

VIETNAM AIRLINES BRANCH OFFICE IN FRANCE & EU**CALL FOR BID**

Date: 24-Oct-2025

Dear Sir/Madam,

1. Vietnam Airlines JSC with its registered office at 5th Floor, 5 rue Sextius Michel 75015 Paris - FRANCE is about Annual Party.
2. Herewith is the request for proposal of the service "Annual Party"
3. The Proposal should be sent to our following address:

Mr. Nguyen Tien Hoang – General Manager
Vietnam Airlines Branch in Korea
5th Floor, 5 rue Sextius Michel 75015 Paris - FRANCE
Contact: Ms. Marie – Helene - Sales staff
Telephone: (33) 768411362
Email: mhvincent@vietnamairlines.com

The deadline for submitting the Proposal: 05.00 PM 30-Oct-2025

Thank you for your attention and cooperation.

For and on behalf of

Vietnam Airlines JSC



Nguyen Tien Hoang
General Manager
Vietnam Airlines Branch in France & EU

REQUEST FOR PROPOSAL

Name of goods /services:

Annual Party

Invitator: Vietnam Airlines JSC, France & EU Branch

Paris, 24 – Oct - 2025

GENERAL MANAGER



NGUYEN TIEN HOANG

1. Supplier's eligibility

Supplier must provide business registration in case of being chosen.

Supplier must not be involved in any disputes, lawsuits, conflicts of interest or contract violations.

2. Supplier's capabilities and experience criteria

Supplier must have capability to provide requested services.

3. Scope of work

The place of Annual Party must be in 4-5 star hotel or event center.

The conference room is at least 60 persons up. The project or led screen must be supplied. Drink & Meal are 4-5 star hotel standard.

Time of Annual Party: 09/12/2025.

4. Language in proposal: English or French

5. Currency in proposal: EUR

6. Submission deadline: 30 – Oct - 2025 (5:00pm)

7. Proposal Assessment:

Steps of Proposal assessments are:

Step 01: Assess the validity and eligibility of the proposals; supplier's capabilities and experience. Method: "pass/fail"

Step 02: Technical assessment: 4-5 star hotel or event center in Paris.

Step 03: Price comparison:

Supplier with lowest price offered will be prioritized.

In case more than one supplier offer the same lowest prices, the supplier providing more value to VNA (based in the technical assessment) will be prioritized.

Step 04: Negotiation

Chosen supplier will be contacted for negotiation and correction.

In case of having more than 03 qualified suppliers, VNA will negotiate with the 3 suppliers who has the highest value provided. In case of having less than 03 qualified suppliers, VNA will negotiate with all off the qualified suppliers.

Step 05: Contract discussion, completion and signing

Based on the results of the first 04 steps, VNA and the potentially chosen supplier will discuss about the contracts and its terms.

8. The method of payment

Transfer cash to supplier's bank account.