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VIETNAM AIRLINES BRANCH OFFICE IN KOREA

## REQUEST FOR PROPOSAL

**Name of goods /services:**

FAM Tour for cargo agents.

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

Seoul, 22 – Nov - 2024

**GENERAL MANAGER**

A handwritten signature in blue ink, appearing to read "NHUY DUC", written in a cursive style.

**NGUYEN HUY DUC**

### **1. Supplier's eligibility**

Supplier must provide business registration in case of being chosen.

Supplier must not be involved in any disputes, lawsuits, conflicts of interest or contract violations.

### **2. Supplier's capabilities and experience criteria**

Supplier must have capability to provide requested services.

### **3. Scope of work**

FAM Tour is package tour. It is including Hotel charge, golf fee, transportation, meals... Time of FAM Tour: 09/12/2024 – 11/12/2024.

4. **Language in proposal:** English

5. **Currency in proposal:** VN dong

6. **Submission deadline:** 29 – Nov - 2024 (5:30pm)

### **7. Proposal Assessment:**

Steps of Proposal assessments are:

**Step 01:** Assess the validity and eligibility of the proposals; supplier's capabilities and experience. Method: "pass/fail"

**Step 02:** Technical assessment: Package Tour with professional tour guide. 4-5 star hotel, 45 seat bus.

**Step 03:** Price comparison:

Supplier with lowest price offered will be prioritized.

In case more than one supplier offer the same lowest prices, the supplier providing more value to VNA (based in the technical assessment) will be prioritized.

**Step 04:** Negotiation

Chosen supplier will be contacted for negotiation and correction (if any).

In case of having more than 03 qualified suppliers, VNA will negotiate with the 3 suppliers who has the highest value provided. In case of having less than 03 qualified suppliers, VNA will negotiate with all off the qualified suppliers.

**Step 05:** Contract discussion, completion and signing

Based on the results of the first 04 steps, VNA and the potentially chosen supplier will discuss about the contracts and its terms.

### **8. The method of payment**

Transfer cash to supplier's bank account.

**VIETNAM AIRLINES BRANCH OFFICE IN KOREA**

## **CALL FOR BID**

Date: 22-Nov-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 FAM Tour to Vietnam for cargo agents.
2. Herewith is the request for proposal of the service "FAM Tour"
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 29-Nov-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**