

QUYẾT ĐỊNH

Về việc phê duyệt KHLCNCC mua tài khoản tra cứu dữ liệu lịch bay và phân tích khả năng nối chuyến

TRƯỞNG BAN KẾ HOẠCH VÀ PHÁT TRIỂN

Căn cứ:


- Quy chế mua hàng hoá, dịch vụ sử dụng ngân sách chi thường xuyên của Tổng công ty Hàng không Việt Nam (QCMS) theo Quyết định số 1261/QĐ-HĐQT-TCTHK ngày 23/08/2019;
- Quy chế mua sắm của Ban KHPT tại công văn 447/KHPT ngày 04/4/2017;
- Công văn số 361/TCTHK-KHPT ngày 4/08/2022 về phân công nhiệm vụ trong Ban KHPT;
- Tờ trình số 377/TTr-TCTHK-KHPT ngày 28/6/2023 v/v thay đổi quy mô, hình thức lựa chọn gói dịch vụ mua tài khoản tra cứu dữ liệu lịch bay và phân tích khả năng nối chuyến,

Xét đề nghị của Tổ Thẩm định mua sắm nội bộ Ban KHPT tại Báo cáo thẩm định số 01/BC-KHPT-TTĐ ngày 01 tháng 8 năm 2023 về việc phê duyệt Kế hoạch lựa chọn nhà cung cấp (KHLCNCC) và Hồ sơ yêu cầu (HSYC) gói dịch vụ mua tài khoản tra cứu dữ liệu lịch bay và phân tích khả năng nối chuyến .

QUYẾT ĐỊNH:

Điều 1. Phê duyệt KHLCNCC và HSYC gói dịch vụ mua tài khoản tra cứu dữ liệu lịch bay và phân tích khả năng nối chuyến tại Phụ lục đính kèm.

Điều 2. Quyết định này có hiệu lực kể từ ngày ký.

Điều 3. Lãnh đạo phòng Chiến lược chịu trách nhiệm thi hành Quyết định này./. 

Nơi nhận:

- PTB H.T.T. Hàng;
- CL;
- Lưu: VT, TTĐ

TRƯỞNG BAN



Nguyễn Quang Trung

PHỤ LỤC
KHLCNCC mua tài khoản tra cứu dữ liệu lịch bay và
phân tích khả năng nối chuyến
(Kèm theo QĐ số ~~450~~/QĐ-TCTHK-KHPT ngày...02.../...8.../2023)

- **Tên gói dịch vụ:** mua tài khoản tra cứu dữ liệu lịch bay và phân tích khả năng nối chuyến
- **Danh mục dịch vụ:**
 - + Analytics – Schedules Analyzer: tra cứu lịch bay hãng khác;
 - + Analytics – Connection Analyzer: tra cứu và phân tích khả năng nối chuyến.
- **Số lượng, đơn giá:**
 - + Số lượng: 1 user được quyền truy cập trong vòng 03 năm;
 - + Đơn giá: 12.000 USD/1 user/1 năm đầu, tương đương 304.700.000 VNĐ (Tỷ giá USD/VND=24.500), các năm sau trượt giá 3%/năm.
- **Nguồn ngân sách:** Nguồn ngân sách cho năm 2023 tại mục IV-5.5 Dịch vụ phục vụ bán khác theo Quyết định số 123/QĐ-TCTHK-KHPT ngày 16/2/2023. Nguồn ngân sách cho năm 2024-2026 cần được bổ sung vào KH hàng năm của Ban KHPT theo phê duyệt tại tờ trình số 377/TTr-TCTHK-KHPT ngày 28/6/2023 v/v thay đổi quy mô, hình thức lựa chọn gói dịch vụ mua tài khoản tra cứu dữ liệu lịch bay và phân tích khả năng nối chuyến.
- **Hình thức LCNCC:** chào giá.
- **Đối tác đàm phán:** OAG
- **Hình thức hợp đồng:** Hợp đồng theo đơn giá điều chỉnh.
- **Thời gian thực hiện hợp đồng dự kiến:** Từ ngày 01/09/2023 đến hết ngày 31/08/2026.
- **Tiến độ triển khai:** dự kiến thời gian tổ chức thực hiện lựa chọn NCC để ký hợp đồng là 26 ngày làm việc kể từ ngày KHLCNCC được phê duyệt, cụ thể như sau:

| STT | Nội dung | Thời gian thực hiện |
|------------------|---|---------------------|
| 1 | Phê duyệt KHLCNCC và HSYC | X |
| 2 | Thông báo mời chào giá, đăng tải trên website | X+3 |
| 3 | NCC nhận HSYC và chuẩn bị HSĐX | (X+3)+7 |
| 4 | Nhận và đánh giá HSĐX, thương thảo với NCC, báo cáo KQLCNCC | (X+3+7)+7 |
| 5 | Thẩm định KQLCNCC | (X+3+7+7)+3 |
| 6 | Phê duyệt KQ LCNCC | (X+3+7+7+7)+4 |
| 7 | Thông báo KQ LCNCC | (X+3+7+7+7+5)+2 |
| Tổng cộng | | 26 ngày |

BIDDING DOCUMENTS

Title of procurement package: provide accounts to query flight schedules data and
analyze connection

for the period 01st September 2023 – 31st August 2026

Procuring Entity: Corporate Planning and Development Department
Vietnam Airlines JSC

Hanoi, *02 August*, 2023

**On behalf of Vietnam Airlines JSC
Director of Corporate Planning &
Development Department**



Nguyen Quang Trung

TABLE OF CONTENTS

| Content | Page |
|--|------|
| Invitation for Bid letter | 2 |
| 1. Requirements for Eligible Goods and Services | 3 |
| 2. Eligibility of Bidders | 3 |
| 3. Price Proposal | 3 |
| 4. Evaluation Criteria | 4 |
| 5. Other requirements | 5 |
| 5.1. Preparation and submission of Bid | 5 |
| 5.2. Clarification of Bid | 6 |
| 5.3. Bid evaluation | 6 |
| 5.4. Conditions for proposal award | 7 |
| 5.5. Notification of Award | 7 |
| 5.6. Contract negotiation and finalization | 8 |
| 5.7. Handling Violences | 8 |
| 5.8. Forms | 8 |
| Form 1: Application for Bid | 9 |
| Form 2: Power of Attorney | 10 |
| Form 3: Price Proposal | 11 |
| Form 4: Experience record | 12 |
| Form 5: Declaration of Bidder's financial capacity | 13 |
| Form 6: Commitment to provide services | 14 |

ABBREVIATIONS

| | |
|-----|----------------------|
| VNA | Vietnam Airlines |
| USD | United States dollar |

INVITATION FOR BID

Vietnam Airlines JSC would like to request your esteemed company for the Proposal to provide accounts to query flight schedules data and analyze connection with enclosed Bidding Documents.

Please kindly submit your Bid no later than 7:00 p.m. August 11, 2023 (Hanoi local time) by **email** to the following addresses:

- Mr. Nguyen Trong Duc – ducnt@vietnamairlines.com
- Mr. Tran Trung Tin – tintrantrung@vietnamairlines.com

Tel: (84) 24 38732732 ext 2435;

Mobile: (84) 989 249 237.

Should you have any questions or need further information, please kindly contact us at the above addresses.

ON BEHALF OF VIETNAM AIRLINES JSC

*Director of Corporate Planning & Development
Department*



Nguyen Quang Trung

1. REQUIREMENTS FOR ELIGIBLE GOODS/SERVICES

1.1 Details and quantity of purchasing goods/services:

- Detailed specification of purchasing goods/services are specified in Attachments attached with this bid documents, in specification:
 - Accounts to query flight schedules data and analyze connection (at least one account);
 - Data at least from 2019 to the time query and one year forward in all over the world;
 - The period 01st September 2023 – 31st August 2026.
- Requirements for service standards: in accordance with the evaluation criteria, clearly prescribed in Section 4.1 and 4.2 of this RFP.

2. ELIGIBILITY OF BIDDERS

- 2.1. Holding valid Certificate of Business Registration or equivalent documents issued by competent government authority, in accordance with the law of the country where the Bidder's business is operated
- 2.2. Bidder must have no disputes, claims, conflict of interest and contract violation with VNA
- 2.3. Bidder must have at least 03 years of experience for providing services for at least 03 aviation related organizations.

3. PRICE PROPOSAL

3.1 Price proposal:

Price proposal is the price quoted by bidders in the Application for Bid (Form No. 3 attached) after deducting the discount stated at the Letter of bid discounts (if any). The Proposal Price is included all the costs necessary for implementing the bidding package as required in bidding documents. All costs shall be quoted in the form of individually-detailed and aggregated tables.

3.2 Letter of Bid discounts:

In the presence of any discount, bidders must submit the Letter of bid discounts to VNA together with the Bid or separately from the Bid, provided that the Letter of bid discounts is received by VNA before the submission deadline. If the Letter of bid discounts is submitted together with the Bid, the Respondent must inform VNA by submission deadline, or must have the Letter of bid discounts declared in the table of contents of the Bid.

3.3 Price Proposal Table:

Price Proposal Table must be fully filled as requested at Form No. 3 and signed by the legitimate representative of the Bidders, including all costs associated such as software cost, managed services cost, training, installation, implementation costs etc.

Failure to complete the Price Proposal Table may lead to the disadvantage in Bid evaluation or Bid elimination.

3.4 Bid currency: USD

3.5 Payment:

Payment will be made by bank transfer within 30 days from the date of quarterly invoices issued by the Provider who wins the Bid.

4 EVALUATION CRITERIA

4.1. Evaluation criteria of Bidders' experience and eligibility

| No. | Requested criteria | Evaluation | |
|-----|---|---|--|
| | | Pass | Fail |
| 1. | Number of years having experience of supplying flight schedule data and analyze connection possibilities | ≥ 3 years | < 3 years |
| 2. | Report of experience: 3 similar contracts on provision of services for aviation related organizations during the last 3 years as in Form No.4 Section 5.8 | ≥ 3 Contracts with 03 different aviation related organizations | < 3 Contracts with 03 different aviation related organizations |
| 3. | Financial report of 04 consecutive fiscal years: 2019, 2020, 2021, 2022 as in Form No. 5, Section 5.8 | Have information, and at least 1 year with profit | No information or none of 04 years shows profit |
| 4. | Eligibility of bidder | Independent contractor | Joint venture contractor |

4.2. Technical prerequisite criteria:

| No. | Requested criteria | Evaluation | |
|-----|--|----------------------------|--------------------------------|
| | | Pass | Fail |
| 1. | Commit to providing timely, accurate and up-to-date data | Commitment | No commitment |
| 2. | Is there a support system and helpdesk to ensure the handling of the problems in 24/24? | Yes | No |
| 3. | Commit to fixing the problem within 24 hours after receiving the problem via email | Commitment | No commitment |
| 4. | Commit to providing data at least from 2019 to the time query and one year forward in all over the world | Commitment | No commitment |
| 5. | Number of account | ≥ 1 | 0 |
| 6. | Conclusion | Qualified for all criteria | Not qualified for all criteria |

5 OTHER REQUIREMENTS

5.1 Preparation and submission of Bids

5.1.1 Contents of Bids

- a) Language of the Bids as well as all correspondences and documents between VNA and the Bidders shall be written in English.
- b) Bids prepared by Bidders include the following contents:
 - Documents to prove the eligibility of the Bidder (such as: legitimate business license);
 - Application for Bid as stipulated in Form No.1 of the bid documents, signed by bidder's legitimate representative (the official representative by law or the legitimately authorized person accompanied with the letter of authorization in accordance with Form No. 2 of bid documents)
 - Power of attorney (if any) as stipulated in Form No.2.
 - Price proposal table as stipulated in Form No. 3
 - Documents to prove the Bidder's experiences and proficiency: Introduction letter of the Bidder; experience record in lastest 3 years as in Form 4 (section 5.8); Declaration of the Bidder's financial capacity as in Form 5 (section 5.8); other documents that can prove the Bidder's experience and proficiency to meet the standard evaluation criteria in section 4.1.
 - Document of the commitment to be qualified or provide services in Form 6.
 - Other documents (if any).

5.1.2 Effective period of Bids

The effective time period of bid is 60 days from submission deadline stipulated in Item 5.1.3 (b).

5.1.3 Submission of Bids

- a) Bids prepared by Bidders shall be typed, written, printed with inerasable ink, continuously page numbers. The Application for Bid, (if any), documents to supplement and verify the Bid (if any) are required to have the signature of the Bidder's legitimate representative and with company stamp (if any). Inserted texts, erased texts, or overwrite in the typed document shall be only valid if accompanied by the signature of the person who signs the Application for Bid and with company stamp (if any).
- b) The Bid shall be submitted email, provided that VNA receive the Bid before the Submission Deadline: August 11, 2023 by 7:00 p.m. (Hanoi local time). The Bid submitted after the submission deadline is deemed illegitimate, and shall be rejected.

Contact points:

- Mr. Nguyen Trong Duc – Deputy General Manager – Strategy Division
- Mr. Tran Trung Tin - Executive – Strategy Division

Tel: (84) 24 38732732 ext 2435;

Mobile: (84) 989 249 237.

Email: tintrantrung@vietnamairlines.com; ducnt@vietnamairlines.com

5.2 Clarification of Bids

5.2.1 During the process of Bid evaluation, VNA can request Bidders to clarify some of the contents in their Bids including the unusual price. The Bidder may also be requested to add documents to the submitted Bid when there are lacks of evidences to prove the Bidder's eligibilities, capacity and experience, or other requested documents (including legitimate business registration certificate, certificates related to their specialize field, selling permit of the manufacturer, or the certificate of Joint Venture, or other equivalent documents as requested in the Bidding Documents), without any changes of basic contents of submitted Bid and bid price.

5.2.2 The clarification of Bids is only implemented between VNA and bidders whose Bids need to be clarified and shall be either directly discussed (VNA invites the Bidder to come for face-to-face discussion, and the contents of enquiries and responses shall be recorded in writing), or indirectly (VNA requests for clarification and the Bidder responds in writing). There shall be a deadline for the clarification of Bids. All clarification information must be made in writing and shall be kept by VNA as a part of the Bid.

In the event of exceeding time limit for clarification, if the Bidder does not reply in written form, or the Bidder's responses do not meet VNA questions, VNA shall consider and further proceed in accordance with applicable law.

5.3 Bid evaluation

Bid evaluation shall be carried out in compliance with the following procedure:

5.3.1 Verify the Eligibility of Bids

- a) Submission date of the Bid.
- b) Eligibility of Bidders as stipulated in Section 2 (after clarification or supplementing documents as required by VNA, if any).
- c) The validity (signature, time, stamp) of the Bid as required in Application for Bid, Power of Attorney (if any), Price proposal table.
- d) The validity (signatures, time) of documents such as Application for Bid, Power of Attorney (if any), Price proposal table.
- e) The validity of Proposal as stipulated in Item 5.1.2.
- f) Eligibility and qualification of goods/services as specified in Section 1;
- g) Other items (if any).

Proposal shall be rejected and not be further considered if it perpetrates any one of the above requirements.

5.3.2 Evaluation of the Bidder eligibility:

Evaluation of the Bidder's eligibility and capacity shall be conducted in compliance with the criteria stated in Item 4.1 of this Bidding Documents, using the "Pass/Fail" standard. The Bidder is considered to meet requirements of eligibility when all criteria are assessed as "Pass" and the Bid of such Bidder shall be taken into technical evaluation.

5.3.3 *Technical Evaluation*

Evaluation of the Technical criteria shall be conducted in compliance with details in Item 4.2 of this Bidding Documents, using the “Pass/Fail” standard. The Bidder is considered to meet requirements of eligibility, experience when all criteria are assessed as “Pass”.

5.3.4 *Comparison of Bidders' price proposals:*

VNA will only compare price proposals of the Bidders who pass the evaluation stipulated in Items 5.3.1, 5.3.2, 5.3.3 above.

VNA shall determine the price proposal to be taken into comparison after fixing and correcting errors (if any) according to the provisions of the Vietnam Bidding Law, and subtracting the discount amount stated in the Letter of Bid discount (if any).

5.3.5 *Negotiate with Bidders (Directly or indirectly based on VNA's request)*

If there are 3 or more bidders meet the RFP's requirements, VNA will negotiate with the top 3 bidders. If there are less than 3 bidders meet the RFP's requirements, VNA will negotiate with all bidders who meet the RFP's requirements.

The negotiation is based on Proposal and clarification documents (if any) of bidder and VNA's RFP. The negotiation includes but is not limited to: price, product list, product specifications, ...

Post-negotiation price is the basis for re-ranking bidder.

5.4 **Conditions for proposal award:**

A Bidder shall be taken into consideration for being selected if it fully meets the following conditions:

- Having lowest post-negotiation price proposal among the Bidders who pass the evaluation stipulated in Items 5.3.1, 5.3.2, 5.3.3 above.
- Having valid and legitimate Bid, meeting the technical requirements stipulated in the Bidding Documents;
- The Bidder's name does not appear in two or more Bids as a major supplier;
- Have Bid with the price proposal after errors rectification, and applying discounts (if any) not exceeding the approved price of the package. Based on the price proposal submitted by the Bidder, the Carrier will calculate the total charge per purchasing package (one, two, three or more years depending on its approved purchasing package)
- In all circumstances, Vietnam Airlines JSC reserves the right to select Bidder to be awarded.
- VNA also reserves the right to annul the Proposal process and reject all Proposals at any time prior to award of Agreement, without thereby incurring any liability to the affected Offeror or any obligation to explain the affected Offeror of the grounds for the VNA's action. VNA shall inform the Offeror in the case of annulling the Proposal process

5.5 **Notification of Award**

Right after getting the approval of supplier selection, VNA shall announce the bidding result in writing to all participating bidders.

In regards to the selected Bidder, the notification will specify time, contract negotiation and finalization.

5.6 Contract negotiation and finalization

In order to sign contract for the procuring package, contract negotiation and finalization shall be carried out based on the approved result of supplier selection, bidding documents, and the selected Bidder's Bid.

5.7 Handling Violances:

In the event that the selected Bidder takes any prohibited acts, the Bidder shall be punished based on the violating level.

5.8 Forms:

- Form 1: Application for Bid
- Form 2: Power of Attorney
- Form 3: Price Proposal
- Form 4: Experience record
- Form 5: Declaration of Bidder's financial capacity
- Form 6: Commitment to be qualified or provide services

APPLICATION FOR BID

_____, date ____ month ____ year ____

To: Vietnam Airlines JSC

After studying the Bidding Documents and Bidding Documents amendment document number *[number of amendment document (if any)]* which we have received, we *[full name of the Respondent]*, commit to supply *[name of products written]* as required by the Bidding Documents] as per the detailed Price Proposal Table attached.

If our Bid is accepted, we commit to supply products/services in compliance with terms and conditions agreed in the contract.

This Bid is valid for 60 days, from ____ am/pm, date *[..... insert the proposal closing date and time]*

Legitimate Representative of Bidder ⁽¹⁾

[Full name, title, signature and seal]

Remarks:

(1) In the event that the legitimate representative of Bidder gives authority for subordinate to sign Application for Bid, Power of Attorney as per Form No. 2 must be attached. In the event that company regulations or other relevant documents assigned the authorization to sign the Bid by subordinate, copies of official dispatches document must be attached (in that case, Power of Attorney by Form No.2 is not required). The winner, before signing the contract, must submit to the VNA the certified copies of these documents. If any inaccuracy of the initial listed information is detected, the Bidder is considered violating the Vietnam Bidding Law and will be treated according to stipulations at Item 5.7 of this Bidding Documents.

POWER OF ATTORNEY⁽¹⁾

Today, date ____ month ____ year ____, at ____

I, *[full name, ID card or Passport No, title of legal representative written]*, am the legal representative of *[full name of Respondent]* with address number at *[address of Respondent]* by this document to give authority to *[name, ID card or passport numbers, title of attorney]* to implement following duties during process of bidding for the package of “provide accounts to query flight schedules data and analyze connection for the period 01st September 2023 – 31st August 2026” organized by Vietnam Airlines JSC.:

- *To sign Application for Bid;*
- *To sign documents, materials for contacting with the Offer during process of bidding, including explanation document, making clear Bid;*
- *To participate in processes of negotiation, contract improvement;*
- *To sign contract with Offer/Investor if being selected]⁽²⁾*

Above mentioned attorney only implements authorized duties as legitimate representative of *[Respondent's name]*. *[Full name of Respondent]* must takes responsibility completely for duties of *[attorney's name]* to implement in scope of authorization.

Power of attorney becomes effective from ____ to ____⁽³⁾. This power of attorney is made into ____ copies with the same legal value, mandatory keeps ____ copy, attorney keeps ____ copy.

Attorney

[Full name, title, signature and seal, (if any)]

Mandatory

[Name of legitimate representative of contractor, title, signature and seal]

Remarks:

(1) In the event of authorization, the original copy of power of attorney must be submitted to VNA with Application for Bid form as stipulated at Point b Item 5.1.1. The authorization of legal representative for the deputy, subordinate, branch director or head of representative office of Bidder to legally represents the Bidder to carry out contents of above mentioned works. The use of seal in case of being authorized must be the seal of Bidder or the seal of relevant authorized unit or individual. The authorized people are not allowed to authorize other people.

(2) Scope of authorization includes one or many above mentioned works.

(3) To write date of validity and invalidity of power of attorney that is suitable with bidding process.

PRICE PROPOSAL TABLE

1. Price proposal table:

| No | Content | Unit | Price in Year 1 (USD) | Price in Year 2 (USD) | Price in Year 3 (USD) | Total (USD) |
|-----|----------------------|------|-----------------------------|-----------------------------|-----------------------------|-------------------|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) = (4)+(5)+(6) |
| 1 | Schedules Analyzer | | | | | |
| 2 | Connections Analyzer | | | | | |
| 3 | Total | | | | | |

2. The Bidder commits to provide goods/services in compliance with the standards for technical evaluation stipulated in Section 4.2 of this Bidding Documents or the Bidder specifies the detailed criteria according to the criteria specified in Section 4.2.
3. The Bidder must specify the price adjustment and/or discount scheme (if any)

Authorized Representative of the Bidder
(Name, title, signature and seal)

EXPERIENCE RECORD

**(Of similar contracts implemented by the Bidder
on provision of services for aviation related organizations in nearest 3 years)**

Name of the Bidder: _____

| No | Contact name and number | Sign date | Contractual partner | Address | Contact point of contractual partner |
|----|----------------------------|-----------|------------------------|---------|--|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |

Authorized Representative of the Bidder
(Name, title, signature and seal)

DECLARATION OF THE BIDDER'S FINANCIAL CAPACITY

_____, date ____ month ____ year ____

1. The Bidder's name: _____ [*Full name of supplier*]

Address :

2. Summary of financial data in nearest 04 fiscal years :

Unit : USD or Local currency

| TT | Contents | Year 2019 | Year 2020 | Year 2021 | Year 2022 |
|----|-------------------------|--------------|--------------|--------------|--------------|
| 1 | <i>Total revenue</i> | | | | |
| 2 | <i>Profit after tax</i> | | | | |

3. Attached documents for comparison with the data declared by the Bidder (if necessary)

Financial statements for the past three years and copies of one of the following documents:

- Record on tax finalization check in the past 4 financial years;
- Declaration of self-finalization of tax (VAT and corporate income tax) certified by the tax office at the time of submitting the declaration in the past 4 financial years
- A written certification of the tax administration agency (certifying the whole year's paid amount) on the fulfillment of the tax obligation in the last 4 financial years.

Authorized Representative of the Bidder

(Name, title, signature and seal)

COMMITMENT TO BE QUALIFIED OR PROVIDE SERVICES**Part 1. Prerequisite Criteria**

Instruction: Please fill the appropriate box with "X" where specify your answer for each criteria in the following table

| No. | Requested criteria | Evaluation | |
|-----|--|----------------------------|--------------------------------|
| | | Pass | Fail |
| 1. | Commit to providing timely, accurate and up-to-date data | Commitment | No commitment |
| 2. | Is there a support system and helpdesk to ensure the handling of the problems in 24/24? | Yes | No |
| 3. | Commit to fixing the problem within 24 hours after receiving the problem via email | Commitment | No commitment |
| 4. | Commit to providing data at least from 2019 to the time query and one year forward in all over the world | Commitment | No commitment |
| 5. | Number of account | ≥ 1 | 0 |
| 6. | Conclusion | Qualified for all criteria | Not qualified for all criteria |