



REQUEST FOR PROPOSAL

Name of goods /services:

Graphic advertisement in Melbourne travel agent stores.

Sydney, 27th August 2018

**GENERAL MANAGER,
AUSTRALIA BRANCH**

A handwritten signature in blue ink, appearing to read 'Truong Tran Ngoc Hung', is positioned below the title. The signature is fluid and cursive, with a long horizontal stroke at the end.

Truong Tran Ngoc Hung

1. Bidder's eligibility

Bidder must have Business registration (ABN/ACN number)

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

2. Bidder's capability and experience criteria

Bidder must have capability to provide requested service. Experience in Airlines industry is essential.

3. Scope of work:

Design, print and implement big size graphic advertising decal at Melbourne travel agents' stores, details as following:

No	Agent	Address	Dimension
1	South East Asia Travel	205 Westwood Dr, Burnside VIC 3023	2340 x 2170 mm
2	Travel Viet	360 Ballarat Rd, Sunshine North VIC 3020	3450 x 2150mm
3	888 Travel	80 Elizabeth St, Richmond VIC 3121	2150 x 3300mm

4. **Language in proposal:** English

5. **Currency in proposal:** Australian Dollar (AUD).

6. **Validity of proposal:** 14 days from the submission deadline.

7. **Submission deadline:** 5:30pm on 10th September 2018.

8. Proposal Assessment:

Steps of Proposal Assessment shall be as follows:

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

Vietnam Airlines assesses the validity, eligibility of the proposal; Bidder'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".

Bidder'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".

Bidder'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 more than one Bidder proposes similar prices, Vietnam Airlines will prioritise Bidders as follows:

- Bidder that has experience providing service for Vietnam Airlines in Australia;
- The earliest received Proposal Document.

The first ranking Bidder shall be chosen for contract negotiation.

Step 4: Negotiation

Chosen Bidder will be contacted by Vietnam Airlines for negotiation, correcting, editing errors (if any) and deducting discounts and promotions (if any)

Step 5: Contract negotiation, completion and signing

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