



## INVITATION TO PRICE OFFER

Vientiane, 20<sup>th</sup> April 2019

Dear Sir/Madam,

Vietnam Airlines JSC in Lao PDR (VNA) would like to invite supplier to join the bidding for VNA's project: "Car rental package for VNA office".

If you are interested in providing VNA with the services in this project, please kindly send your proposal to our address below:

- **Address:** Vietnam Airlines JSC in Lao PDR  
1<sup>st</sup> floor Lao Plaza Hotel, 63 Samsenthai Rd,  
Vientiane Capital, Lao PDR
- **Contact:** Mr. Vu Tien Tam (Finance Manager)  
Tel: 020 9228 6666  
Ms. Laddaphone Chamanivong (Staff)  
Tel: 020 5567 6420
- **Email:** tamvt@vietnamairlines.com

The proposal must be submitted no later than **16:00 p.m, Monday, 30<sup>th</sup> April 2019.**

Please note that you should read our attached Request for Proposal to ensure that you understand VNA's requirements and submit a proposal in compliance with such requirements. By submitting a proposal to response this letter, you agree with all regulation in our attached RFP.

Sincerely yours,

**Ngo Sy Anh**  
**General Manager**



## REQUEST FOR PROPOSAL

**Package description: Car rental 2019**  
**For : Vietnam Airlines JSC in Lao PDR**

Vientiane, 20<sup>th</sup> April 2019

**VIETNAM AIRLINES JSC IN LAO PDR**

**General Manager**



**Ngo Sy Anh**



## **1. Introduction**

Vietnam Airlines JSC in Lao P.D.R (So called "VNA") would like to invite the supplier to participate in the competitive offer for the package **"Car rental for Vietnam Airlines office 2019"**.

## **2. Scope of supply**

The scope of supply includes:

- Quantity: 01 package (Supplier send the quotation to VNA)
- Product description: Car 07 seats
- Rental period: from 01/05/2019 to 31/12/2019 (self-drive);
- Car is in good condition and safety

## **3. Contents of proposal**

Letter of Competitive offer shall include the following contents:

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

## **4. Price**

The total package price quoted by the company after deducting the discount (if any). The price offered shall include all necessary costs for implementing the package, meeting the requirement and the price should be in USD.

## **5. Deadline for submission of proposal**

The proposal must submit to VNA **before 16:00 p.m, Monday, 30<sup>th</sup> April 2019**. Any proposal submits after the time frame given shall be considered as un-qualified and rejected by VNA.

## **6. Clarification of proposal**

During evaluating progress, VNA may request the suppliers to clarify some content in their proposal and 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 proposal.

#### **7. Evaluation of proposal**

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

#### **8. Announcement of the result**

VNA announce the final result to all supplier after a written approval of the offer package.  
VNA negotiate and complete contracts with supplier winning bid.

#### **9. Sanction on violation in competitive offer**

Those Suppliers having any action violating the Lao Law of competitive offers may be punished as regulated in Lao Law, revised laws and other relevant legal laws depending on the level of violation.