

REQUEST FOR BIDDING DOCUMENTS

WTM 24 STAND DEESIGN & CONTRUCTION -UK MARKET

**General Manager
of Vietnam Airlines UK**

A handwritten signature in blue ink, appearing to read 'Phan The Thang', with a horizontal line extending from the end of the signature.

Phan The Thang

1. Package's content

In order to develop its market in the UK, Vietnam Airlines UK is looking for a stand design and construction agent to:

- Ensure VN presence at WTM 2024
- Develop and construct a branded stand to highlight VN company

2. Scope of supply

The scope of supply includes below missions:

- Designing and constructing stand which falls into the WTM approved guidelines
- Branding and design of WTM stand according to VN regulations
- Construction of WTM stand (pre event)
- Demontage of WTM stand (post event)
- Liaising with all local authorities throughout the construction and demontage process
- Complying with all WTM guidelines with relation to the stand
- Liaising with WTM team with regards to stand design, approval and spacing requirements
- Time of service contract: **04th Nov to 8th Nov 2024.**

3. Contents of quotation

Quotation shall include the following contents

- Presentation
- Design & branding options
- Company's profile

Quotation should be presented in English.

4. Offering price

The price offered shall include all necessary costs for implementing the bidding package, meeting the requirement of VNA. The offering price should be in GBP.

5. Clarification of quotation

During evaluating progress, VNA may request the Provider to clarify some content in their Letter of quotation 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 letter of quotation.

6. Evaluation of Letter of Quotation

- a) Evaluation of partner legal identity (pass/no pass):
 - Entity information (address, email, phone numbers, company owner);
- b) Evaluation of partner ability/capacity:
 - Number of employees,
 - Business Experience (at least 1 year);
 - List of customers
- c) Evaluation by contract value.
 - Price quotes
 - By month or by mission

7. Announcement of the quotation result

VNA announce the final result to providers after a written approval of quotation

8. Negotiation, completion and signing of the contract

VNA negotiate and complete contracts with Provider.

9. Sanction on violation in bidding

Providers having any action violating the UK Law of Call for tender may be punished as regulated in the UK Bidding Law, revised laws and other relevant legal laws depending on the level of violation.