

# SPECIFICATIONS

## 1. Qualifications

### 1. Hotel qualifications

Hotels must have at least ten years of operational experience with good customer reviews (7.8 or above) and at least 3-star rating on Booking.com and Agoda. In addition, hotels must be able to provide all the services specified below to be eligible participants in the bid.

## 2. Specifications

### (1) Accommodation details:

Group A  
2025.08.05-2025.08.12 (7 nights) For 28 people (28 rooms)

Group B  
2025.08.19-2025.08.25 (6 nights) For 30 people (30 rooms)

Group C  
2025.09.09-2025.09.15 (6 nights) For 30 people (30 rooms)

Group D  
2025.09.30-2025.10.06 (6 nights) For 30 people (30 rooms)

### (2) Hotel location

Hotels must be in South / Central Jakarta area. They must be close to one of the following MRT stations (at most 10-minute walking distance). [Bunderan HI, Dukuh Atas BNI, Istora Mandiri, Senayan]

### (3) Accommodation requirements

- Hotels must offer the followings. [Wi-Fi, AC, Breakfast, Water bottles]
- Each room must exceed 14 m<sup>2</sup> in size.

### (4) Additional services

- 24-hour front desk service available in English
- There must be available space for buses and trucks in order to drop off their passengers and baggage.
- Room cleaning service (at least 3 times a week) with daily towel replacement
- Laundry service available

## 3. Terms and conditions

### (1) Payment terms

Payment currency is Indonesian Rupiah (IDR). 50% of the total contract amount for each group will be remitted two weeks before the scheduled arrival of that group. The remaining 50% will be settled on the first day of the accommodation period for each group.

### (2) Cancellation Policy

The cancellation policy applies individually to each group. The contract may be canceled in the following circumstances: flight cancellations, delays in visa processing, or unforeseen accidents. In such cases, JF will pay the cancellation fee as follows for each group.

0 to 14 days prior to arrival for each group: 25% of the total booking amount for that specific group, 15 days or more prior to arrival for each group: 0%. If the number of guests decreases for a particular group

due to the above-mentioned circumstances, cancellation fees corresponding to the reduced number of guests for that group will be paid by JF according to the above conditions.

[End]