

Jakarta, 14 March 2025

Ref. No. : 2024JAE3693  
Subject : Invitation to Bid of Driver Dispatching Service for the Japan Foundation, Jakarta's office

Dear Sir/Madame,

The Japan Foundation, Jakarta, hereby solicits your bid for the above subject, in accordance with this document and the annexes attached.

This invitation to bid consists of this document and the following annexes:

Annex A: Specifications  
Annex B: Bid Form

Bids must be submitted in Japanese or English language strictly using the attached Annex B - Bid Form by **24, March 2025, 10:00AM** to [ja\\_admin@jpf.go.jp](mailto:ja_admin@jpf.go.jp).

We will be accepting the bids through email only. Please submit the bid form and the quotation through email with the title "Bid Form for cleaning and supporting service for the Japan Foundation, Jakarta's office". No late bids will be accepted under any circumstances.

The submitted bids will be opened at **01:30 PM on 24, March 2025** and the result will be notified through email.

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.

For further inquiries, please contact us in writing in English or Japanese by email to [ja\\_admin@jpf.go.jp](mailto:ja_admin@jpf.go.jp).

Sincerely,

  
  
**Inami Kazumi**  
Director General