



REQUEST FOR PROPOSAL

Name of goods /services:

Vietnam Airlines Partners Appreciation Event 2018.

Sydney, 01st November 2018

**GENERAL MANAGER,
AUSTRALIA BRANCH**

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

Providing event services including function room, setup, three courses meal, drink, audio & visual for below 02 gala dinner with exact date, number of pax and venue:

No	Event	Date	No of pax	Venue
1	Gala diner in SYD	29Nov18	50	Hyatt Regency 161 Sussex St, Sydney NSW 2000
2	Gala dinner in MEL	23Nov18	40	Sofitel Melbourne on Collins 25 Collins Streets, Melbourne VIC 3000

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.
