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**VIETNAM AIRLINES BRANCH OFFICE IN KOREA**

## **CALL FOR BID**

Date: 23-Oct-2024

Dear Sir/Madam,

1. Vietnam Airlines JSC with its registered office at Room 901, 9<sup>th</sup> Floor, Sun Hwa Bldg, 89 Seosomun-ro, Jung-Gu, Seoul, Korea, is about to rent a house in Incheon.
2. Herewith is the request for proposal of the service "Vietnam Airlines calendar, monitor calendar, diary printing"
3. The Proposal should be sent to our following address:

Mr. Nguyen Huy Duc – General Manager  
Vietnam Airlines Branch in Korea  
Room 901, 9<sup>th</sup> 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](mailto:kwonsl@vietnamairlines.com)

The deadline for submitting the Proposal: 05.30 PM 30-Oct-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**

## **REQUEST FOR PROPOSAL**

**Name of goods /services:**

Vietnam Airlines calendar, monitor calendar, diary printing.

**Invitator:** Vietnam Airlines JSC, Korea Branch

Seoul, 23-Oct-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. Experience in Airlines industry is essential.

### 3. Scope of work:

Vietnam Airlines calendar, monitor calendar, diary printing. The logo of VN must be shown on products with the design given by VN.

### 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 30<sup>th</sup> - Oct - 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

Inviter 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 prioritized.