

CALL FOR COMPETITIVE OFFER

Project owner: Vietnam Airlines in Korea (VN).

Project name: supply “Designing and producing Leaflet about the piece baggage policy of Vietnam Airlines”.

Project description: design the leaflet followed the format of Vietnam Airlines with the contents about the piece baggage policy of Vietnam Airlines, print the leaflet with the high quality of paper.

Dead line: 24th July, 2019.

Offer receiving information:

Name :	Representative of Vietnam Airlines in Korea.
Address :	Soon Hwa Building, 9 th floor, 5-2 Soon Hwa Dong, Chung-Gu, Seoul, Korea.
Contact :	Mr. La Vinh Nam
Email :	namlv@vietnamairlines.com
Phone :	+82-10-9095-8928
Fax :	+82-2-757-8921

Seoul, 22nd July, 2019

**Director of Representative office
of Vietnam Airlines in Korea**



Luu Anh Tuan

REQUEST FOR BIDDING DOCUMENTS

**Package: Designing and producing
about the piece baggage policy of Vietnam Airlines**

Seoul, 22nd July, 2019

**Director of Representative office
of Vietnam Airlines in Korea**



LUU ANH TUAN

1. Package's content

Representative office of Vietnam Airlines in Seoul (VNA) would like to invite the Bidders to participate in the competitive offer for supply “ **Designing and producing about the piece baggage policy of Vietnam Airlines**”.

2. Scope of supply

The scope of supply includes:

- Quantity: 5.000 copies;
- Content: 1 page with full color;
- Leaflet designing;
- Delivery date: before 01st August, 2019.

3. Contents of Letter of Bid

4.2. Letter of Bid by Bidders shall include the following contents:

- General information about Bidders.
- Details of offer prices and term applied.

4. Offering price

Offering price is the price quoted by bidder in the Bidding Price after deducting the discount (if any). The price offered shall include all necessary costs for implementing the bidding package, meeting the requirement of Request for Competitive Offer. The offering price should be in Korean Won.

5. Deadline for Letter of Bid

Letters of Bid should come to VNA before 14:00, dated 24th July, 2019. The Letter of Bid coming after the deadline of submission shall be non-responsive and rejected by VNA.

6. Clarification of Letter of Bid

During evaluating progress, VNA may request the Bidders to clarify some content in their Letter of Bid and ask for supplementing documents in case of insufficiency. The clarification shall not result in any change of the main contents or quoted price of the Letter of Bid.

7. Evaluation of Letter of Bid

- a) Evaluation of partner legal identity (pass/no pass):
 - Entity information (address, email, phone numbers, company owner);
 - Business certification;
- b) Evaluation of partner ability/capacity:
 - Number of employees (designers must-have);
 - Business Experience (at least 1 year);
 - List of customers;

- List of suppliers.
- c) Evaluation by contract value.
 - Price quotes

The winning bidder will be chosen if they offer lowest price. If two bidders offer a same price, other factors will be considered on the basic "the more the better".

8. Announcement of the bid result

VNA announce the final result to all Bidders after a written approval of the bid.

9. Negotiation, completion and signing of the contract

VNA negotiate and complete contracts with Bidders winning bid.

10. Sanction on violation in bidding

Those Bidders having any action violating the Korean Law of Competitive offer may be punished as regulated in Korean Bidding Law, revised laws and other relevant legal laws depending on the level of violation.