

Jakarta, 12 February 2025

INVITATION TO BID

Subject: Health Insurance for Permanent Staff of the Japan Foundation, Jakarta's office
Ref. No.: **2024JAE3319**

Dear Sir/Madame,

The Japan Foundation, Jakarta, hereby solicits your bid for the above subject. If you are interested in participating in the bidding, kindly send us an email to the following email address to get the Detailed Specifications and the Bid Form:

Email: ja_admin@jpf.go.jp
Administration Division
The Japan Foundation, Jakarta
(Attn: Rahmat (Mr.), Ismi (Ms.), Yamazaki (Mr.))

Written bids must be submitted using the Bid Form through email by **21 February 2025, 05:00PM (WIB)**

SPECIFICATIONS

1. Qualifications

- a. Have a license from a general insurance company or life insurance from the authorized agency
- b. Have a health insurance product license from the authorized agency
- c. Have TDP or NIB
- d. Have NPWP
- e. Has fulfilled the tax obligations of the last tax year (Annual SPT) 2 years before
- f. Own or control a place of business/office with a correct, permanent and clear address in the form of own or leased

2. Delivery specifications

(1) Details of the services: Provide health insurance for the permanent staff of the Japan Foundation, Jakarta's office.

**For the Detailed Specifications, please contact us ja_admin@jpf.go.jp*

(2) Contract Period: 1 April 2025 to 31 March 2026

(3) Location: The Japan Foundation, Jakarta (Summitmas II Lt. 1 dan 2, Jl. Jenderal Sudirman, Kav. 61-62 Jakarta 12190)

3. Remarks

- (1) Any items that are not specified shall conform to the laws and regulation of Indonesia
- (2) All items that provided shall conform to the laws and regulation of Indonesia

The Japan Foundation, Jakarta, will issue an order to the vendor that provides the lowest price with adequate quality of services as well as meeting the specifications described in the Annex A.

The official opening of bids will be conducted on 24 February 2025, and the result of the bidding shall be announced after 25 February 2025 to the vendors which have sent the Annex B - Bid form to the Japan Foundation, Jakarta accordingly.

For further inquiries, please contact us by email to ja_admin@jpf.go.jp

When contacting us, please write the name of the company, name of the person in charge, the company's address, phone number, and the email address.