



## **Request for Proposal (RFP)**

# **Conference Organizer and Production for Indonesia-China Energy Transition Investment Workshop**

### **Institute for Essential Services Reform**

Tebet Timur Raya No.48B, Tebet  
Jakarta Selatan 12820  
Indonesia

08 May 2025



## OVERVIEW AND BACKGROUND

With the potential to be the largest economies in the world and the largest economies in the Southeast Asia region ([PWC, 2017](#)), China and Indonesia are in a strategic position to drive the direction of global economic development. Both countries' emerging leadership roles also place them in a strong position to champion South-South cooperation and set an example of climate leadership through the pursuit of green growth. Therefore, China and Indonesia have strong political modalities to elevate the existing bilateral cooperation into a special relationship ([Oxforde, 2017](#)). For 75 years, Indonesia and China have established diplomatic relations and the cooperation across all sectors has been fruitful. On energy cooperation, a regular dialogue between both ministries has been initiated since 2002. In 2025, the establishment of Comprehensive Strategic Dialogue Mechanism serves as a coordinating body to ensure the effective implementation of various mechanisms, including energy, trade, and investment. This arrangement signifies a major advancement in bilateral relations, moving beyond the traditional "business as usual" (BAU) model toward a more integrated, coordinated approach at the ministerial level ([China MOFA, 2025](#)). Under this mechanism, one of the key areas of focus is green development, with China explicitly committing to support Indonesia's green growth agenda, particularly through initiatives in energy transition and renewable energy cooperation.

The strength of the collaboration between the two countries was demonstrated in 2023, when Indonesian State Electricity Company (PT PLN) signed a cooperation agreement with two major Chinese energy companies to develop renewable energy manufacturing, including the construction of Indonesia's Largest Solar Cell and Panel Factory in the Kendal Industrial Area, Central Java. The cooperation was signed at the Indonesia-China Business Forum (ICBF) in Beijing, and witnessed by President Joko Widodo ([The Jakarta Post, 2023](#)). This cooperation was complemented by an additional commitment in 2024, where China pledged another USD 10 billion investment for projects spanning infrastructure, green energy, digital technology, and agriculture ([The Jakarta Post, 2024](#)). These agreements reflect the deepening trust and strategic alignment between the two countries, especially in sectors critical to sustainable economic transformation. Looking ahead, the potential for expanding cooperation remains substantial, particularly in the renewable energy sector, where many opportunities remain untapped. Both nations have repeatedly expressed a common commitment to advancing global development, security, and civilization through collective and mutually supported efforts ([Government of China, 2024](#)). This shared vision provides a strong foundation for enhancing future collaboration, positioning China and Indonesia not only as key regional players but also as champions of global green growth and sustainable development.

Given the deepening bilateral relations between Indonesia and China, the Institute for Essential Services Reform (IESR) will host the Indonesia-China Energy Transition Investment Workshop titled **"Advancing China-Indonesia Cooperation on Clean Energy and Green Development"**. This event seeks to convene key stakeholders from both nations to explore collaborative opportunities, address challenges, and strengthen partnerships in low-carbon development and the pursuit of net-zero emissions.



## 1. EVENT SUMMARY

Through this process, IESR is looking for available Conference Organizer and Production that can conduct events in China.

With this Request for Proposal (RFP), IESR is soliciting proposals from event organizers or institutions based in Beijing with extensive experiences and portfolios, capable of hosting, producing, and conducting conferences. IESR will evaluate all the proposals submitted. Following a review of all submissions, IESR will select the firms/institutions that present the most suitable expertise according to the qualifications outlined below, that most closely align with project objectives, and articulate a detailed, clear, and achievable plan to meet those objectives within the required timeframe.

## 2. PROPOSAL GUIDELINES

Proposals will be accepted until 10:00 p.m. Indonesian Western Standard Time (WIB, GMT+07) on **Wednesday, 14 May 2025**. Any submissions received after this date and time will be regarded as inadmissible.

All proposals must be signed by an official agent or representative of the company submitting the proposal.

Please itemize all costs and include a description of associated services. Contract terms and conditions will be negotiated upon selecting the winning bidder for this RFP.

If the organization submitting a proposal must outsource or contract any work to meet the requirements, this must be clearly stated in the proposal. Additionally, costs included in proposals must consist of any outsourced or contracted work. Any outsourcing or contracting organization must be named and described in the proposal.

## 3. EVENT PURPOSE AND DESCRIPTION

The event will feature expert presentations, panel discussions, and networking opportunities, designed to facilitate knowledge exchange and foster collaboration among key stakeholders.

Each of the sessions will be designed in a specific format that best suits the theme, speakers, and key messages of the session with a fluid transition between the sessions. Some of the session formats will:

- a. Welcoming remarks
- b. Presentations
- c. Panel Discussions: a number of speakers (4 people) will have a conversation about designated key topics
- d. Breakout group discussion
- e. Closing remarks



Sessions formats are not final, changes may be made regarding the dynamics of the situation ahead. As part of the event promotion, information dissemination, and a registration platform.

**Figure 1. Agenda**

**DAY 1**

09:00 – 09:30	<b>Opening Remarks</b> <ul style="list-style-type: none"> <li>- Speaker A</li> <li>- Speaker B</li> <li>- Speaker B</li> </ul>
09:30 – 09:50	<b>Keynote Speech</b> <ul style="list-style-type: none"> <li>- Speaker A</li> <li>- Speaker B</li> </ul>
09:50 – 09:55	<b>Photo Session</b>
09:55 – 10:55	<b>Session Panel 1</b> <ul style="list-style-type: none"> <li>- 4 presentation @ 12 minutes</li> <li>- final Q&amp;A 12 minutes (in panel setting)</li> </ul>
10:55 – 11:10	Coffee and tea break
11:10 – 12:10	<b>Session Panel 2</b> <ul style="list-style-type: none"> <li>- 4 presentation @ 12 minutes</li> <li>- final Q&amp;A 12 minutes (in panel setting)</li> </ul>
12:10 – 13:30	Networking Lunch
13:30 – 14:30	<b>Session Panel 3</b> <ul style="list-style-type: none"> <li>- 4 presentation @ 12 minutes</li> <li>- final Q&amp;A 12 minutes (in panel setting)</li> </ul>
14:30 – 15:30	<b>Session Panel 4</b> <ul style="list-style-type: none"> <li>- 4 presentation @ 12 minutes</li> <li>- final Q&amp;A 12 minutes (in panel setting)</li> </ul>
15:30 – 15:45	Coffee and tea break
15:45 – 17:00	<b>Business Matchmaking</b>
17:00 – 17:20	<b>Closing Remarks</b> <ul style="list-style-type: none"> <li>- Speaker A</li> <li>- Speaker B</li> </ul>
Networking and Cocktail Reception	

#### 4. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

**Proposal Timeline:**

Proposals will be accepted until 10:00 p.m. Indonesian Western Standard Time (WIB, GMT+07) on Wednesday, 14 May 2025. Bidders must submit a digital copy of their proposal via email to Arief Rosadi at [arief@iesr.or.id](mailto:arief@iesr.or.id) and cc to Angga Kusuma Wijaya at [angga@iesr.or.id](mailto:angga@iesr.or.id). Please include “**Indonesia-China Energy Transition Investment Workshop - Your Institution Name**” in the subject line.



Evaluation of proposals will be conducted until 18 May 2025. The process may take two stages of evaluation (if needed *aanwijzing* to the submitted proposal). Top-qualified service providers from the proposed document and quotation will be shortlisted and a follow-up session will be conducted within this time window to obtain any necessary clarification on items described in the proposals. The selection decision for the winning bidder will be made no later than **19 May 2025**.

begin immediately and must proceed extra quickly to meet the project timeline.

**Bidding Timeline:**

- Open Request for Proposal : 6 May - 14 May 2025
- Proposal selections : 15 May - 18 May 2025
- Vendor's winner announcement : 19 May 2025
- Kick-off with Vendor : 20 May 2025

**Project Timeline:**

Regional Dialogue on Decentralized Energy in Southeast Asia	
Description	Date
Event concept and design development	19 - 21 May 2025
Branding and promotions	22 May - 9 June 2025
Live Event	10 June 2025
Post-event production	11 - 18 June 2025
Event report submission	25 June 2025

*\*Early work will be done by IESR*

**Date and Venue**

This event will be conducted on:

Day, date : Tuesday, 10 June 2025  
Place : Four Season Hotel  
48 Liangmaqiao Rd, Chaoyang, Beijing

Other details:

1. The event will involve 80 targeted participants.
2. IESR will provide the venue for 1 day.

**5. BUDGET**

All proposals must include proposed costs (in Indonesian Rupiah/IDR) to complete the tasks described in the project scope. Costs should be stated as one-time or non-recurring costs (NRC).

Pricing should be listed at least for these items:



- Audio-video (AV) production
- Branding, marketing, promotions
- Post-event production

NOTE: All costs and fees must be clearly described in each proposal. Details of the pricing items should refer to the bidder qualifications outlined in the next section below.

### Pricing

- Please mention all detailed budget with a competitive price (number, quantity, specification)
- Price range: 180 - 220 Million Rupiah inclusive of VAT.

## 6. BIDDER QUALIFICATIONS

Bidders should provide a comprehensive and detailed proposal comprising all of the following items:

### Profiling

- Company/organization profile description of experience in event organizer.
- Examples of three or more similar events conducted by your organization.
- Testimonials from past clients on events conducted by your organization.
- Anticipated resources you will assign to this project (total number, role, title, experience).

### All item needs to be covered and adjusted to each event

Items	High-Level Dialogue
<b>AV Production</b>	<ul style="list-style-type: none"><li>• Stage and its properties (3mx8m) = 24 m</li><li>• Background LED (3mx8m with leveling background 1.5 m (<a href="#">reference</a>)), (Please also provide as comparison, printed background with two side screen projectors with high resolution quality and sufficient lumens)</li><li>• Supporting tools (cameras, lighting, audio, and broadcast system/tools with specifications detailed in the proposal/quotation)</li><li>• Crew, their roles, and technology to support the overall agenda</li><li>• Operation of the session</li><li>• Confirmation of the time frame for completion of the project</li><li>• Brief description of event organizer methodology</li></ul>
<b>Streaming Platform</b>	<ul style="list-style-type: none"><li>• Mitigation plan for other potential disruptions (electricity, internet cut-off etc)</li></ul>
<b>Branding, Marketing and Promotions</b>	<ul style="list-style-type: none"><li>• Overarching theme, visibility, and deliverables that align with the topic and agenda of the event</li><li>• On-screen overlay</li><li>• Video bumper</li></ul>

	<ul style="list-style-type: none"> <li>• Vox Pop video production</li> <li>• Video bumper</li> <li>• On-demand content (video, presentation materials, agenda)</li> <li>• Event coverage (creative writing and video coverage)</li> <li>• Ads promotion on a strategic platform</li> </ul>
<b>MICE</b>	<ul style="list-style-type: none"> <li>• Master of Ceremonies</li> <li>• Note-taking services with relevant experience in the energy sectors</li> </ul>
<b>Post-event Production</b>	<ul style="list-style-type: none"> <li>• Data archiving: record all audio and visual data of the events, attendance reports, etc</li> <li>• After-event documentation photo and video – raw file and video editing formats</li> <li>• E-certificate for participants and thank you notes for panellists</li> <li>• ID card</li> <li>• Performance tracking: number of engagements, feedback collection, and post-event analytics (participants' data, attendance, and other,s including in editable forma,t i.e. docs, spreadsheet)</li> </ul>