

VIETNAM AIRLINES BRANCH OFFICE IN KOREA

CALL FOR BID

Date: 04-Sep-2024

Dear Sir/Madam,

1. Vietnam Airlines JSC with its registered office at Room 901, 9th Floor, Sun Hwa Bldg, 89 Seosomun-ro, Jung-Gu, Seoul, Korea, is about to make Fair booth setting in the Busan International Travel Fair (BITF) 2024.
2. Herewith is the request for proposal of the service "Fair booth setting in the Busan International Travel Fair (BITF) 2024"
3. The Proposal should be sent to our following address:

Mr. Nguyen Huy Duc – General Manager
Vietnam Airlines Branch in Korea
Room 901, 9th Floor, Sun Hwa Bldg, 89 Seosomun-ro, Jung-Gu, Seoul, Korea
Contact: Ms. Kwon Seol Lim - Accountant
Telephone: (82) 1577 9908
Email: kwonsl@vietnamairlines.com

The deadline for submitting the Proposal: 05.30 PM 11-Sep-2024

Thank you for your attention and cooperation.

For and on behalf of

Vietnam Airlines JSC



**Nguyen Huy Duc
General Manager
Vietnam Airlines Branch in Korea**

VIETNAM AIRLINES BRANCH OFFICE IN KOREA

REQUEST FOR PROPOSAL

Name of goods /services:

Fair booth setting in the Busan International Travel Fair (BITF) 2024.

Invitator: Vietnam Airlines JSC, Korea Branch

Seoul, 04-Sep-2024

GENERAL MANAGER



NGUYEN HUY DUC

1. Supplier's eligibility

Supplier must have Business registration.

Supplier must not involve in any disputes, lawsuits, conflicts of interests or violation of contract with Vietnam Airlines

2. Supplier's capability and experience criteria

Supplier must have capability to provide requested service.

3. Scope of work:

Fair booth setting in the Busan International Travel Fair (BITF) 2024. Technical standard: Fair booth size: 3 X 6 m (18 m²). 02 booth wooden construction (2.25m X 1.5m). Logo cutting (Table, Wall). Internal fluorescent lamp: 54 pcs. Consultation table: 01pcs. Chair: 4pcs. Catalog stand: 02. Electrical work: 01. Installation and demolition: 02.

4. Language in proposal: English

5. Currency in proposal: Korea Won

6. Validity of proposal: 15 days from the submission deadline

7. Submission deadline: 5:30pm on 11th - Sep - 2024

8. Proposal Assessment:

Steps of Proposal Assessment shall be as follows:

Step 1: Assess the validity, eligibility of the proposal; supplier's capability and experience

Invitator Party assesses the validity, eligibility of the proposal; Supplier's Capability and Experience in accordance with assessment criteria in sections 1,2,3,4,5,6,7 and follows the assessment method of "Pass/Fail".

Supplier's Proposal Documents shall be considered "Passed" if all requirements are met. Technical assessment shall be followed.

Step 2: Technical Assessment

The Proposal Documents which qualified requirement of legality, capability and experience shall be assessed in accordance with technical requirements in section 3 and follows the method of "Pass/Fail".

Supplier's Proposal shall be considered "Passed" if all technical requirements are met. Price comparison shall be followed.

Step 3: Price comparison

Proposal Document having the lowest price will be prioritised.

If suppliers propose similar prices, Invitator Party will prioritise Supplier as follows

- + Supplier that had provided service for Vietnam Airlines in Korea
- + The earliest received Proposal Document

Supplier shall be chosen when they meet all of the following requirements:

- + Have eligibility Proposal Documents, meet requirements of capability and experience; meet technical requirements
- + Have the lowest evaluated proposed price

Step 4: Negotiation

Chosen supplier will be contacted by Invitator Party for negotiation, correcting, editing errors (if any) and deducting discounts and promotions (if any)

Step 5: Contract discussion, completion and signing

Negotiation and completion to sign contract will base on the approved decision of chosen supplier, Invitation for Proposal, Proposal Documents of chosen supplier and draft of contract.
