

REQUIRED DOCUMENTS

Package name: “Building Booth in WTM 2025”

Vietnam Airlines JSC, UK Branch

London, Dated on 16 October 2025

Authorised Representative

A handwritten signature in blue ink, appearing to read 'Phan The Thang', with a horizontal line underneath.

Phan The Thang

1. Service Provider Eligibility Requirements:

- Legal Identity: Complete information about the entity (address, email, phone, owner).
- 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.
- Supplier participate in the bidding as an independent entity.

2. Service Provider's Capability and Experience Requirements:

- Provision of all services in the bidding documents
- Company Presentation: Detailed profile in English.
- At least 01 year experience.
- Previous experience in providing similar services.

3. Service Requirements

3.1 List of goods, quantity and scope of work:

Item	Description	Quantity	Time
1	Building Booth in WTM 2025 <ul style="list-style-type: none">• Concept & Design• Stand Build & Delivery• Electrics & Install• Waste management & Removal	1	04-06/11/2025

3.2 Technical Standards Requirement

- Ensure required quantity and quality according to local standards.
- Implement in London.
- Ensure implement fully work at article 3.1.

3.3 Other requirements:

No	Requirements	Passed	Failed
1	Delivery time of goods and services: 03/11/2025-06/11/2025	Commitment	No commitment or have other recommendation
2	Payment: : By bank transfer, 100% of the value of the contract, within 30 days of receiving complete payment documents.	Commitment	No commitment or have other recommendation

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

5. Bidding currency: In GBP.

6. Validity period of the Proposal Files: At least 30 days from the deadline for submission of the Proposal Files.

7. Deadline for submission of Proposal Files: No later than 17h30 on 19 October 2025.

- Contact Address:

Vietnam Airlines UK Branch Contact address: 03 Floor, University House 11- 13 Lower Grosvenor Place, SW1W OEX, London. Tel : +44 203263 2062. (To: Ms. Trinh Linh).

8. Evaluation of Proposal Files

Step 1: Evaluation of the eligibility of the service provider's profile, verify the Proposal Files eligibility

- 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, Proposal Files eligibility if they "Passed" all the requirements from item 1, 4, 5, 6, 7 and Application for Bid (Form 1) and Price Proposal Table (Form 2) signed by supplier's legitimate representative (the official representative by law or the legitimately authorized person accompanied with the letter of authorization).
- Service providers that pass the evaluation step of provider's profile, verify the Proposal Files eligibility will be evaluated at the Provider's eligibility and capacity evaluation step.

Step 2: Evaluation of the Provider's eligibility and capacity:

- 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 Provider's eligibility and capacity if they "Passed" all the requirements from item 2.
- Service providers that pass the evaluation step of Provider's eligibility and capacity will be evaluated at the Technical standards evaluation step.

Step 3: 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 4: 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.

9. Provider Selection Conditions

A provider will be selected if they meet all the following conditions:

- Have valid application documents that meet the requirements.
- Possess the required capacity and experience according to the requested criteria.
- Meet the technical requirements.
- Having lowest price proposal, within Vietnam Airlines' budget, after corrections and adjustments, and that this price does not exceed the approved amount for the service.

10. Notification of Bid Results

After the decision to approve the provider selection results, Vietnam will send a notification letter to the selected suppliers.

11. Negotiation, Finalization, and Contract Signing

Negotiation and finalization of the contract will be based on the approved selection results and the draft contract.

12. Violation Handling

If a provider commits actions violating bidding laws, they will be subject to sanctions based on the severity of the violation, in accordance with the provisions of the bidding law and other relevant legal regulations.

Looking forward to your participation.

Thank you very much.

FORM 1

APPLICATION FOR BID

_____, date ____ month ____ year ____

To: Vietnam Airlines in UK Branch Office

After reviewing the Bidding Document and the amendment document number *[number of amendment document (if any)]*, we, *[full name of the Respondent]*, hereby commit to supplying *[name of products]* as required in the Bidding Document with the detailed Price Proposal Table attached.

If our Bid is accepted, we commit to supplying products/services in compliance with terms and conditions agreed upon in the contract.

This Bid is valid for ____ days, from ____ am/pm, on *[insert the proposal closing date and time]*

Legitimate Representative of Bidder

[Full name, title, signature, and seal]

FORM 2

PRICE PROPOSAL TABLE

1. Price proposal table:

No	Content	Currency	Amount	Remarks
1	Concept & Design	GBP		
2	Stand Build & Delivery	GBP		
3	Electrics & Install	GBP		
4	Waste management & Removal	GBP		
5	Taxes	GBP		
6	Estimated total value (1-5)	GBP		

Note:

- 1.The Bidder must provide the estimated total value of the procurement package, inclusive of applicable taxes, levies, and price adjustment policies.
2. The Bidder commits to providing the goods/services in compliance with the technical evaluation standards.
3. The Bidder must specify any price adjustment and/or discount schemes (if any).
4. The Bidder encouraged to propose any additional favorable conditions for the beneficiaries of goods/services (if any). VNA shall take such conditions into consideration during the bid evaluation.

Authorized Representative of the Bidder

(Name, title, signature and seal)