

## **REQUEST FOR PROPOSAL**

**Name of goods/services:**      **Bonded Trucking Services in North America  
to/from SFO from April, 2026 to March, 2031**

**Invitator:**                      **Vietnam Airlines JSC.**

*Hanoi, March 04, 2026*

**On behalf of VIETNAM AIRLINES JSC.**

**Nguyen Thanh Duong**  
**Director of Cargo Marketing and Planning Department**

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## ABBREVIATIONS

|              |                       |
|--------------|-----------------------|
| USD          | United States Dollar  |
| VNA          | Vietnam Airlines JSC. |
| RFP          | Request for Proposal  |
| FSC          | Fuel Surcharge        |
| WC Surcharge | West Coast Surcharge  |

Hanoi, March 04, 2026

## INVITATION FOR PROPOSAL

Vietnam Airlines JSC. (VNA) would like to send respectful welcome to your company and kindly invite your company to supply the bonded trucking services in North America to/from SFO for 5-year period (from April, 2026 to March, 2031).

Request for Proposal is attached to this Invitation.

Please kindly submit Proposal Documents **latest at 09:00 Vietnam time (GMT+7) on date of March 10, 2026** via postal/courier/email (email do not exceed 20 MB). Proposal Documents sent after this deadline shall be invalid and eliminated.

Address to receive the Proposal Documents:

Cargo Marketing and Planning Department

Vietnam Airlines JSC.

Add: 200 Nguyen Son Street, Bo De Ward, Hanoi, Vietnam

Tel: +84 24 38732732 (ext.2390)

Email:

Ms. Nguyen Thu Hai My – [myngth@vietnamairlines.com](mailto:myngth@vietnamairlines.com)

Ms. Nguyen Mai Huong – [huongnguyenmai@vietnamairlines.com](mailto:huongnguyenmai@vietnamairlines.com)

For further information, please kindly contact above address.

**On behalf of VIETNAM AIRLINES JSC.**

**Nguyen Thanh Duong**

**Director of Cargo Marketing and Planning Department**

## **1. SCOPE OF GOODS AND SERVICES**

- 1.1. Supply bonded trucking services in North America to/from SFO from April, 2026 to March, 2031 with total estimated quantity in five years as provided in Template no. 3 which is attached to this RFP.
- 1.2. Requirements, conditions and value of Contract of bonded trucking services in North America to/from SFO are in accordance with Evaluation criteria in Section 4 of this RFP.
- 1.3. This RFP contains requirements and information in respect to the services. This RFP is not a contract, does not create any commitment of VNA and does not oblige VNA to award a contract to an individual or organization, who has received the RFP. This RFP is governed by and interpreted in accordance with the Laws of Vietnam.

## **2. SUPPLIER ELIGIBILITY**

- Supplier who provides or arranges with third party to provide bonded trucking services in North America to/from SFO, must has Business Registration of transportation services or equivalent documents of supplier and/or subcontractor in accordance with effective law of the United States of America (the U.S.). Supplier can be an independent business entrepreneur or an affiliate of a mother company.
- Supplier must has a valid license to operate bonded trucking services in North America to/from SFO, or equivalent documents in accordance with the effective law of the U.S., clearly indicating that the permitted scope of business which covers the services being selected by VNA.
- Supplier must has legal documents or references demonstrating that the person who issued the Letter of Authorisation, or who signed the Letter of Proposal, Price Proposal, and other related documents, is the legal representative of the Supplier (in case the Business Registration does not indicate the company's legal representative).
- Supplier has Power of Attorney of legal representative(s) or competent person(s) of Supplier in the form of Template No.2, in Sub-section 5.9 or other equivalent documents to prove the eligibility of the person duly authorized to sign the documents of Proposal (if authorized).
- Supplier is participate as an independent Supplier.
- Supplier must not involve in any disputes, lawsuits, conflict of interests, or violation of contract with VNA.

## **3. PRICE PROPOSAL**

- Price shall be quoted as specified in Template No.3 attached hereto.
- Proposal prices is the price in supplier's Price Proposal and is deducted discounts following discount rates on total value of contract written in Price Proposal or Letter of Discount (if any).
- In case supplier has Letter of Discount, it shall be submitted (1) together with the price proposal documents or (2) sent separately so that VNA receives the letter

before the afore-mentioned deadline. In case (1), supplier should notice VNA in advance before the proposal submission deadline or supplier should list contents of Proposal Documents including this Letter of Discount.

- Supplier should provide adequate information in Price Proposal in accordance with Template No.3 in Sub-section 5.9 with ***signature of legal representative of Supplier and stamp of the company***, including components of proposed price (transportation cost, tax and fee...) which will be ***fixed in the duration of contract***.
- Currency of Price: USD.

#### 4. EVALUATION CRITERIA

Criteria for Selection of Suppliers are specified in the Questionnaire for Supplier of Bonded trucking services.

*Note: the information used for evaluation shall be collected from Supplier's answer to the Questionnaire, supporting documents and Supplier's proposal in written.*

Proposal shall be eliminated and not allowed to be evaluated if Supplier does not meet any of "**Mandatory**" requirement mentioned criteria the Questionnaire.

#### 5. OTHER REQUIREMENTS

##### 5.1. Preparation and Submission of Proposal Documents

###### 5.1.1. Contents of Proposal

- a. Proposal Documents and other discussion documents between VNA and Supplier relating to Price Proposal shall be written in English.
- b. Proposal documents prepared by Supplier shall comprise of the followings:
  - Proof of supplier's legal eligibility (Business Registration certificate and/or Business License in transportation services or equivalent documents of supplier and/or subcontractor (if any));
  - Letter of Proposal in the form of Template No.1 in Sub-section 5.9, with ***signature of legal representative of Supplier and stamp of the company***;
  - Letter of Authorisation (if any) in the form of Template No.2 in Sub-section 5.9, with ***signatures of legal representative of Supplier and stamp of the company***;
  - Price proposal template in the form of Template No.3 in Sub-section 5.9, with ***signature of legal representative of Supplier and stamp of the company***;
  - Proof of capability and experience: Supplier provides proof of supplier's capability and experiences in accordance with regulation in evaluation criteria of experience in above Section 4;
  - Answers to the Questionnaire for supplier of bonded trucking services (attached to this Proposal Documents), Proposal shall be eliminated and not allowed to be evaluated if Supplier does not meet any of "**Mandatory**" requirement mentioned criteria the Questionnaire;
  - All supporting documents required in the Questionnaire;
  - Other supporting documents (if any).

### 5.1.2. Validity of Proposal Documents

Validity of Proposal shall be at least **60 days** from the submission deadline which is shown on the page of Invitation for Proposal of this RFP.

### 5.1.3. Preparation and submission

- a. Proposal Documents provided by Supplier should be typed and printed in uneraseable ink, numbered pages in consecutive order. Letter of proposal, Authorisation Letter (if any), Price proposal, Questionnaire for supplier and other complimentary documents (if any) must bear ***the signature of the Supplier's legitimate representative*** (i.e the legal representative or an authorized person with Authorisation letter as guided in Template no.2) ***and stamped*** (if any). ***In case of authorization, the Supplier must enclose with it the documents proving the eligibility of the authorized person prescribed in the datasheet.*** Words which are omitted, added or replaced on the original printed ones are only considered to be valid if authoriser who signs in the Letter of Proposal signs beside changes and stamp (if any).
- b. Supplier submits the Proposal Documents to VNA by sending directly or via postal/courier/email (email do not exceed 20 MB) provided that VNA receives them before the submission deadline which is shown on the page of Invitation for Proposal of this RFP. Proposal Documents received after this deadline shall be invalid and eliminated. In case Supplier sends more than one version of the Proposal Documents and/or sending to VNA by both methods: directly or via postal/courier/email, and those Proposal Documents all arrive before the proposal submission deadline, VNA will evaluate the version of the Proposal Documents which was received at the latest by VNA.

VNA shall acknowledge receipt of the document as soon as it comes.

Address to receive the Proposal Documents:

Cargo Marketing and Planning Department

Vietnam Airlines JSC.

Add: No. 200, Nguyen Son Street, Bo De Ward, Hanoi, Vietnam

Tel: 84 24 38732732 (ext.2390)

Email:

Ms. Nguyen Thu Hai My – [myngth@vietnamairlines.com](mailto:myngth@vietnamairlines.com)

Ms. Nguyen Mai Huong – [huongnguyenmai@vietnamairlines.com](mailto:huongnguyenmai@vietnamairlines.com)

- c. The Supplier(s) must bear all costs related to participating in the selection process.

## 5.2. Clarification

- 5.2.1. When considering that any content of this RFP needs to be clarified, the Supplier shall send a written request via email (email do not exceed 20 MB) to VNA at the

address provided in Section 5.1.3-b within 04 (four) working day from the proposal submission deadline. VNA shall clarify such content(s) by sending a document or information clarifying the RFP via email to all Suppliers who have received the RFP.

- 5.2.2. When necessary, VNA may modify this RFP (including the extension of proposal submission deadline, if necessary) by sending a document modifying the RFP via email and website to all Suppliers who have received the Instruction at least 03 (three) working days prior to the proposal submission deadline. VNA may, at its discretion, extend the deadline for submission of Proposal and the opening date of the Proposal, and VNA shall inform by email to all Suppliers the above extension.
- 5.2.3. During the assessment process, VNA might ask Supplier to clarify contents of the Proposal Documents (including clarification of abnormal prices) and add documents in the case of shortage of documents (Business Registration, suitable professional certificates and others) following to all mentioned requirements which do not change basic contents of the submitted proposal and proposed price.
- 5.2.4. Clarification could be done through direct meetings between the two parties (VNA invites Supplier to discuss directly, content of meeting should be recorded in written; or indirectly (VNA send written requirement of clarification and Supplier also responses in written). In the written request should regulate deadline for supplier to clarify. In case, VNA does not receive answer before deadline or the supplier's clarification does not meet requirements, VNA will consider and take necessary actions in accordance with effective current laws.

### **5.3. Proposal Assessment**

Steps of Proposal Assessment shall be as follows:

#### **5.3.1. Check the legality of Proposal Documents, including:**

- a. Supplier's legal eligibility regulated in Section 2 (after clarifying and adding required documents);
  - b. Legal eligibility (signature, time) of the Letter of Proposal, Authorisation Letter (if any), Price Proposal Template, answers to Questionnaire for bonded trucking company as stipulated in 5.1.3(a);
  - c. Validity of Proposal Documents regulated in Sub-Section 5.1.2
  - d. Validity of submission time of Proposal Documents regulated in 5.1.3.b
  - e. Validity, suitability (responsiveness) of goods/services as required in Section 1
- Proposal shall be eliminated and not allowed to be considered if supplier does not meet one of above-mentioned criteria.

#### **5.3.2. Supplier Capability, Experience, Technical assesment:**

VNA assesses Supplier Capability, Experience, Technical in accordance with assessment criteria in Section 4 and follows the assessment method of "Pass/Fail". Supplier's Proposal Documents shall be considered "Passed" if **all "Mandatory" requirements are met.**

#### **5.3.3. Price evaluation:**

- a. The determination of Evaluated Price is conducted using the following formular:

$$GDG = G - G1$$

In which:

G = Proposal Price  $\pm$  Error Corrections  $\pm$  Differences Rectification – Discount (if any)

G1 = Credit Support of Supplier to VNA (if any)

- b. The process for determining the Evaluated Price:

Step 1: Base on the Proposal, the initial determination of the Evaluated Price will be made, followed by ranking and inviting Suppliers for negotiation.

Step 2: Based on the negotiation results, the final Evaluated Price will be determined, Suppliers will be ranked again, and the selected supplier will be decided.

#### 5.3.4. Supplier Ranking:

- a. Supplier with eligible Proposal Documents, and meeting all requirements on Capability, Experience and Technical aspects of the RFP will be ranked based on the Evaluated Price as referenced in section 5.3.3. The Supplier with the lowest final Evaluated Price will be ranked first while the Supplier with the highest final Evaluated Price will be ranked lowest.
- b. In case Suppliers have equal final Evaluated Price, VNA shall rank Suppliers by priority of better proposal conditions (“**Optional**” requirements in the Questionnaire), other conditions that are more profitable for the third party benefitted goods/service (mentioned at the end of Template no.3: Price Proposal attached to this RFP), experiences of the previous contract with VNA.

#### 5.3.5. Negotiation with Suppliers:

VNA has the right to negotiate with ranking suppliers who meet the following requirements: (i) Eligible Proposal Documents, (ii) Capability and experience, (iii) Technical requirements and (iv) the Evaluated price should be equal to or less than the Approved price of the services package, to achieve more favorable price, technical, commercial and other conditions. The negotiation is implemented based on the following documents:

- (1) Proposal and all clarification documents (if any) of supplier(s);
- (2) RFP.

In case there are three or more suppliers satisfying negotiation requirements, VNA shall negotiate with three highest ranking suppliers.

In case there are less than three suppliers satisfying negotiation requirements, VNA shall negotiate with all those suppliers.

#### 5.4. Requirements for supplier to be choosen

The Supplier with the lowest final Evaluated Price after Negotiation in Sub-section 5.3.5. shall be selected.

### **5.5. Rights of VNA**

VNA reserves the rights to reject any or all Proposals and to annul the selection process at any time prior to the contract execution, without thereby incurring any liability to the affected Supplier(s) and without assuming any obligation to explain to Supplier(s) about the reasons of such decision. VNA shall inform the Supplier(s) in case of annulling all Proposals or the selection process.

### **5.6. Confidentiality**

VNA and the Supplier(s) (hereinafter individually referred to as a “Party” and may be collectively referred to as the “Parties”) acknowledge and confirm that all the documents, including but not limited to: (i) the RFP, (ii) The proposal of the Supplier(s); (iii) and/or any written materials exchanged by VNA and the Supplier(s) in connection with the above-mentioned documents are confidential. VNA and the Supplier(s) shall maintain the secrecy and confidentiality of all such documents. The Parties commit not to disclose to any third party without the written approval by the other Party.

### **5.7. Notification to suppliers**

After receiving the approved decision of chosen supplier, VNA will send out written notification to all suppliers who submitted proposals without explaining reasons for unchosen suppliers.

Notification with details of time, avenue of negotiation and request for draft of contract will be sent to chosen supplier.

### **5.8. 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.

### **5.9. Attachments**

- Template no.1: Letter of Proposal
- Template no.2: Letter of Authorization
- Template no.3: Price proposal
- Questionnaire for Supplier of Bonded trucking services

Template no.1

**LETTER OF PROPOSAL**

*[Location, date]*

To: Vietnam Airlines JSC.  
(hereinafter called VNA)

After studying your RFP (*and its revised versions dated \_\_\_\_\_ if any*) which we received, we, \_\_\_\_\_ *[name of supplier]*, commit to provide or arrange you **“Bonded trucking services in North America to/from SFO from April, 2026 to March, 2031”** subject to the regulations stipulated in your RFP together with the attached price proposal.

If our proposal is chosen, we commit to provide or arrange you the trucking services as regulated in our signed contract.

By signing below, we confirm that the information and commitment given in and together with this Proposal are true, complete and accurate.

Our Proposal is valid within 60 days from the proposal submission deadline.

**On behalf of [SUPPLIER’S NAME]<sup>(1)</sup>**  
*[Please insert your name, title, sign and stamp]*

**Note:**

- (1) The name of the Supplier as shown on this Template No. 1 must be exactly the name of the contracting entity (in the event that the Supplier is selected), even in the case where the supplier represents a subsidiary company participating in the bidding process.
- (2) If supplier’s legal representative authorizes his/her sub-level staff to sign above Letter of proposal, he/she must attach the Authorization Letter in accordance with the Template No. 2 hereafter. If supplier’s business Regulations and/or Decision of establishing its branches and/or other documents relating to authorizing sub-level staffs to sign Letter of proposal, supplier must attach scanned files of relevant documents (supplier does not need to issue the Authorization Letter in accordance with the Template No. 2 hereafter).

Template no.2

**LETTER OF AUTHORISATION<sup>(1)</sup>**

Today, \_\_\_\_ [date], in \_\_\_\_ [city]

I am \_\_\_\_\_ [name, identity number or passport number, title of the supplier's legal representative], the legal representative of \_\_\_\_\_ [supplier's name], whose registered office at \_\_\_\_\_ [address], officially authorize \_\_\_\_\_ [name, identity number or passport number, title of the authorized person] in written to implement the following tasks in the process of bidding **the bonded trucking services in North America to/from SFO from April, 2026 to March, 2031** held by Vietnam Airlines JSC.:

- [ - **To sign the Letter of Proposal;**
- **To sign the Price Proposal;**
- To sign codeshare agreements (if any);
- To sign written documents to make a business deal with VNA in the bidding process including other clarification and explanation writings of the Proposal Documents;
- To participate in negotiating and completing contract;
- To sign the contract with VNA if being chosen.](<sup>2</sup>)

Above-mentioned authorized person solely implement tasks within the scope of authorization as a legal representative of \_\_\_\_\_ [Supplier's name]. \_\_\_\_\_ [Supplier's name] are entirely responsible for tasks performed by \_\_\_\_\_ [name of the authorized person] within the scope of authorization.

This letter will be valid within 90 days from the proposal submission deadline. This letter of authorization is published in \_\_\_\_ [number] copies with the same legal value, the authorizer keeps \_\_\_\_ [number] copies, the authorized person keeps \_\_\_\_ [number] copies.

**The authorized person**

(Insert name, title, sign and stamp  
(if any))

**The authorizer**

(Insert name of supplier's legal  
representative, title, sign and stamp)

**Notes:**

- (1) In case of authorisation, original Letter of authorisation must be sent to Invitor along with the Leter of Proposal as regulated in Section 5. The supplier's legal representative authorise vice level or sub-level staffs, to branch directors, heads of supplier's representative offices to implement one and/or some above listed jobs. In this case of authorisation, used stamp can be stamp of the supplier or of department relevant to the authorised person. This authorised person is not allowed to re-authorise to others.
- (2) The scope of authorisation is decided by the authoriser, including one or some above listed jobs.

Template no.3

**PRICE PROPOSAL**

Quantity and price of service package “Bonded Trucking Services in North America to/from SFO from April, 2026 to March, 2031”

**1. Bonded Trucking Services in North America to/from SFO:**

**1.1. Transport routes required by VNA (mandatory):**

| No.   | Từ<br>Origin<br>truck | Đến<br>Destination<br>truck | Số lượng<br>Quantity           |        |                 |                         |    |                                       |    | Đơn giá (USD)<br>Rate (USD) |     |            |                                   |                    |     |        |
|-------|-----------------------|-----------------------------|--------------------------------|--------|-----------------|-------------------------|----|---------------------------------------|----|-----------------------------|-----|------------|-----------------------------------|--------------------|-----|--------|
|       |                       |                             | Tối thiểu hàng rời<br>Min. LTL |        | Hàng rời<br>LTL | Nguyên xe<br>Full truck |    | Tổng<br>Total<br>chargeable<br>weight | DG | Min.                        | LTL | Full truck | WC<br>surcharge<br>in Jan<br>2026 | FSC in Jan<br>2026 |     | DG fee |
|       |                       |                             | ea                             | kg     | kg              | ea                      | kg | kg                                    | ea | ea                          | kg  | ea         | %                                 | LTL                | EUV | ea     |
|       |                       |                             | 1                              | 2      | 3               | 4                       | 5  | 6                                     | 7  | 8                           | 9   | 10         | 11                                | 12                 | 13  | 14     |
| 1     | SFO                   | LAX                         | 14                             | 634    | 1,428,329       |                         |    | 1,428,963                             | 4  |                             |     |            |                                   |                    |     |        |
| 2     | SFO                   | LAS                         | 1                              | 45     | 42,597          |                         |    | 42,642                                | -  |                             |     |            |                                   |                    |     |        |
| 3     | SFO                   | SEA                         | 178                            | 7,818  | 17,335          |                         |    | 25,153                                | 47 |                             |     |            |                                   |                    |     |        |
| 4     | LAX                   | SFO                         | 7                              | 1,027  | 15,181          |                         |    | 16,208                                | -  |                             |     |            |                                   |                    |     |        |
| 5     | SFO                   | MIA                         | 207                            | 2,798  | 2,986           |                         |    | 5,784                                 | 36 |                             |     |            |                                   |                    |     |        |
| 6     | SFO                   | DFW                         | 1                              | 45     | 626             |                         |    | 671                                   | -  |                             |     |            |                                   |                    |     |        |
| 7     | SFO                   | ATL                         | 4                              | 14     | 500             |                         |    | 514                                   | -  |                             |     |            |                                   |                    |     |        |
| TOTAL |                       |                             | 412                            | 12,381 | 1,507,554       | -                       | -  | 1,519,935                             | 87 |                             |     |            |                                   |                    |     |        |

| No.   | Từ<br>Origin<br>truck | Đến<br>Destination<br>truck | Giá trị<br>Value |     |               |                         |                                         |                                |     |                      |       | Giá trị quy đổi |
|-------|-----------------------|-----------------------------|------------------|-----|---------------|-------------------------|-----------------------------------------|--------------------------------|-----|----------------------|-------|-----------------|
|       |                       |                             | Min.             | LTL | Full<br>truck | Total Frieght<br>charge | WC<br>surcharge<br>on freight<br>charge | FSC<br>on<br>freight<br>charge | DG  | Total fee/ Surcharge | Total | Total           |
|       |                       |                             | USD              | USD | USD           | USD                     | USD                                     | USD                            | USD | USD                  | USD   | VND             |
|       |                       |                             | 15               | 16  | 17            | 18                      | 19                                      | 20                             | 21  | 22                   | 23    | 24              |
| 1     | SFO                   | LAX                         | -                | -   | -             | -                       | -                                       | -                              | -   | -                    | -     | -               |
| 2     | SFO                   | LAS                         | -                | -   | -             | -                       | -                                       | -                              | -   | -                    | -     | -               |
| 3     | SFO                   | SEA                         | -                | -   | -             | -                       | -                                       | -                              | -   | -                    | -     | -               |
| 4     | LAX                   | SFO                         | -                | -   | -             | -                       | -                                       | -                              | -   | -                    | -     | -               |
| 5     | SFO                   | MIA                         | -                | -   | -             | -                       | -                                       | -                              | -   | -                    | -     | -               |
| 6     | SFO                   | DFW                         | -                | -   | -             | -                       | -                                       | -                              | -   | -                    | -     | -               |
| 7     | SFO                   | ATL                         | -                | -   | -             | -                       | -                                       | -                              | -   | -                    | -     | -               |
| TOTAL |                       |                             | -                | -   | -             | -                       | -                                       | -                              | -   | -                    | -     | -               |

### 1.2. Additional transport routes proposed by the Supplier, beyond VNA's mandatory requirements (encouraged):

Suppliers are encouraged to propose additional transport routes that they are capable of providing/arranging beyond VNA mandatory requirements. The more routes proposed, the better, in order to accommodate potential ad-hoc demands of VNA.

These routes are not associated with any committed volume and therefore do not involve fixed costs; only the unit rates proposed by the Supplier shall apply.

**2. Other relating fee, charges:** special cargo fee (VUL, HEA, ...), waiting fee, return empty ULD fee ...

*(Please provide fee, charges that are not mentioned and describe how they are applied. Any not provided fee, charges... shall NOT be constituted to the total amount of purchase and NOT be mentioned in the Agreement.*

*For FSC, please advise in details the mechanism for FSC, data source link of fuel price referenced etc., table of fuel price ~ FSC % applied).*

### 3. Value calculating method:

- **Total Freight Charge (18)** = Min (15) + LTL (16) + Full truck (17) = (1)\*(8) + (3)\*(9) + (4)\*(10)

- **Total Fee (22)** = WC surcharge (19) + FSC (20) + DG (21) = (18)\*(11) + (18)\*(12) + (7)\*(14)
- **Total Charge (23)** = Total Freight Charge (18) + Total Fee (22)

**Notes:**

- Currency: USD
- All rates in this template 3 are **all-in rates** included carbon emissions fee, tax, all cost of providing vehicles to the designated point at VN GHA's warehouse in SFO and others in North America, loading/ unloading shipment onto/ off vehicles and other fee/ toll (except for FSC) and shall be **fixed** during contract time (**5 years**) and be a part of the Agreement to be signed between VNA and the chosen supplier.
- Discount rate (%) if any: specify in numbers and letters;
- Supplier commits to meet requirements of Bonded Trucking services in accordance with technical evaluation criteria in Section 4 – RFP or Supplier could provide specific offer following requirements regulated in Section 4;
- Supplier is encouraged to offer beneficial conditions to VNA. VNA will consider these conditions when evaluating Proposal Documents of Supplier in Sub-section 5.3.3.

**Legal representative of the Supplier**  
(Insert name, title, sign and stamp)