



## **REQUEST FOR PROPOSAL**

**Name of goods /services:**

Vietnam Airlines Partners Appreciation Event 2019.

*Sydney, 01st October 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 MEL	21Nov19	40	Novotel Melbourne on Collins 270 Collins Street, Melbourne VIC 3000
2	Gala dinner in SYD	28Nov18	50	Novotel Sydney on Darling Harbour 100 Murray Street, Pyrmont NSW 2009

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 11<sup>st</sup> Oct 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.

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