[work unit letterhead]

DIRECT PROCUREMENT

[place], [date], [month], [year]

Number :
Attachment : 1 (one) file

Dear Sir/Madam
_____ **[Provider Name]**
at
_____ **[Place]**

      Subject : Direct Procurement for Work Package _____ *[name of procurement]* at the _____ [K/L/PD] (Ministries/Institutions/Regional Government) for the **Fiscal Year of 202x**

1. **Procurement Package**
   Name of Procurement   :
   Scope of Work   :
   Owner Value Estimation (HPS) : Rp___(_____)
   Funding Source   :
2. **Procurement Implementation**
   Place and Address   :
   Telephone/Fax   :
   LPSE Website   :

You are requested to submit administrative, technical and pricing offers directly electronically in accordance with the following implementation schedule:

No.	Activity	Day/Date	Time
a.	Submission and Opening of Bidding Documents	___/_____	_____ s.d. _____
b.	Evaluation, Technical Clarification, and Price Negotiation	___/_____	_____
c.	SPK (Work Order) Signing	___/_____	

The schedule referred to is listed in the SPSE. If you require further information and

clarification, please contact us at the address provided above until the submission deadline of the Bid Documents.

Thus, the information is conveyed.

Procurement Officer at _____ [K/L/PD]

[signature]

....
[full name]

(ATTACHMENT OF INVITATION)
LIST OF QUANTITIES, TECHNICAL SPECIFICATIONS AND/OR IMAGE

Explanation

List of Quantities, Technical Specifications and/or image filled in by the procurement officer based on the list of goods contained in the Owner Value Estimation (HPS) as determined by PPK.

Technical specifications and image filled by the Procurement Officer based on the technical specifications and image as determined by PPK.

Specifications can be described as follows:
      Characteristic: size, dimensions, shape, material, color, compositions, and others;
      Performance: endurance, efficiency, usage limits, and others;
      Standard used: SNI, JIS, ASTM, ISO and others;
      Packaging;
      Way of Delivery;
      and others.

No.	Description of Goods	Technical Specification and/or Image	Unit	Volume
1.	**[Fill with the goods description]**		**[Fill with the goods unit]**	**[Fill with the goods volume]**
2.				