOVASI; / *Mendesain dan menghasilkan materi komunikasi yang telah disetujui oleh INOVASI;*
- g. Provision of documentation services for audio, videography, and photography with specifications and timeline that have been agreed by INOVASI; and / *Menyediakan jasa dokumentasi untuk audio, videografi, dan fotografi dengan rincian dan timeline yang telah disetujui oleh INOVASI; dan*
- h. Prepare social media newsfeeds related to the event according to timeline and timing that have been agreed by INOVASI. / *Mempersiapkan konten media sosial terkait acara sesuai timeline kerja dan waktu posting yang telah disetujui oleh INOVASI*

8. Virtual Event Arrangements / Pengaturan Acara Virtual

- a. Management of the conceptual idea of the event and propose layout such as screen format, design, logo placement etc.; / *Mengelola ide konsep acara mengajukan tata letak, seperti format layar, desain, penempatan logo, dll*
- b. Arrange and ensure software or social media account that will used for the event are ready as required / *Mengatur dan memastikan perangkat lunak atau akun media sosial yang akan digunakan untuk acara siap sesuai dengan kebutuhan*
- c. Ensure all required audio-visual equipment is available, including, laptops, sound systems, screens, microphones, timing indicators for speakers, as well as in-house internet service provider and network; / *Memastikan seluruh peralatan audio-visual yang dibutuhkan telah tersedia, termasuk, laptop, sistem suara, layar, mikrofon, indikator waktu untuk pembicara, serta penyedia layanan dan jaringan internet di lokasi;*
- d. Manage, facilitate, and produce virtual communications, conferences and webinars through Zoom, YouTube, and Stream Lab OBS/ *Mengelola, memfasilitasi dan memproduksi komunikasi virtual, konferensi dan webinar melalui Zoom, YouTube, dan OBS*
- e. Handle troubleshooting and provide technical solution during live event/ *Menangani isu-isu yang muncul dan memberikan solusi teknis saat berlangsungnya acara*
- f. Ensure service maintenance is promptly available as would be required for all equipment/services and facilities in and around the venue and meeting rooms. / *Memastikan layanan pemeliharaan langsung tersedia untuk seluruh peralatan/layanan dan fasilitas di dan di sekitar lokasi acara.*

9. Other General Logistical Arrangements and Event Management / Pengaturan Logistik dan Pengelolaan Acara Umum Lainnya

As directed by INOVASI, attend relevant meetings with DFAT, GoI counterparts, and other service providers involved in the organization of the Event to ensure coordination of all Event elements: / *Sesuai arahan INOVASI, menghadiri rapat terkait persiapan acara dengan DFAT, mitra Pemerintah Indonesia, dan penyedia jasa lain yang terlibat dalam penyelenggaraan acara guna memastikan terciptanya koordinasi dari seluruh unsur acara:*

- g. Organise Government Per Diems and Resource Person payment, including but not limited to transportation, attendance and resource person honoraria fees in accordance with Minister of Finance of the Republic of Indonesia Regulation; / *Mengorganisir per diem pemerintah dan pembayaran narasumber, termasuk tapi tidak terbatas pada transportasi, kehadiran, dan honor narasumber, sesuai dengan Peraturan Menteri Keuangan Republik Indonesia.*
- h. Local Transportation - arrange and confirm airport transfer service as well as local transportation, including special VIP transport as requested by INOVASI; / *Transportasi lokal - mengatur dan mengkonfirmasi jasa transfer bandara serta transportasi lokal, termasuk transportasi khusus VIP sesuai permintaan INOVASI;*
- i. Accommodation - reserve, manage and compile room list for all participants and liaise directly with the hotel on room allocations and accuracy of arrival/departure information; / *Akomodasi - memesan, mengelola, dan mengkompilasi daftar kamar untuk seluruh peserta, dan berkomunikasi langsung dengan hotel terkait alokasi kamar dan akurasi informasi kedatangan/keberangkatan;*
- j. Secretariat Room - provide stationeries and printing equipment for secretariat room if required;

/ Ruang Sekretariat - menyediakan alat tulis dan peralatan pencetakan untuk ruang sekretariat bila perlu;

- k. Official Lunch/Dinner - organise official lunch/dinner for selected invitees/participants including venue, menu, schedule, transportation and other logistical arrangement as required by INOVASI; */ Makan Siang/Makan Malam Resmi - mengorganisir makan siang/makan malam resmi untuk undangan/peserta terpilih, termasuk tempat, menu, jadwal, transportasi, dan pengaturan logistik lain sesuai permintaan INOVASI;*
- l. Management of all event logistics branding production (following logo and brand guidelines), in close consultation with INOVASI, such as: goodie bags, banners, badges, procurement of banners, event bags and quotations, design of event bags, name tags and badges, production of goodie bags, as well as meeting package arrangements; */ Pengelolaan seluruh produksi materi-materi dengan branding INOVASI untuk acara (mengikuti panduan logo dan merek), berkonsultasi erat dengan INOVASI, seperti: tas souvenir acara, spanduk, pin, pengadaan spanduk, tas souvenir acara dan penawaran harga, desain tas souvenir acara, label nama peserta, pin, produksi souvenir, serta pengaturan paket rapat;*
- m. Final draft of the Event program submitted, including detailed schedule, list of resource persons, speakers, facilitator(s), and background documents (on the different sessions); */ Draft akhir dari program Acara diserahkan, termasuk jadwal rinci, daftar narasumber, pembicara, fasilitator, dan dokumen latar belakang (tentang berbagai sesi yang berbeda-beda);*
- n. Proactively manage and address any arising issues and troubleshoot any emerging problems on the event day, and alert INOVASI team for any potential risks during the meeting or event; */ Secara proaktif mengelola dan mengatasi segala isu yang muncul, dan memecahkan segala masalah yang timbul di hari acara, serta memberitahukan kepada tim INOVASI tentang adanya potensi risiko selama rapat atau acara;*
- o. Other reasonable tasks as required by the Operations Support Manager and KMC Manager. */ Melakukan tugas wajar lain yang dibutuhkan oleh Manajer Dukungan Operasional dan Manajer Manajemen Pengetahuan dan Komunikasi.*

4. Duration and phasing / Durasi dan fase

One year, with a possible of extension subject to satisfactory performance assessment. The selected company should be able to work flexibly, including after hours to ensure all items and services are delivered to quality standards. */ Satu tahun, dengan kemungkinan diperpanjang, bergantung dari hasil penilaian kinerja yang memuaskan. Perusahaan yang terpilih harus dapat bekerja secara fleksibel, termasuk setelah jam kantor untuk memastikan semua hal dan jasa dilaksanakan memenuhi standar mutu yang telah ditetapkan.*

5. Expected Outputs / Keluaran yang diharapkan

The EO will provide the following outputs/deliverables: */ Perusahaan EO akan menyediakan keluaran sebagai berikut:*

INOVASI will hold various events including but not limited to launch events, Education Innovation conferences, trainings, workshops, exhibition and meetings with government officials at the national and sub-national levels. Expected deliverables will be as follows: */ INOVASI akan menyelenggarakan berbagai acara, termasuk tapi tidak terbatas pada acara peluncuran, konferensi Inovasi Pendidikan, pelatihan, lokakarya, pameran, dan rapat dengan pejabat pemerintah di tingkat nasional dan daerah. Hasil/Deliverable yang diharapkan adalah sebagai berikut:*

- 1) Successful implementation of the event reflected by the number of attendance (participants), media coverage and positive feedback from the counterparts; */ Keberhasilan penyelenggaraan acara, tercermin dari jumlah yang hadir (peserta), liputan media, dan masukan positif dari para mitra;*
- 2) High quality of communications materials; */ Materi komunikasi yang berkualitas tinggi;*

- 3) Individual Event Report including actual participant attendance list, financial report, minutes of meetings, media coverage, and results of participant's survey to assess the relevance and quality of the event upon request from INOVASI; and / *Laporan untuk setiap Acara, termasuk daftar kehadiran peserta aktual, laporan keuangan, notulen, daftar pemberitaan di media, dan hasil survei/feedback peserta untuk menilai relevansi dan kualitas acara, sesuai permintaan dari INOVASI; dan*
- 4) Documentation of the event in the form of video and photographs submitted to the INOVASI Communications team in a format and delivery method that have been agreed by INOVASI. / *Dokumentasi acara dalam bentuk video dan foto, yang diserahkan ke tim Komunikasi INOVASI dalam format dan moda pengiriman yang disetujui INOVASI.*

INOVASI will review and approve each step of event request, as detailed in the work order document / *INOVASI akan meninjau dan menyetujui setiap langkah dari permintaan penyelenggaraan acara, sebagaimana dirinci dalam dokumen perintah kerja.*

6. Financial component

The financial component must: / *Komponen finansial harus:*

1. Provide the rate of / *Memberikan harga :*
 - a) Provide the rate of Service Fee. The Service fee should include all profits / *Memberikan harga Biaya Jasa, yang harus mencakup semua laba*
 - b) Financial management costs, including the cost of financial charges and financing costs, if any; / *Biaya manajemen keuangan, termasuk biaya beban keuangan dan biaya keuangan, jika ada*
 - c) Insurance costs including public indemnity insurance and other insurance as required in the Contract (Part 9 - Indicative Contract); / *Biaya asuransi, termasuk asuransi ganti rugi publik dan asuransi lain sebagaimana disyaratkan dalam Kontrak (Bagian 9 - Kontrak Indikatif);*
 - d) Taxation, as applicable; / *Perpajakan, apabila berlaku;*
 - e) Costs associated with any subcontracting and procurement of goods and services; / *Biaya yang berkaitan dengan menyewa subkontraktor dan pengadaan barang dan jasa;*
 - f) Any other overheads required to perform the Services in accordance with the Contract; / *Biaya operasional lain yang dibutuhkan untuk melaksanakan Jasa sesuai dengan Kontrak;*
 - g) All escalators for the Service Fees for the term of the Contract; and / *Segala peningkatan Biaya Jasaselama periode Kontrak; dan*
 - h) Any allowance for risks and contingencies. / *Segala uang tunjangan untuk risiko dan kontingensi.*
2. The following financial aspects need to be taken into consideration: / *Aspek finansial berikut ini harus dipertimbangkan:*
 - a) All activity preparation costs are the responsibility of the preferred contractor; / *Seluruh biaya persiapan kegiatan merupakan tanggung jawab kontraktor yang diutamakan;*
 - b) The program requires the preferred contractor to submit deliverables on schedule for payment. All costs associated with the preparation and submission of these deliverables are the responsibility of the preferred contractor; / *Program ini mengharuskan kontraktor yang diutamakan untuk menyerahkan deliverable tepat waktu agar dapat menerima pembayaran. Segala biaya yang berkaitan dengan persiapan dan penyerahan deliverable ini menjadi tanggung jawab kontraktor yang diutamakan;*
 - c) Payment of contractor fees and reimbursable costs may be withheld due to non-approval by INOVASI managers of the deliverables. / *Pembayaran biaya kontraktor dan biaya yang dapat diganti dapat ditahan karena adanya deliverable yang tidak disetujui oleh manajer INOVASI.*

3. The successful bidder is expected to hold adequate insurance coverage, including insurance cover for all its staff subcontracted to work on the event implementation, in compliance with the bidder's company policies. Evidence of this coverage may be requested. / *Penawar yang berhasil diharapkan memiliki pertanggunggunaan asuransi yang memadai, termasuk asuransi bagi seluruh staf yang disubkontraktorkan untuk mengerjakan pelaksanaan acara, sesuai dengan kebijakan perusahaan penawar. INOVASI dapat meminta bukti adanya pertanggunggunaan tersebut.*

7. Contractor responsibilities

- To be prepared to sign the Standard Contract Terms. / *Bersedia menandatangani Ketentuan Kontrak Standar.*
- To have in place insurance policies covering Professional Indemnity and Public Liability. / *Untuk memiliki polis asuransi yang mencakup Tanggung Jawab Profesional dan Tanggung Jawab Publik*
- To have any relevant registrations (including tax registrations) in the activity Jurisdiction. / *Untuk memiliki registrasi yang relevan (termasuk registrasi pajak) dalam yurisdiksi kegiatan.*

EVENT SCENARIO

Objectives of The Event

- **To disseminate good practices** from 10 primary schools that participated in the pilot testing of the PKH Module, particularly on the integration of BSAN into learning processes.
- **To enhance the understanding of stakeholders** at the district/city level regarding Ministerial Regulation No. 6/2026 and Ministerial Decree No. 17/2026 on a Safe and Conducive School Culture/ Budaya Sekolah Aman dan Nyaman (BSAN).
- **To advance the establishment of BSAN working groups** at the district and provincial levels
- **To promote the scaling and adoption** of the PKH Module among stakeholders at both national and subnational levels.

Objectives of the EO Engagement

- a) To ensure effective logistical coordination for the gallery walk, book launching, the commitment declaration for the establishment of BSAN working group, and the doorstep interview.
- b) To ensure effective time management of the event
- c) Provision of event management services that meet the protocol standards required for high-level government engagements.
- d) Effective communication and coordination among participating institutions and stakeholders.
- e) Other type of services that comes up during the preparation and the event

Duration of the EO Services

The activity series in this event can be outlined as below:

Date	22 July 2026 (first day of the events) to 22 Juli 2026 (last day of the events)
Venue	<ul style="list-style-type: none">• Artotel Senayan Jakarta
Formats	(Event Agenda will be attached in Annex 1) 1) Gallery Walk -Each representative from 10 pilot schools implementing the PKH module showcasing and presenting their achievements and the highlight of their BSAN programs (approximately 3 minutes for each school) *details attached in Annex 2 2) Opening remarks and Indonesian National anthem 3) Bookhandover ceremony 'When Schools Stand to Protect' 4) Ceremony for joint commitment signing of BSAN Working Groups continued with group photo 5) Presentation from government stakeholder on best practices in BSAN implementaion (by Deputy Mayor of Batu) 6) Doorstop media interview with Minister MoPSE and DHOM hosted by BKHM (TBC)

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The services of the Event Organizer itself will be required for a period of approximately **12 days (preparation, Event on 22 July 2026 and reporting from 23 – 30 July 2026)**, covering both preparation and implementation phases of the event, as follows:

Preparation Phase	Contract signing to one day before event starts	<ul style="list-style-type: none"> • Pre-event Planning and Coordination • Develop design for ceremonial requirements and logistical arrangements • Preparing safeguarding procedures (PSEAH, Child Protection, and Dignitaries safety – including health and dietary requirements) • Daily updates, and in the day of events
Implementation Phase	During Event	<ul style="list-style-type: none"> • Arranging logistics and venues • Time management and event implementation • LO for joint commitment signing/declaration
Reporting Phase	Post Event (up to one month)	<ul style="list-style-type: none"> • Developing final reports and reflection • Submitting administrative reports for final reimbursement and payments

Scope of Services

- Pre-event Planning and Coordination
 - Develop detailed event plan, production schedule and run sheet.
 - Liaise with INOVASI, PUSPEKA, gallery walk presenters, resource persons, participants and all partners to confirm agenda, programme, list of invitees and protocols, as needed and requested by INOVASI team.
 - Preparing and arranging logistical arrangements as requested by INOVASI team
- Develop design for ceremonial requirements and logistical arrangements
 - Develop event venue designs under collaboration with respective venue management and protocols
 - The design will ensure:
 - Availability of booth R8 with partition including electricity and booth title
 - Availability of screens for content projections during the session. The screens consist of three projected screen and Videotron
 - Adequate provisions of tables and chairs for VVIPs, VIPs and participants to ensure comfortable discussions.
 - Provision of audio systems, lighting, and decors that complies with INOVASI, DFAT, and Ministry/local governments customs.
 - Provision of book frames, screen materials and audio for book handover ceremony
 - Provision of logistics for joint commitment signing including joint commitment document, file folder, tables, screen materials and audio
 - All participants sign the joint commitment document managed by LO
 - Safety and free from hazards that includes exfiltration strategies in case of disasters (building fires, earthquake, floods)
 - Provision of show director to ensure punctuality during the event
 - Provision of timely and accurate payment of fee, allowances and reimbursement for participants and speakers
 - Manage guest flow and safety protocols, if requested by INOVASI team.
- Branding & Signage
 - Print and install in event venues, and venues interiors.
 - Print and install signage to direct participants and dignitaries during the events, including direction signage for restrooms, departing areas, meals areas.

- Provide name tags for gallery walk presenters
- Provide VVIP reception, name tags, itineraries and refreshment arrangements
- Preparing safeguarding procedures (PSEAH, Child Protection, and Dignitaries safety – including health and dietary requirements)
- Media and Press Room Preparation
 - Availability of backdrop and mini stage/leveling for doorstep interview
 - Install audio-visual equipment for live camera during the event
- Post-Event Reporting
 - Deliver a comprehensive event report, including attendance list, photo documentation, summary of stakeholder feedback and recommendations for similar events.

This event must adhere with following criteria to ensure events success:

- **Safety and security of dignitaries:** all venue considerations for selections and design must ensure safety from hazards, have a strong disaster preparedness, and health safety requirements. The name, identifiable information, and other details of dignitaries, VIPs, and key stakeholders must be treated as confidential. Photos, videos, and audio recordings both from official equipment or personally owned equipment must not be shared publicly – officially or personally – without previous written approval from INOVASI.
- **Climate change adaptation, mitigation, and resilience:** selection of equipment, e.g. transportation modality, visual screen; supplies, e.g. banner fabric, document folders material, printing of materials; provision of refreshment, e.g. provision of water avoiding single use plastics – must emphasis climate change considerations.
- **Child Protection and PSEAH** and other safeguarding, all personnel involved in the activity must have their background checked, being briefed on safeguarding requirements, and being monitored adequately to ensure that safeguarding policies are in place.
- **Value for Money**, all selection of venues, equipment, supplies, travel arrangements, accommodations must reflect value for money approach.

Part 2 - Condition of Tender

2. Tender content

2.1. The tender must contain the following:

- 2.1.1 a cover letter (no longer than 1 page) to the tender for the activity (specify the Activity number), including the signed declaration contained in Part 7.
- 2.1.2 a technical submission (in the form detailed in Part 3);
- 2.1.3 a financial submission (in the form detailed in Part 4).

2.2. Every Tender needs to state in the submission:

- 2.2.1 in the case of an individual, full or given names, surname and address.
- 2.2.2 in the case of a trust, the full names and addresses of each trustee of the trust.
- 2.2.3 in the case of a company, NGO or other registered entity, the full name of the entity, the address of the registered office of the entity, the relevant registration number and a copy of the certificate of registration; and
- 2.2.4 If relevant, a list (including CVs if requested) of all the nominated personnel expected to contribute to the performance of the TOR, including their names, surnames, title of their position and their proposed level of effort.

2.3. Tenders are to be written in English, Arial font 12

2.4. 'The Tenderer' (where capitalised) means the person or organisation to whom this invitation has been sent, the person or organisation responding to this invitation (as applicable). Depending on the context, an uncapitalised version of 'tenderer' may also refer to the Tenderer.

3. Tender Assessment Process

3.1. Tenders must comply with the requirements of the TOR. Failure to submit a Tender including the information required by the TOR (or this Tender generally) will factor into The Company's assessment of the level of compliance of the Tender and may result in rejection of the Tender.

3.2. The Company will evaluate Tenders on the following basis:

- 3.2.1 a technical assessment.
- 3.2.2 a financial assessment.
- 3.2.3 any other factors which may impact on the Tenderer's potential performance.

3.3. The Company reserves the right:

- 3.3.1 to accept or reject any tender, and to annul the tendering process thereby rejecting all tenders, at any time prior to the award of contract at its sole discretion.
- 3.3.2 to cancel or vary the Invitation to Tender process at any time whether before or after the closing date.
- 3.3.3 to reject any tender that does not adhere to the structure and content requirements as outlined in these Terms and Conditions.
- 3.3.4 to recall tenders from any source including those tenderers who have already submitted tenders, without thereby incurring any liability to the affected Tenderer or Tenderers or any obligation to inform the affected Tenderer or Tenderers of the grounds for this action.
- 3.3.5 to accept Tenders for the whole or any part of the requirement.
- 3.3.6 to require that tenderers submit to the Company's Due Diligence process prior to or after the submission of Tenders; and
- 3.3.7 to negotiate with the most favourable tenderer should it be deemed that the offered prices are unreasonable or greater than the targets set in the planning process.

3.4. The Company shall not be bound by any advice given or information furnished by it.

3.5. The conduct of this Invitation to Tender is not intended to give rise to any legal or equitable relationship.

3.6. Any inducements and rewards intended to influence the outcome of the Tendering process will result in Tenderer's immediate suspension from the process.

3.7. Your Tender will be valid for the Tender Validity Period specified on p.1.

4. Technical Assessment

4.1. The Technical Assessment will be undertaken by an internal procurement committee.

4.2. The Company may specify weighting for assessment criteria in Part 4.

5. Financial Assessment

5.1. Following consideration of the technical merit of Tenders, a like-like price assessment may be undertaken by The Company of the Tenders assessed as technically suitable.

5.2. Tenderers should note that financial submissions for those Tenders assessed by the Procurement Committee as not technically acceptable will not be subject to financial assessment.

5.3. Unless otherwise specifically stated, prices quoted must be provided as a fixed maximum price and show the tax exclusive price, the tax component and the tax inclusive price.

5.4. The contract price, which must include all other charges and costs, will be the maximum price payable by the Company for the Goods and/or Services.

5.5. Additionally, if requested by the Company, potential suppliers must be able to demonstrate their financial stability and ability to remain viable as a provider of the Goods and/or Services over the term of any agreement.

5.6. If requested by the Company, the potential supplier must promptly provide the Company with such information or documentation as the Company reasonably requires evaluating the potential supplier's financial stability.

6. Acceptance of Tenders

6.1. The Company is not bound or required to accept the lowest priced Tender or any Tender.

6.2. A Tender will not be deemed to be accepted unless and until a Contract in the form listed in Part 7 is signed by the Company and the Tenderer (with the agreed commercial terms included).

6.3. The Company reserves the right to enter negotiation with any other tenderer if contract negotiations cannot be concluded with the preferred Tenderer.

7. Alternative Tenders

7.1. The Company reserves the right to accept and consider alternative Tenders providing they:

7.1.1 are submitted with a compliant Tender.

7.1.2 clearly identify the differences and improvements offered.

8. Non-Compliant Tenders

8.1. Tenders will be regarded as non-compliant if they do not comply with any part of the requirements of this Invitation to Tender.

8.2. The Company may, however, in its absolute discretion evaluate any non-compliant Tender.

9. Lodgement of Tenders

9.1. It is the responsibility of the Tenderer to ensure that the Tender is received by the Company by the closing date and time prescribed in this Invitation to Tender. A Tender lodged after the closing date is a late Tender.

9.2. A late Tender will normally not be considered unless it can be demonstrated by the Tenderer that the Tender would have arrived at the tender point by the required date and time as prescribed in this Invitation to Tender but, for reasons proven by the Tenderer, it did not. The Company may allow a late Tender to be assessed at its absolute discretion.

9.3. The Company will not consider or entertain any queries about a decision to assess or reject a late Tender.

10. Tenderer Costs

10.1. Tenderers are responsible at their own cost to:

10.1.1 make all arrangements and obtain and consider all information relating to the TOR.

10.1.2 prepare, deliver and lodge their tender.

10.1.3 deal with any issues, including disputes, that may arise out of the tendering process.

11. Confidentiality

11.1. The Tenderer acknowledges that during this Tender, it may become acquainted with or have access to the Company's Confidential Information (including the existence and terms of this Tender and the TOR). It agrees to maintain the confidence of the Confidential Information and to prevent its unauthorised disclosure to any other person.

11.2. The Tenderer will not disclose or use any Confidential Information except to the extent that such disclosure or use:

11.2.1 is strictly necessary for submitting the Tender.

11.2.2 is required by relevant laws.

11.2.3 is authorised by prior written approval from the Company; or

11.2.4 occurs after the Confidential Information already is or comes into the Tenderer's possession (or in the public domain) otherwise than pursuant to this Tender, pursuant to a separate confidentiality undertaking by the Tenderer or a third parties' (or that parties') unauthorised disclosure.

11.2.5 If the Tenderer is required to disclose Confidential Information due to a relevant law or legal proceedings, it will provide reasonable notice of such disclosure to the Company.

11.2.6 The parties agree that this obligation applies during the Tender and after the completion of the process.

12. Request for Information

12.1 Any prospective tenderer may within a reasonable time before the closing date request information on any point of clarification in this Tender. The information requested shall be given in writing by the Company as soon as practicable. Where in the opinion of the Company the information could influence other tenderers, that information may at the Company's sole discretion be given in writing to all known prospective tenderers.

13. Business Partner Code of Conduct

13.1 Tenderers shall comply with the Company's Business Partner Code of Conduct in the submission of any tenders. The Code is currently available at thepalladiumgroup.com/policies.

14. Unsuccessful Tenders

14.1. Unsuccessful Tenders will be notified in writing and shall be entitled to feedback regarding their tender.

15. Tenderer Acceptance of Conditions

15.1 A Tender lodged in response to this Invitation to Tender does so with agreement to these Conditions of Tender unless any departures from these Conditions are detailed in the cover letter of the submission. The Company reserves the right to reject any departure from these Conditions of Tender and thereby determine that the tender submission is non-conforming for that reason.

16. Conflict of Interest

16.1 Tenderers must notify the Company immediately if any actual, potential or perceived conflict of interest arises (a perceived conflict of interest is one in which a reasonable person would think that the person's judgement and/or actions are likely to be compromised, whether due to a financial or personal interest (including those of family members) in the procurement or the Company).

17. Inconsistencies

17.1. If there is inconsistency within this ITT, the following order of precedence shall apply:

17.1.1 These Terms and Conditions.

17.1.2 the Cover Page of this ITT; and

17.1.3 Part 5 - Client Terms

17.1.4 Part 6 - Standard Contract

17.1.5 Part 1 - Terms of Reference

17.1.6 Part 4 - Financial Assessment Selection Criteria

17.1.7 Part 3 - Technical Assessment Selection Criteria

17.1.8 the Schedule so that the provision in the higher ranked document will prevail to the extent of the inconsistency.

18. Jurisdiction

18.1. This Tender process shall be subject to the laws of the Jurisdiction.

18.2. The Supplier and the Company will use their best efforts to settle amicably any dispute, controversy, or claim arising out of, or relating to this Agreement or the breach, termination, or invalidity thereof.

18.3. If no agreeable settlement can be found, any dispute, controversy, or claim arising out of or relating to this Agreement or the breach, termination, or invalidity thereof, shall be settled by arbitration in accordance with the UNCITRAL Arbitration Rules in effect on the date of this Agreement. The appointing authority shall be the Secretary-General of the Permanent Court of Arbitration. The Parties will be bound by any arbitration award rendered because of such arbitration as the final adjudication of any such dispute.

18.4. The place of arbitration shall be the headquarters location of Company at the time the claim is filed, and the language of the arbitration will be English. The relevant laws shall be the laws of the Jurisdiction.

18.5. Should the claim involve a State, a State-controlled entity, or an intergovernmental organization, the case shall be administered by the International Bureau of the Permanent Court of Arbitration.

Part 3 - Technical Assessment Selection Criteria

3.1 The Technical Assessment will be undertaken by an internal Procurement Committee/
Penilaian Teknis akan dilakukan oleh Komite Pengadaan internal.

3.2 The Technical Assessment will account for 80% of the overall score using the following formula:

$$\text{Technical Score} = \frac{\text{Tender's Weighted Technical Score (out of 100)} \times 80\%}{\text{Highest Weighted Technical Score (out of 100)}}$$

$$\text{Nilai Teknis} = \frac{\text{Tender's Weighted Technical Score (out of 100)} \times 80\%}{\text{Highest Weighted Technical Score (out of 100)}}$$

3.3. INOVASI will assess each submission based on the travel agent ability to meet the requirement as specified and overall value for money using the following criteria // *INOVASI akan menilai setiap pengajuan berdasarkan kemampuan agen perjalanan untuk memenuhi persyaratan yang ditentukan dan nilai penghargaan untuk uang menggunakan kriteria berikut:*

- a. At least seven (7) years experiences in providing travel management services for national and international organisations, embassies and medium to large multi-national corporations // *Setidaknya tujuh (7) tahun pengalaman dalam menyediakan layanan manajemen perjalanan untuk organisasi nasional dan internasional, kedutaan besar, dan perusahaan multinasional menengah hingga besar;*
- b. Accredited IATA travel agent duly licensed in the country // *Agen perjalanan terakreditasi IATA yang memiliki lisensi resmi di negara tersebut.*

Technical and Financial Criteria and Weighting

1. Technical Criteria / *Kriteria Teknis*

Category	Criteria	Weight (out of 100)
Technical /	Demonstrated track records of having organized various donor-funded related events with government officials (references and contact persons will be required) at the national and sub-national levels. / <i>Rekam jejak yang menunjukkan telah menyelenggarakan berbagai acara terkait yang didanai donor dengan pejabat pemerintah (referensi dan narahubung akan diperlukan) di tingkat nasional dan daerah</i>	25
Technical	A proven track record of having handled international consultants, government officials and the protocol decorum that it	15

Category	Criteria	Weight (out of 100)
	entails./ Rekam jejak yang terbukti telah menangani konsultan internasional, pejabat pemerintah, dan kesopanan protokol yang diperlukan	
Technical	Familiarity with Government Officials Financial Framework regarding Standard Cost 2026 as quoted above and Value for Money principles in the production of all event materials./ <i>Mengetahui dengan Kerangka Keuangan Pejabat Pemerintah mengenai Biaya Standar 2026 sebagaimana dikutip di atas dan prinsip Value for Money dalam produksi semua materi acara.</i>	15
Technical	The successful company will be selected on the basis of their proposal in developing an integrated communications and advocacy support to INOVASI, past relevant experiences, qualifications of key staff, and budget proposal. / <i>Perusahaan yang berhasil akan dipilih berdasarkan proposal mereka dalam mengembangkan komunikasi terintegrasi dan dukungan advokasi untuk INOVASI, pengalaman masa lalu yang relevan, kualifikasi staf kunci, dan proposal anggaran.</i>	25
Technical	Lead Consultants/Team Leader should hold a Degree in Communication, Journalism, Public Relation or business related degree with a minimum of 5 years' experience, or a minimum of 8 years' experience in managing communications and/or public relations in a private or public organization./ <i>Konsultan Utama / Pemimpin Tim harus memiliki gelar dalam Komunikasi, Jurnalisme, Hubungan Masyarakat atau gelar terkait bisnis dengan pengalaman minimal 5 tahun, atau pengalaman minimal 8 tahun dalam mengelola komunikasi dan / atau hubungan masyarakat secara pribadi atau organisasi publik.</i>	20
	TOTAL	100

2. Financial Criteria

Category	Criteria	Weight (out of 100)
Financial	Value for money from personnel cost or management fee / <i>'Value for money' dari biaya personel atau biaya manajemen.</i>	100

3.4. Requirements for the Technical Submission / *Persyaratan Penyerahan Teknis*

The Technical Submission must: / *Penyerahan Teknis harus:*

- i. Indicate the Tenderer's nominated contact person on the front page; / *Mengindikasikan usulan nomor kontak peserta tender di halaman depan;*
- ii. Be in a type font of no less than 12 points; / *Diketik dalam jenis huruf berukuran tidak kurang dari 12 poin;*
- iii. Be in a single column format; / *Menggunakan format satu kolom;*
- iv. Provide attached up-to-date CVs that relevant to the activity of the preferred consultant/s (no longer than 5 pages), including contact details for two referees who can comment on recent experience relevant to the application; / *Memberikan lampiran CV terbaru yang relevan terhadap kegiatan konsultan (tidak lebih dari 5 halaman), termasuk rincian kontak untuk dua referensi yang dapat mengomentari pengalaman terbaru yang relevan terhadap aplikasi ini.*
- v. Provide a capability statement addressing the anticipated scope of assignment in Part 2 - Term of Reference point 2, and the technical selection criteria as outlined in Part 4 of this ITT Pack; / *Memberikan pernyataan kesanggupan yang membahas antisipasi cakupan tugas dalam Bagian - Kerangka Acuan Kerja poin 2, dan kriteria pemilihan teknis sebagaimana diuraikan dalam Bagian 4 dari Paket ITT ini.*
- vi. Provide tenderer details including company profile and details of similar works completed by the tenderer including appropriate referee contacts; / *Memberikan rincian peserta tender, termasuk profil perusahaan dan rincian pekerjaan serupa yang telah diselesaikan peserta tender, termasuk kontak referensi yang sesuai.*
- vii. The tender submission must be submitted in English language and contain the following information: / *Penyerahan tender harus diserahkan dalam Bahasa Inggris, dan berisi informasi sebagai berikut:*
 - A completed Schedule B.1, up to three pages, providing a capability statement addressing the anticipated scope of assignment in Part 2 - Term of Reference point 2, and the technical selection criteria as outlined in Part 4 of this ITT Pack; / *Form isian B.1 yang telah diisi lengkap, hingga tiga halaman, memberikan pernyataan kesanggupan yang membahas cakupan tugas yang telah diantisipasi dalam Bagian 2 - Kerangka Acuan Kerja poin 2, dan kriteria pemilihan teknis sebagaimana diuraikan dalam Bagian 4 dari Paket ITT ini.*
 - A completed Schedule B.2, up to five pages, providing tenderer details including company profile and details of similar works completed by the tenderer including appropriate referee contacts; / *Form isian B.2 yang telah diisi lengkap, hingga lima halaman, memberikan rincian peserta tender, termasuk profil perusahaan dan rincian pekerjaan serupa yang telah diselesaikan peserta tender, termasuk kontak referensi yang sesuai.*

Part 4 – Financial Assessment Selection Criteria

1. Following consideration of the technical merit of Tenders, the financial assessment will represent 20% of the overall score. / *Setelah pertimbangan teknis dari tender, penilaian keuangan akan mewakili 20% dari nilai keseluruhan.*
2. Tenderers should note that financial submissions for those Tenders assessed by the Procurement Committee as not technically acceptable will not be subject to financial assessment. / *Peserta tender harus mengingat bahwa penyerahan keuangan tender yang tidak diterima secara teknis oleh Komite Pengadaan tidak akan melewati tahap penilaian keuangan.*
3. The financial component of the Tender in Tender Schedule Form A - Financial Proposal must be an unconditional offer and fixed for the duration of the Project. / *Komponen finansial/keuangan dari tender di Form Isian Tender A - Proposal Finansial harus menjadi penawaran tak bersyarat dan tetap selama durasi Proyek.*
4. A completed Schedule B providing the rate for personnel and management fee. The management fee is not applicable for international position/adviser hired under ARF (Australian Remuneration Framework). A completed Schedule B providing the rate for personnel and management fee. / *Form isian B yang telah diisi lengkap, memberikan harga biaya personil dan manajemen. Biaya manajemen tidak berlaku untuk posisi/penasihat internasional yang direkrut di bawah ARF (Kerangka Remunerasi Australia atau Australian Remuneration Framework).*

Part 5 – Client Specific Provisions

A. Acceptance of Tenders / *Penerimaan Tender*

1. Palladium is not bound or required to accept the lowest priced Tender or any Tender. / *Palladium tidak terikat atau diharuskan menerima Tender dengan harga terendah atau Tender manapun.*
2. A Tender will not be deemed to be accepted unless and until a Contract based on the Contract Conditions and acceptable to Palladium, is signed by Palladium. / *Tender tidak akan dianggap diterima kecuali dan hingga Palladium menyetujui dan menandatangani Kontrak berdasarkan Ketentuan Kontrak.*
3. Palladium reserves the right to enter negotiation with any other Tenderer if contract negotiations cannot be concluded with the preferred Tenderer. / *Palladium berhak mengadakan negosiasi dengan peserta tender lain apabila negosiasi kontrak tidak dapat dicapai dengan peserta tender yang diutamakan*

B. Alternative Tenders / *Tender Alternatif*

1. Palladium reserves the right to accept and consider alternative Tenders providing they: / *Palladium berhak menerima dan mempertimbangkan tender alternatif, denan ketentuan tender tersebut:*

- i. Are submitted with a compliant Tender; / *Diserahkan bersama tender yang tunduk pada ketentuan yang berlaku;*
 - ii. Clearly identify the differences and improvements offered in the Alternative Tender. / *Dengan jelas mengidentifikasi perbedaan dan peningkatan yang ditawarkan dalam Tender Alternatif.*
2. Alternative Tenders will be considered only after completion of the Technical Assessment of compliant Tenders. / *Tender Alternatif hanya akan dipertimbangkan setelah penyelesaian Penilaian Teknis dari Tender yang memenuhi persyaratan.*

C. Non-Compliant Tenders / *Tender yang Tidak Sesuai*

1. Tenders will be regarded as non-compliant if they do not comply with any part of the requirements of the TOR. / *Tender akan dianggap tidak sesuai apabila tidak tunduk pada bagian persyaratan manapun dari KAK.*
2. Palladium may however, in its absolute discretion evaluate any non-compliant Tender. / *Namun, Palladium dapat, dengan diskresi absolutnya, mengevaluasi tender yang tidak sesuai.*

D. Lodgement of Tenders / *Pengajuan Tender*

1. It is the responsibility of the Tenderer to ensure that the Tender is received at Palladium by the closing date and time prescribed in this Invitation to Tender. A Tender lodged after the closing date is a late Tender. / *Peserta tender bertanggung jawab untuk memastikan tender diterima di Palladium paling lambat di tanggal dan waktu penutupan yang tertera di Undangan mengikuti Tender ini. Tender yang diajukan setelah tanggal penutupan adalah Tender yang terlambat.*
2. A late Tender will normally not be considered unless it can be demonstrated by the Tenderer that the Tender would have arrived at the tender point by the required date and time as prescribed in this Invitation to Tender. Palladium may allow a late Tender to be assessed at its absolute discretion. / *Tender yang terlambat umumnya tidak akan dipertimbangkan, kecuali Peserta Tender dapat menunjukkan bahwa Tender seharusnya sampai pada tempat pengajuan tender pada tanggal dan waktu yang tertera dalam Undangan mengikuti Tender ini. Palladium dapat menilai Tender yang terlambat dengan diskresi absolutnya.*
3. Palladium will not consider or entertain any queries about a decision to assess or reject a late Tender / *Palladium tidak akan mempertimbangkan atau menanggapi pertanyaan apapun tentang keputusan untuk menilai atau menolak Tender yang terlambat.*
4. Tenders are to be in English, and all pricing and costs are to be in AUD and provide the exchange rate of IDR 10,000 that will be used for currency in IDR. / *Tender harus diserahkan dalam Bahasa Inggris, dan seluruh harga dan biaya harus dicantumkan dalam AUD, dan menggunakan nilai tukar 1 AUD = Rp10.000 untuk nilai tukar mata uang Rupiah.*

E. Tenderer Costs / *Biaya Peserta Tender*

Tenderers are responsible at their own cost for: / *Peserta Tender bertanggung jawab mengeluarkan biaya sendiri untuk:*

1. Making all arrangements and obtaining and considering all information relating to the TOR; / *Membuat segala pengaturan dan memperoleh dan mempertimbangkan seluruh informasi yang berkaitan dengan TOR.*
2. The preparation, delivery and lodgement of their tender; / *Mempersiapkan, mengirimkan, dan mengajukan tender mereka;*
3. Dealing with any issues, including disputes that may arise out of the tendering process. / *Menangani segala isu, termasuk persengketaan yang dapat muncul dari proses pengajuan tender*

F. Competitive Neutrality / *Netralitas Kompetitif*

Tenders submitted by government owned organisations must comply with the Commonwealth government's policy in respect of competitive neutrality. All government tenderers must read and return a signed copy of the attached Statutory Declaration (Part 7). / *Tender yang diserahkan organisasi milik pemerintah harus tunduk pada kebijakan pemerintah Persemakmuran terkait netralitas kompetitif. Semua peserta tender pemerintah harus membaca, menandatangani, dan mengembalikan salinan Deklarasi Hukum (Statutory Declaration) terlampir (Bagian 7).*

G. Basis of Payment / *Dasar Pembayaran*

1. Payments will be based on points discussed in Part 10: Schedule B. Payments will be made in Australian dollars or Indonesian rupiah and subject to performance as identified by milestones or deliverables specified in the Contract. / *Pembayaran akan berdasarkan pada poin-poin yang dibahas dalam Bagian 10: Form Isian B. Pemabayaran akan dilakukan dalam Dolar Australia atau Rupiah, dan bergantung pada kinerja, sebagaimana diidentifikasi dengan tahapan pencapaian atau deliverable yang tertera dalam Kontrak.*
2. All Tenders should be aware that under 'A New Tax System (Goods and Services Tax) Act 1999 (GST Act)', Palladium will be treated as a taxable enterprise. / *Seluruh Tender harus mengetahui bahwa di bawah 'Undang-undang Sistem Perpajakan Baru (Pajak Barang dan Jasa) Tahun 1999 (UU GST)', Palladium akan dianggap sebagai perusahaan yang terkena pajak.*
3. Implications of the GST for the Contractor include: / *Implikasi GST bagi Kontraktor meliputi:*
 - All Australian consultants hired as sub-Contractors must have an ABN number; / *Seluruh konsultan Australia yang direkrut sebagai sub-kontraktor harus memiliki nomor ABN;*
 - All contracts that the sub-Contractor enters in relation to the performance of the services (after July 1, 2000) will need to include GST in pricing; / *Seluruh kontrak yang melibatkan sub- kontraktor terkait kinerja pelaksanaan jasa (setelah 1 Juli 2000) harus mencantumkan GST dalam harganya;*
 - Invoices for goods and services provided by the sub-Contractor after July 1, 2000, need to comply with the ATO requirement for "Tax Invoice" to obtain payment from Palladium. / *Tagihan untuk barang dan jasa yang diberikan sub-kontraktor setelah 1 Juli 2000 harus tunduk pada persyaratan ATO untuk "Tagihan Pajak" agar memperoleh pembayaran dari Palladium.*

H. Confidentiality / *Kerahasiaan*

Tenderers must keep any discussions or contact with Palladium in connection with the Invitation to Tender and any Contract negotiations, confidential. / *Peserta Tender harus menjaga kerahasiaan segala diskusi atau kontak dengan Palladium terkait dengan Undangan mengikuti Tender dan segala negosiasi Kontrak.*

I. Employment Opportunities for Aboriginal and Torres Strait Islander People / *Peluang Kepegawaian untuk Masyarakat Aborigin dan Pulau Torres Strait*

- a) Tenderer's attention is drawn to the Commonwealth's policy to maximise employment opportunities for Aboriginal and Torres Strait Islander people. / *Peserta tender harus memperhatikan kebijakan Persemakmuran untuk memaksimalkan peluang kepegawaian bagi masyarakat Aborigin dan Pulau Torres Strait.*
- b) A Tender must, where opportunities exist, indicate in its Tender: / *Tender harus, jika terdapat peluangnya, mengindikasikan dalam tendernya:*
 - How it will provide employment opportunities; / *Bagaimana memberikan peluang kepegawaian;*
 - The nature and duration of the employment it proposes to provide; / *Sifat dan durasi kepegawaian yang akan diberikan;*
 - Where those people would perform work in relation to the Project / *Dimana orang akan mengerjakan Proyek.*
 - The number of people who would be involved. / *Jumlah orang yang akan terlibat.*

J. Affirmative Action / *Aksi Afirmatif*

- 1) The Affirmative Action (Equal Opportunity for Women in the Workplace) Act 1999 requires private sector employers of 100 or more employees and higher education institutions, to establish affirmative action programs. / *Undang-undang Aksi Afirmatif (Peluang yang Setara bagi Perempuan di Tempat Kerja) tahun 1999 mensyaratkan pemberi kerja swasta yang memiliki 100 atau lebih pegawai, serta lembaga pendidikan tinggi, untuk menetapkan program aksi afirmatif.*

2) If: / *Apabila:*

- The Act applies to the Tenderer; / *UU tersebut berlaku bagi Peserta Tender;*
- The Tenderer has been deemed as not complying with its obligations under the Act; / *Peserta Tender telah dianggap tidak tunduk pada kewajibannya sesuai UU tersebut;*
- The Tender does not submit a Certificate of Compliance with the Tender; the Tender will be considered as non-compliant and maybe excluded from consideration. / *Tender tidak menyerahkan Sertifikat Kepatuhan bersama Tendernya; Tender tersebut akan dianggap tidak tunduk dan dapat menjadi tidak dipertimbangkan.*

K. Pricing / *Pencantuman harga*

Except for variations in the rate of duty or foreign exchange, Tenderers shall state whether the prices offered are: / *Diluar variasi nilai bea atau nilai tukar mata uang, peserta tender wajib menyatakan apakah harga yang ditawarkan adalah:*

- 1) Firm, that is prices offered shall not be varied either up or down for any reason; / *Tetap, yaitu harga yang ditawarkan tidak akan naik atau turun karena alasan apapun;*

- 2) Firm for a period, in which case the period must be stated; / *Tetap selama periode tertentu, dalam hal ini periodenya harus dicantumkan;*
- 3) Subject to other price variations either up or down. / *Bergantung pada variasi harga lain, baik naik maupun turun.*

L. Request for Information / *Permintaan Informasi*

- 1) Any prospective tenderer may within a reasonable time before the closing date request information on any point of clarification in this Tender. The information requested shall be given in writing by Palladium as soon as practicable, and where in the opinion of Palladium the information could influence other Tenderers, that information shall be given in writing to all known prospective Tenderers. / *Setiap peserta tender prospektif dapat, dalam jangka waktu wajar sebelum tanggal penutupan, meminta informasi pada saat meminta klarifikasi terkait Tender ini. Informasi harus diminta secara tertulis oleh Palladium segera setelah dapat dilakukan, dan apabila Palladium berpendapat informasi tersebut dapat berdampak pada peserta tender lainnya, informasi tersebut wajib diberikan secara tertulis kepada seluruh peserta tender prospektif.*
- 2) The tenderer should have a Child Protection Policy. Otherwise, the tenderer should sign Palladium Child Protection Guideline and Policy. / *Peserta tender harus memiliki Kebijakan perlindungan Anak. Jika tidak, peserta tender harus menandatangani Pedoman dan Kebijakan Perlindungan Anak Palladium.*

M. Unsuccessful Tenders / *Tender yang Tidak Berhasil*

Unsuccessful Tenders will be notified in writing and shall be entitled to a feedback session regarding their tender. / *Tender yang tidak berhasil akan diberitahukan secara tertulis dan berhak mendapatkan sesi masukan terkait tender mereka.*

N. Tenderer Acceptance of Conditions / *Penerimaan Ketentuan oleh Peserta Tender*

A Tender lodged in response to this Invitation to Tender does so with agreement to these Conditions of Tender unless any departures from these Conditions are detailed in the tender submission. Palladium reserves the right to reject any departure from these Conditions of Tender and thereby determine that the tender submission is non-conforming for that reason. / *Tender yang diajukan sebagai tanggapan terhadap Undangan mengikuti Tender ini harus sudah menyetujui Ketentuan Tender tersebut, kecuali penyimpangan dari Ketentuan tersebut dijelaskan secara rinci dalam penyerahan tender. Palladium berhak menolak segala penyimpangan dari Ketentuan Tender tersebut, dan karenanya menentukan bahwa penyerahan tender tidak memenuhi syarat karena alasan tersebut.*

O. Child Protection / *Perlindungan Anak*

1. All tenderers must agree to have in place a mandatory Child Protection Policy and related procedures which promote the safety and wellbeing of all children accessing their services and programs, particularly to minimize the risk of abuse of children. If the selected Tenderer does

not yet have their own policy, the Palladium Child Protection Guidelines will apply to the selected Tenderer until such time as the selected Tenderer has been able to develop their own policy. The Palladium Child Protection Guidelines are available at: <http://www.thepalladiumgroup.com/policies>. */ Seluruh peserta tender harus setuju untuk menetapkan Kebijakan Perlindungan Anak yang wajib dilaksanakan, dan prosedur terkait, yang mendorong keselamatan dan keamanan seluruh anak yang mengakses jasa dan program mereka, terutama untuk meminimalisir risiko pelecehan anak. Apabila peserta tender terpilih belum memiliki kebijakan mereka sendiri, Pedoman Perlindungan Anak Palladium akan berlaku bagi peserta tender terpilih tersebut, sampai pada saat peserta tender dapat menyusun kebijakan mereka sendiri. Pedoman Perlindungan Anak Palladium tersedia di: <http://www.thepalladiumgroup.com/policies>.*

2. Palladium will assist the selected tenderer in assessing whether their Child Protection Policies meet the minimum standard as required by DFAT. To comply with these standards, Child Protection Policies may need to be updated prior to contract signature. */ Palladium akan membantu peserta tender terpilih dalam menilai apakah Kebijakan Perlindungan Anak mereka memenuhi standar yang disyaratkan DFAT. Untuk mematuhi standar ini, Kebijakan Perlindungan Anak bisa jadi harus diperbarui sebelum penandatanganan kontrak*

Part 6 – Standard Contract Template
(Refer to Attachment / merujuk pada lampiran)

Blanket Services Agreement (Work Order Basis)

Part 7 – Declaration by Tenderers

Tenderers shall submit their tender with the following declaration:

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

Where requested by the Company, I/We will promptly provide the certificates or other documents referenced in this ITT.

I/We understand that any information given by us will be relied on and used by the Company to assess my/our suitability to participate further in this potential procurement.

I understand that the Company may reject my/our Tender if it is non-compliant, or false/misleading in any way. Where this statement is being provided by an individual on behalf of the Company, that individual has the necessary corporate authorisation to provide the declaration on behalf of the Company.

I / We have not communicated to any person other than the Company the amount of any tender, adjusted the amount of any tender by arrangement with any other person, made any arrangement with any other person about whether or not I / we or that other person should tender, or otherwise colluded with any other person in any manner whatsoever, and undertake that at any time thereafter in the tendering process for the above.

I/We have not engaged in any behaviour which has or could contravene Bribery Act 2010 (UK), the Foreign

Corrupt Practices Act (US) or any similar legislation.

I/We have not provided or offered any payment, gift, item, hospitality or any other benefit to the Company, its employees, consultants, agents, subcontractors (or any other person involved in the decision-making process relating to this tender) which could give rise to a perception of bribery or corruption in relation to the Tender or any other dealings between the parties.

Jakarta, Date...

Signature

Name

Position

Tender Schedule Form A - Financial Proposal / Form Isian Tender A - Proposal Finansial

The response to Tender Schedule A must directly address the selection criteria as outlined in Part 4 of the ITT Pack. Fee rates will be fixed for the duration of the Agreement up to one-year contract period. / *Tanggapan terhadap Form Isian Tender A harus secara langsung menjawab kriteria pemilihan sebagaimana diuraikan dalam Bagian 4 dari Paket ITT. Nilai biaya harus tetap selama durasi Perjanjian, hingga periode kontrak satu tahun.*

FINANCIAL PROPOSAL

EVENTS NAME : **Meeting with Kemendikdasmen**
 PARTICIPANTS :
 PERIOD :
 VENUE : **ARTHOTEL JAKARTA**
 HOST :
 EVENT
 ORGANIZER :

NO.	SERVICE	DESCRIPTION	QTY	FREQ	UNIT PRICE	TOTAL
					(Rp)	(Rp)
A	EVENT EQUIPMENT					
					Sub Total	
B	SUPPORTING ACTIVITIES					
					Sub Total	
C	EO EXPENSES					
					Sub Total	
D	PERSONNEL					
					Sub Total	
I	OTHER LOGISTIC					
					Sub Total	
					Sub Total	
					Total	
					Management Fee 10% from Personel	
					Grand Total	

Part 8 Tender Form / Bagian 8 Form Isian Tender

To INOVASI Procurement Team / Kepada Tim Pengadaan INOVASI:

[insert name / masukan nama], on behalf of / atas nama [Insert Company Name / Masukan Nama Perusahaan]

Address / Alamat: (Insert Company Address / Masukan Alamat Perusahaan)

Phone Number / Nomor Telepon : (Insert Company Phone No / Masukan Nomor Telepon Perusahaan) Email Address / Alamat Email: (Insert Company Email Address / Masukan Alamat email Perusahaan)

- a) Confirm that we are a legal entity in Indonesia and that we have been in existence for two (2) years or more. / *Mengkonfirmasi bahwa kami badan hukum di Indonesia dan kami telah berdiri selama dua (2) tahun atau lebih*
- b) State that we have not prepared our submission with the benefit of information obtained from current or former employees of INOVASI Program or Palladium International, or DFAT in circumstances that constitute a breach of confidentiality or fidelity on the part of that person; or with the benefit of information otherwise improperly obtained. / *Menyatakan bahwa kami belum menyiapkan pengiriman kami dengan keuntungan informasi yang diperoleh dari karyawan atau mantan karyawan Program INOVASI atau Palladium International, atau DFAT dalam keadaan yang merupakan pelanggaran kerahasiaan atau kesetiaan di pihak orang tersebut; atau dengan keuntungan informasi yang diperoleh secara tidak benar*
- c) State that we have not prepared our submission with the benefit of any information obtained from any other potential supplier or competitor for the services outlined in this RFQ. / *Menyatakan bahwa kami belum mempersiapkan pengajuan kami dengan keuntungan dari informasi yang diperoleh dari setiap calon penawar atau pesaing untuk layanan yang diuraikan dalam RFQ ini.*
- d) Confirm that we have disclosed below (to the best of our knowledge) any matter that may materially affect our performance of the contract (if any), including but not limited to: security, probity or integrity issue, including current or pending investigations or enquiries by any government, law enforcement, or regulatory body; financial capacity and viability to perform the services. / *Mengkonfirmasi bahwa kami telah mengungkapkan di bawah ini (sejauh pengetahuan terbaik kami) masalah apa pun yang secara material dapat memengaruhi kinerja kontrak kami (jika ada), termasuk namun tidak terbatas pada: masalah keamanan, kejujuran atau integritas, termasuk saat ini atau menunggu keputusan investigasi atau pertanyaan oleh pemerintah, penegak hukum, atau badan pengatur; kapasitas keuangan dan kelangsungan hidup untuk melaksanakan layanan.*

e) Nominate the following person as our representative for executive negotiations / *Menunjuk orang berikut sebagai perwakilan kami untuk negosiasi eksekutif*: Representative's Name / Nama Perwakilan _____

Position Title / Posisi Jabatan : _____

DATED this / TERTANGGAL _____ day of / hari ini _____, 20

SIGNED for and on behalf of / DITANDATANGANI untuk dan atas nama
(Insert Company Name / Masukkan Nama Perusahaan)

Signature of Authorised Signatory and Stamp /
Tandatangan dari Penandatangan Resmi dan Cap

Name of Authorised Signatory /
Nama Penandatangan Resmi

Tender Schedule Form B.1 – Capability Statement / Form Isian Tender B.1 – Pernyataan Kesanggupan

The response to Tender Schedule B.1 must directly address the selection criteria as outlined in Part 4 of the ITT Pack with reference to the Scope of Assignment as outlined in Part 2, point 2 of the ITT Pack. / *Tanggapan terhadap Form Isian Tender B.1 harus secara langsung menjawab Kriteria Pemilihan sebagaimana diuraikan dalam Bagian 4 dari Paket ITT, mengacu pada Cakupan Tugas sebagaimana diuraikan dalam Bagian 2, poin 2 dari Paket ITT.*

The capability statement must be no more than **five (5) A4 pages**, plus up to five (5) CVs in one-page for each CV. This schedule form must also detailed information about the organisations approach on providing the services outlined in this tender document including how the company will meet the needs of INOVASI's travel, the networks available for INOVASI, and what their corporate structure and available resources will be. / *Pernyataan Kesanggupan haruslah tidak melebihi lima (5) halaman A4, ditambah maksimal lima (5) CV, masing-masing satu halaman. Formulir isian ini juga harus memberikan informasi secara rinci tentang pendekatan organisasi dalam menyediakan layanan yang diuraikan dalam dokumen tender ini termasuk bagaimana perusahaan akan memenuhi kebutuhan perjalanan INOVASI, jaringan yang tersedia untuk INOVASI, dan seperti apa struktur perusahaan mereka dan sumber daya yang tersedia nantinya.*

Capability Statement and Response to Selection Criteria / Pernyataan Kesanggupan dan Tanggapan terhadap Kriteria Pemilihan

**Tender Schedule Form B.2 – Company Profile and Experience / Form Isian Tender B.2
– Profil dan Pengalaman Perusahaan**

The response to Tender Schedule B.2 must directly address the company profile and experience including details of similar works completed by the tenderer since 2015 including budget, name of funder and appropriate referee contacts. / *Tanggapan terhadap Form Isian Tender B.2 harus secara langsung memberikan profil dan pengalaman perusahaan, termasuk rincian pekerjaan serupa dari peserta tender sejak 2015, termasuk anggaran, nama pemberi dana, dan kontak referensi yang sesuai.*

Company Profile and Experience must be no more than **two A4 pages**, plus maximum up to five project experience sheets. / *Profil dan Pengalaman Perusahaan harus **tidak melebihi dua halaman A4**, ditambah maksimal lima lembar pengalaman proyek.*

Experience Form and Client / *Formulir Pengalaman dan Informasi Klien*

Information Needed / Informasi Yang Dibutuhkan	Previous Project / Proyek Sebelumnya	Previous Project / Proyek Sebelumnya	Previous Project / Proyek Sebelumnya
Client Name / <i>Nama Klien:</i>			
Contract Value / <i>Nilai Kontrak:</i>			
Starting and completion (date month year) / <i>Mulai dan selesai (tanggal bulan tahun)</i>			
Nominated Clients / <i>Nominasi Klien:</i>			
Name / <i>Nama:</i>			
Address / <i>Alamat:</i>			
Email / <i>Surel:</i>			
Phone / <i>Telepon:</i>			

We certify that the information provided herein are true and accurate / *Kami menyatakan bahwa informasi yang diberikan disini adalah benar dan akurat.*

Name / *Nama* :

Title / *Jabatan / Posisi* :

Signature and Stamp / *Tanda Tangan dan Cap:*