

**INVITATION FOR PROPOSAL**  
**Package: Proposal for Selling Engine Oil**

**To: The Suppliers**

On behalf of Vietnam Airlines JSC. (VNA), I would like to thank you for your interest in our Bid.

Vietnam Airlines JSC., is at 200 Nguyen Son Str., Bo De Ward, Long Bien Dist., Ha Noi, Viet Nam, is wishing to buy the following commodities. The detailed requirements are as follows:

**1. Type of commodity and quantity:**

VNA would like to call a bid to select the Suppliers who will sign the General Term Agreement (GTA) to provide the Engine Oil for VNA's A/C fleet:

No	Description	Number list
1	Mobil Jet Oil II	Estimated 90,000 Quarts/year (+/-10%)
2	Mobil Jet Oil 387	Estimated 10,000 Quarts/year (+/-10%)

**Note:**

- The quantity may be changed subject to the A/C fleet scale, and oil type using decision of the Buyer. Yearly, the Buyer will request the Seller to offer quotation on actual quantity.

- Mobil Jet Oil II & Mobil Jet Oil 387 are products of ExxonMobil. Mobil Jet Oil II shall meet MIL-L- 23699F or MIL-PRF-23699F standard (the latest issues). Mobil Jet Oil 387 shall meet MIL-PRF-23699-HTS standard (the latest issues).

- Mobil Jet Oil II & Mobil Jet Oil 387 are attached with Certificate of Analysis (COA), Certificate of Origin (COO) and Certificate of Conformity (COC) for each of delivery

**2. Term of GTA:**

03 years from the signing date.



### **3. Eligible Supplier:**

The Suppliers must be official authorized distributor or sub-distributor of ExxonMobil, and have the approval from our Safety - Quality Department.

### **4. VNA Bidding document:**

- Invitation for Proposal;
- Draft General Term Agreement (GTA).

### **5. Supplier's Submitted Proposal:**

- Document to state that the Suppliers is an official authorized distributor or sub-distributor of ExxonMobil;
- VNA's Supplier Acceptance Certificate or Temporary Approval from Safety - Quality Department of VNA;
- Confirmation letter to sign GTA and commit to provide the annual estimated quantity of Engine oil in Article 1;
- Annex 1 with full response from Supplier.

### **6. Submission of Supplier:**

Supplier's Proposal (all related documents as required in Article 5) should be submitted by email not later than 04:00 PM Hanoi time **13 SEP.2022** to the following address:

**Mr Mai Tuan Anh – Supply Director**

**Email:** anhmaituan@vietnamairlines.com

**And cc:** huyenktt@vietnamairlines.com;  
namnguyenhong@vietnamairlines.com;  
hantthanh@vietnamairlines.com.

### **7. Evaluation of Proposal:**

The proposal shall be evaluated by 02 following steps:

**Step 1:** The Suppliers must submit all the following documents, the Suppliers do not have any documents shall be rejected and not be allowed to evaluate in step 2

- Document to state that the Suppliers is an official authorized distributor or sub-distributor of ExxonMobil;
- Valid Supplier Approval Certificate or Temporary Approval from Safety - Quality Department of VNA;
- Confirmation letter to sign GTA and commit to provide the annual estimated quantity of Engine oil in Article 1.

**Step 2:** The Suppliers commit the Engine oil to be met all requirements in Annex 1. The Suppliers who note "yes" all rows in Annex 1 shall be selected to sign GTA.

**8. Notification of Award and Invitation for Agreement negotiation.**

After having the evaluation result, VNA will complete the procedures to get approval, and notify successful Supplier in writing by email.

The selected Supplier will be invited to negotiate within three (3) working days starting from the date of awarded result notification.

Yours sincerely,



**Mai Tuan Anh**

**Director of Supply & Material Management Dept.**

**Vietnam Airlines JSC.**



**Annex 1**  
Attached to Invitation for Proposal

<b>Item</b>	<b>VNA requirements</b>	<b>Supplier response (Yes/No)</b>
1	Mobil Jet Oil II & Mobil Jet Oil 387 are products of ExxonMobil	
2	Mobil Jet Oil II shall meet MIL-L- 23699F or MIL-PRF-23699F standard (the latest issues)	
3	Mobil Jet Oil 387 shall meet MIL-PRF-23699-HTS standard (the latest issues)	
4	Mobil Jet Oil II & Mobil Jet Oil 387 are attached with Certificate of Analysis (COA), Certificate of Origin (COO) and Certificate of Conformity (COC) for each of delivery	

*Thuy*

