

PRIVATE AND CONFIDENTIAL

REQUEST FOR QUOTATION (RFQ)

AmCham Indonesia

FOR

PRODUCING *The Executive Exchange*

20 July 2011

Section I: Introduction

AmCham Indonesia (the American Chamber of Commerce in Indonesia) is a not-for-profit association under the umbrella of KADIN that represents over 500 members, including U.S. corporations, U.S. citizens, Indonesian and third country companies selling or representing U.S. products and services, and other members. AmCham Indonesia is led by a 14-member Board of Governors with the President, two (First and Second) Vice Presidents, Secretary, and a Treasurer. Executive management is performed by the Executive Director (ED), who oversees the administrative staff.

Mission

"AmCham Indonesia represents and promotes U.S. business interests and values."

Values

- *The highest degree of professional ethics and personal integrity.*
- *Innovation and excellence in execution.*
- *Transparency, good governance, and respect for the rule of law.*
- *Responsibility towards the individual, society, and the environment.*

Vision

"By 2015, AmCham Indonesia aims to become the advocate of choice for its members' business interests, applying a unique capability that provides access to primary avenues of influence for policy and regulatory issues in Indonesia."

Strategic Objectives

- *Ensure AmCham's leaders and professionals acquire, develop, and maintain resources for effective governance, policies, systems, and processes to successfully execute its mission and vision.*
- *Support the success of members' enterprises by identifying and focusing on key issues that improve the business climate, actively engaging with key stakeholders, including GOI, USG, other chambers, etc., to achieve mutual understanding.*
- *Provide a forum for U.S. business leaders to network and exchange information.*
- *Advance the image of U.S. businesses through the promotion and advocacy of best practices.*

Section II: Project Information

The Board of Governors of AmCham Indonesia seeks to outsource the production of the 2011 AmCham Indonesia quarterly magazine, *The Executive Exchange* (the Magazine), to an experienced vendor(s) (the Company).

This Request for Quotation is divided into two lots- LOT A and LOT B. **AmCham Indonesia in its sole discretion may decide to award either or both LOTs to the same bidder or a combination of bidders.**

LOT A – Design & Lay-out

Products and Services – LOT A

- In consultation with the AmCham Executive Director (ED), determine the timeline and manage the publishing schedule for the four (4) 2011 issues.
- Carry out Design, Lay-out, and Copy Editing duties.

Project Details – LOT A

- The Company will nominate a primary project coordinator who will report directly to the ED for all matters, unless otherwise specified by the ED.
- The Company will provide CVs of the project team members and a sample of similar work the Company has produced.

- Specifications for publishing *The Executive Exchange*
 - 52 pages including cover
 - 800 copies
 - A4 / 21 cm x 29.7 cm”
 - Perfect binding
 - 4/4 print color
 - Paper: 230-260 g cover, 120-150g inside page

Resources Provided – LOT A

- Magazine content (i.e. articles, photos, advertisements) will be provided by AmCham Indonesia.
- Existing formatting and style guide will be provided by AmCham Indonesia, changes may be made to these, subject to approval by the ED.

Criteria for Evaluating Success – LOT A

- The Lot A Company is responsible for achieving output within the following allotted times (highlighted in yellow):

Activity	Responsibility	Time Allotted
Design, Lay-out and copy edit	Lot A Company	14 days
Review and final edits	AmCham Indonesia	5 days
Changes	Lot A Company	3 days
Final review	AmCham Indonesia	1 day
Additional Changes	Lot A Company	1 day
Final approval / sign off	AmCham Indonesia	1 day
Production	Lot B Company	10 days

Should the company fail to meet the time allotted without the express written approval of the ED, there shall be a reduction in fee for each calendar day.

Criteria for Selection

- Proven capacity of the Company to produce work of a similar quality.
- Proven capacity of the staff and/or subcontractor to produce work of a similar quality.
- Proven ability to meet deadlines.

LOT B – Production

Products and Services – LOT B

- In consultation with the AmCham Executive Director (ED) and the Design & Lay-out Company, determine the publishing schedule for the four (4) 2011 issues.
- Carry out the production of the magazine.

Project Details – LOT B

- The Company will nominate a primary project coordinator who will report directly to the ED for all matters, unless otherwise specified by the ED.
- The Company will provide a sample of similar work the Company has produced.
- Specifications for publishing *The Executive Exchange*
 - 52 pages including cover
 - 800 copies
 - A4 / 21 cm x 29.7 cm”
 - Perfect binding
 - 4/4 print color
 - Paper: 230-260 g cover, 120-150g inside page

Resources Provided – LOT B

- Formatted magazine lay-out will be provided by AmCham Indonesia via Lay-out & Design Company.

Criteria for Evaluating Success – LOT B

- The Lot B Company is responsible for achieving output within the following allotted times (highlighted in yellow):

Activity	Responsibility	Time Allotted
Design, Lay-out and copy edit	Lot A Company	14 days
Review and final edits	AmCham Indonesia	5 days
Changes	Lot A Company	3 days
Final review	AmCham Indonesia	1 day
Additional Changes	Lot A Company	1 day
Final approval / sign off	AmCham Indonesia	1 day
Production	Lot B Company	10 days

Should the company fail to meet the time allotted without the express written approval of the ED, there shall be a reduction in fee for each calendar day.

Criteria for Selection

- Proven capacity of the Company to produce work of a similar quality.
- Proven capacity of the staff and/or subcontractor to produce work of a similar quality.
- Proven ability to meet deadlines.

Section III: Submission of Proposal.

1. Prices and Taxes

All prices and taxes in the Quote must be quoted net of tax (before 10% VAT) and AmCham will deduct any applicable withholding tax when making any payments. The price of this Contract is not subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by the Company in the performance of the Contract.

2. Payment Terms

Payment will be made within 14 days following approval by AmCham ED of specified deliverables and of the receipt of an accurate and complete invoice and supporting documentation (if any). AmCham Indonesia will not reimburse any expenditure made by the Company that is not in accordance with the agreed budget.

3. Confidentiality

Recipients of this RFQ shall keep the document and its contents in strict confidence and shall not disclose to any third party without a prior written consent from AmCham Indonesia.

4. Valid Term of Submission

The bid should be valid for forty five (45) days from the Submission Deadline.

5. Submission Deadline/Requirements

The quotation submission is to be received at the below indicated address no later than **03 August 2011**. Quotation may be reviewed by email, but sample should be sent in hard copy.

6. Timeline

The following are important dates that bidders need to pay attention to:

RFQ distribution	20 July 2011
Deadline for clarifying questions from bidders	29 July 2011
Quotation submission deadline	03 August 2011
Notification to the successful bidder	08 August 2011

7 Funding for this Submission

AmCham Indonesia shall not be obligated for the payment or reimbursement of any expenses the bidder may incur in the preparation of the quotation or during the negotiation and presentation process. All costs will be borne by the bidders.

8. Lowest Bid Acceptance

AmCham Indonesia is under no obligation to accept the lowest bid and may accept or reject any or all of the bids. AmCham Indonesia reserves the right to not disclose methods and/or result of evaluation.

9. Contact Person

The contact person from AmCham Indonesia for this RFQ will be Ms. Sarah Howe, Executive Director of AmCham Indonesia. Bidders may send queries directly to Ms. Howe. AmCham Indonesia reserves the right to share the questions and responses with other bidders:

AmCham Indonesia

World Trade Center, 11th floor

Jl. Jend. Sudirman Kav. 29-31, Jakarta 12920, Indonesia

Attention: Ms. Sarah Howe

Phone: 021-526-2860

Email: director@amcham.or.id