



GSA for Japan: Western Associates, Inc

8F, ATT New Tower, 2-11-7, Akasaka, Minato-ku, Tokyo 107-0052 Japan Tel: (+81) 3- 6234-0256 Fax: (+81) 3- 6234-0290

Osaka : 10F Higobashi Center Bldg. 1-9-1 Edobori, Nishi-ku, Osaka 550-0002 TEL (06) 6225-3510 FAX (06)6225-3875

Nagoya : 6F Nagoya-Dia 2 Bldg. 3-15-1 Meieki, Nakamura-ku, Nagoya-city, Aichi 450-0002 TEL (052) 588-7130 FAX (052)588-7134

Fukuoka : Hakatakaiei Bldg. 2-5-28, Hakataekihigashi, Hakata-ku, Fukuoka 812-0013 TEL (092) 432-6833 FAX (092)432-7091

Sapporo : 3F Shinchitose-Airport, Bibi, Chitose-city, Hokkaido 066-0012 TEL (0123) 45-2780 FAX (0123)45-2781

## Quotation Request for Vietnam Airlines

Date: October 11, 2019

Company Name: Western Associates, Inc. - Cargo GSSA for Vietnam Airlines in Japan

On behalf of Vietnam Airlines in Japan, Western Associates, Inc would like to thank you for a good cooperation and kindly ask you to give us your quotation for the Year-end Party in Narita Airport area.

You are requested to submit your proposal quotation to the person listed below by the requirements and conditions listed in that attached quotation file by the 1<sup>st</sup> of November 2019.

Company Name: Western Associates, Inc.

Address: 8<sup>th</sup> Floor, ATT New Tower, 2-11-7, Akasaka, Minato-ku, Tokyo 107-0052, Japan

Contact Person: Yutaka Chiba

Telephone: +81-3-6234-0291

Facsimile: +81-3-6234-0290

Mobile: +81-80-3533-5662

E-mail Address: [chiba@wai.co.jp](mailto:chiba@wai.co.jp)

If you have any queries, please contact with the numbers mentioned in above.

For/on behalf of Vietnam Airlines

Yutaka Chiba  
Western Associates, Inc. Cargo GSSA for Vietnam Airlines in Japan

# Quotation File

## 1. Enquiry for the goods/services:

- 1.1 Name of Event: Vietnam Airlines Cargo Year-end Party 2019.
- 1.2 Numbers of participants: 60 in Total.
- 1.3 Drink and Foods: for 60 people including staff from VNJ and Cargo GSA.
- 1.4 Date and Time: Early December 2019 from 18:30 to 21:00.
- 1.5 Place of Party: Hotel or Restaurant located nearby Narita Airport area.
- 1.6 Equipment: Microphone, Speaker, and Projector for PC.

## 2. Requirements of Service Provider:

- 2.1 Legal Business Certificate Available
- 2.2 No conflict to Vietnam Airlines benefits
- 2.3 At least Five (5) years of experience in hotel or restaurant business.

## 3. Requirements for quotations:

- 3.1 Final price, Discount (if any), Local Tax included.
- 3.2 Quotation form plus all part of detailed rates to build final price (rate/tax) with signature of the legal representative of service provider.
- 3.3 Price must be quoted in Japanese Currency.
- 3.4 Describe the payment mode. (Cash, Bank Transfer, etc.)

## 4. Other Requirements:

- 4.1 Language: Quotation in either Japanese or English is acceptable.
- 4.2 Deadline for quotation submission: By November 1<sup>st</sup>, 2019.
- 4.3 Postal address of reception:

Western Associates, Inc. on behalf of Vietnam Airlines as Cargo GSSA in Japan  
8F, ATT New Tower, 2-11-7, Akasaka, Minato-ku, Tokyo 107-0052, Japan  
Contact Name: Mr. Yutaka Chiba, Senior Director  
Phone: +81-3-6234-0291  
Mobile: +81-80-3533-5662  
E-mail address: [chiba@wai.co.jp](mailto:chiba@wai.co.jp)