



REQUEST FOR PROPOSAL

Name of goods /services:

Provision of Gift Card 2018 in Sydney, Australia.

Sydney, 25th September 2018

**GENERAL MANAGER,
AUSTRALIA BRANCH**

Truong Tran Ngoc Hung

1. Bidder's eligibility

Bidder must have Business registration (ABN 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:

3.1. Good/Services description:

No	Good/Services	Quantity	Location
1	100AUD Gift Card	200	Suite 25.03, St. Martin Tower, 31 st Market St, Sydney NSW 2000

3.2. Technical requirement:

TT	Technical requirement	Pass	Fail
1	Prepaid stored-value money card in standard plastic form to be used as an alternative to cash for purchases in retailing network		
2	Delivery time	≤ 14 days from contract signature	> 14 days from contract signature
3	Delivery location	Agree to deliver to provided location	Do not agree / other suggestion

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 02nd October 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.
