



# UNITED CITIES AND LOCAL GOVERNMENTS ASIA PACIFIC

## CALL FOR PROPOSAL

Procurement No:	003/UCLG ASPAC/II/2026
Event Title:	Hotel Partners for UCLG ASPAC and Programmes/Projects
Division:	UCLG ASPAC Secretariat and Programmes/Projects
Duty Station:	Jakarta and selected cities in Indonesia
Period:	Fiscal Year (FY) 2026
Budget line:	UCLG ASPAC and Programmes/Projects
Posting date:	06 February 2026
Closing date:	20 February 2026

### Background

United Cities and Local Governments Asia Pacific (UCLG ASPAC) is the regional section of United Cities and Local Governments (UCLG), the global organisation representing cities and local governments, and serves as a multilateral platform for cooperation, dialogue, policy advocacy, and capacity development across the Asia-Pacific region, in support of inclusive, resilient, and sustainable development and the localisation of global and regional development agendas.

To effectively support the implementation of UCLG ASPAC events, programmes, and project-related activities, the UCLG ASPAC Secretariat and its Programmes/Projects require a pool of selected hotel partners located in Jakarta and several other cities across Indonesia. These hotel partners will support and facilitate the logistical and accommodation needs of UCLG ASPAC staff, delegates, and participants during official missions, meetings, workshops, conferences, and other related activities.

Priority will be given to hotels located in cities that serve as pilot areas under UCLG ASPAC Programmes/Projects. The selected hotel partners will enter into a contractual arrangement with UCLG ASPAC, which will be reviewed and evaluated annually by the Administration Team for possible extension based on performance and organizational needs.

This Terms of Reference (TOR) aims to procure qualified and competitive hotels in the 3–5 star category that can meet UCLG ASPAC’s operational, logistical, and service requirements throughout FY 2026.

### Scope of Procurement

UCLG ASPAC intends to establish partnerships with:

- Selected vendor(s) as hotel partners, classified as 3–5 star hotels
- Locations:
  - Jakarta
  - Selected cities in Indonesia, including but not limited to:  
Padang, Medan, Bandung, D.I. Yogyakarta, Semarang, Bali, Pekanbaru, and/or other relevant cities

## Required Services and Facilities

The selected hotel partners are expected to support and facilitate UCLG ASPAC needs as outlined below:

No.	Description of Needs	Estimated Value (USD)
1	Accommodation facilities for staff and participants	Based on the offer
2	Meeting packages (half-day, full-day, and full board)	Based on the offer
3	Issuance of hotel vouchers and/or confirmation letters	Based on the offer
4	Provision of guest folios for staff/participants for each event	Based on the offer
5	Car rental services, including airport pick-up and drop-off (if required)	Based on the offer / if needed
6	Meeting package kits and supporting amenities	Based on the offer

Hotels are encouraged to provide competitive pricing, flexibility, and detailed service descriptions in their proposals

## Evaluation Criteria

All proposals received will be evaluated by the UCLG ASPAC Administration Team based on the criteria outlined below. Only proposals that meet the minimum technical and administrative requirements will be considered for further evaluation.

The evaluation will focus on the hotel's capacity to deliver quality services, competitive pricing, and flexibility to support UCLG ASPAC activities across multiple locations.

### Technical and Financial Evaluation Criteria

No.	Evaluation Criteria	Description
1	Hotel Classification and Facilities	Compliance with 3–5 star hotel standards, availability and quality of guest rooms, meeting rooms, and supporting facilities

No.	Evaluation Criteria	Description
2	Location and Accessibility	Strategic location in Jakarta and/or other selected cities, accessibility to airports, meeting venues, and city centers
3	Meeting and Accommodation Capacity	Ability to accommodate small to large groups, availability of meeting packages (half-day, full-day, full board), and supporting amenities
4	Quality of Services	Demonstrated service quality, operational experience in hosting meetings, conferences, and international or government-related events
5	Pricing and Cost Competitiveness	Reasonableness and competitiveness of room rates, meeting packages, and additional services offered
6	Flexibility and Value-Added Services	Flexibility in booking arrangements, cancellation policies, complimentary services, and value-added offers
7	Administrative Compliance	Completeness of proposal documentation, clarity of information provided, and responsiveness to TOR requirements
8	Past Experience and References (if available)	Previous experience working with international organizations, government institutions, or similar entities

UCLG ASPAC reserves the right to request clarification or additional information from shortlisted hotels during the evaluation process.

## Selection Methodology

The selection of hotel partners will be conducted through a transparent and competitive process as outlined below:

### 1. Administrative Screening

All submitted proposals will be reviewed to ensure compliance with the submission requirements and completeness of documentation.

### 2. Technical and Financial Evaluation

Proposals that pass the administrative screening will be evaluated based on the evaluation criteria listed above, including service quality, capacity, location, and financial competitiveness.

### 3. Shortlisting of Hotel Partners

Based on the evaluation results, UCLG ASPAC may shortlist one or more hotels per city to establish a pool of qualified hotel partners.

4. Negotiation (if required)

UCLG ASPAC may conduct negotiations with shortlisted hotels to clarify pricing, services, terms, and conditions in order to achieve the best value for money.

5. Final Selection and Contracting

Selected hotels will be notified officially and invited to enter into a contractual agreement with UCLG ASPAC for FY 2026. The agreement may be extended annually subject to performance review and organizational needs.

UCLG ASPAC is not obligated to award contracts to the lowest-priced proposal and reserves the right to accept or reject any or all proposals, in whole or in part, without incurring any liability.

### How to submit your proposal

All interested hotels are invited to submit their proposals along with supporting documentation, including but not limited to:


- Room types and rates
- Meeting rooms and capacities
- Available meeting packages
- Other facilities and services available on the premises


Proposals should be submitted via email to:

 [procurement@uclg-aspac.org](mailto:procurement@uclg-aspac.org)

 cc: [noviandri.yotighana@uclg-aspac.org](mailto:noviandri.yotighana@uclg-aspac.org)

Submission Deadline:

 20 February 2026

 No later than 05:00 PM (Jakarta time)

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