

REQUIRED DOCUMENTS

Package name: “Cargo Famtour 2024”

Vietnam Airlines JSC, Hong Kong Branch

Hong Kong, 23/10/2024

Authorised Representative



Nguyen Minh Toan

1. Service Provider Eligibility Requirements:

- Having a valid enterprise registration certificate, establishment decision or equivalent document issued by a competent authority.
- Supplier has no dispute, lawsuit, conflict of interest or no breach of contract with Vietnam Airlines Corporation JSC, which has not been resolved.

2. Service Provider's Capability and Experience Requirements:

Capable of providing the Package for Cargo Famtour 2024.

3. Service Requirements

3.1 List of goods, quantity and scope of work:

Item	Description	Quantity	Time
1	<i>Package for Cargo Famtour 2024</i>	10 Person	22-25Nov2024

3.2 Technical Standards Requirement

- Ensure required quantity and quality according to local standards.
- Implemented at the Hong Kong.

3.3 Other requirements:

No	Technical requirements	Passed	Failed
1	Delivery time of goods and services: Before 22 Nov 2024	on or before the requested day	after the requested day
2	Implementation in Vietnam	Commitment	No commitment or have other recommendation

4. Language to be used in the Proposal Files: English & Vietnamese

5. Bidding currency: In HKD.

6. Validity period of the Proposal Files: 07-30 days from the deadline for submission of the Proposal Files.

7. Deadline for submission of Proposal Files: no later than 17h30 on 01 Nov 2024.

8. Evaluation of Proposal Files.

Step 1: Assess the eligibility of the service provider's profile, capacity and experience:

- Provider evaluation criteria are used, based on the "Passed" and "Failed" criteria. The service provider is assessed as meeting the requirements for the validity of the profile, capacity and experience if they "Passed" all the requirements from item 1, 2, 3, 4, 5, 6.
- Service providers that pass the evaluation step of eligibility, capacity, and experience will be evaluated at the technical standards evaluation step.

Step 2: Technical standards evaluation:

- The evaluation of technical standards requirements is carried out, based on the "Passed" and "Failed" criteria. Proposals files are evaluated as meeting technical standards requirements when all requirements are listed as "Passed".

- Service providers pass the technical standards evaluation step when they meet all the requirements from item 3.
- Service providers that pass the technical standards evaluation step will be further evaluated at the step of Bids Comparison and Service Provider Ranking.

Step 3: Bids Comparison and Service Provider Ranking.

- Service providers that meet the requirement, whose bid is within the planned budget and the lowest is ranked first.
- In case there are 2 or more service providers who bid the same lowest amount, the order of priority for ranking of service providers is based on the following criteria:
 - + Brand Name Reputation.
 - + The service providers who were previous partners of VNA.
- Negotiate the offer letter detailed enough for reasonable final price.

Step 4: Contract Negotiation

Contract negotiation is carried out as follows:

The first-ranked service provider according to the aggregated result of evaluating the Proposal Files will be invited to negotiate the contract.

Negotiation principles: Contract negotiation does not change the service provider's unit price after correcting errors, correcting deviations and deducting price reductions (if any).

Content of contract negotiation:

- Negotiate the contents that are not detailed enough, unclear or inappropriate; the agreement between the Request Documents (RD) and Proposal Files (PF); between items in the Proposal Files, which may later lead to arising dispute or affect the responsibility of the parties during the performance of the contract.
- Negotiate the disagreements discovered and proposed by the supplier in the Requirement Documents (if any);
- Negotiate issues arising in the service provider selection process (if any) in order to improve the quality of the services package.
- Negotiate other necessary contents.

In the course of contract negotiation, the negotiating parties will complete the draft contract document, specific conditions of the contract, contract appendices including detailed lists of the scope of work, price list, implementation timeline (if any).

After receiving the notice of invitation to negotiate the contract, the first-ranked service provider, according to the results of evaluating the Proposal Files, may participate. In case of unsuccessful negotiation, the offeree will invite the next-ranked service provider to negotiate the contract. In case of unsuccessful negotiation with the next ranked suppliers, the offeree will report to the competent authority to consider canceling the offer of the goods/services package.

In case of successful negotiation, the offeree will report to the competent authority to approve the results of service provider selection and sign a contract with the service provider with successful negotiation results.

Looking forward to your participation.

Thank you very much.

To whom it may concern,

CALL FOR TENDER: Cargo Famtour 2024

Vietnam Airlines in Hong Kong branch would like to call for tender for Cargo Famtour 2024 package. If you wish to respond to this call for tender, please send us your presentation and proposal before 17h30 on 01 November 2024.

The bidder may obtain more information from VN by the following address:

Name :	Vietnam Airlines Hong Kong Branch
Address :	Room 918, 9F, China Merchants Tower, Shun Tak Centre, 168-200 Connaught Road central, Sheungwan, Hong Kong.
Contact :	Mrs. Fanny Lam
Email :	hk-accounting@vietnamairlines.com
Phone :	+852 28104896
Fax :	+852 28698915

Hong Kong, 24th October 2024
General Manager



Nguyen Minh Toan