



PETROVIETNAM EXPLORATION PRODUCTION CORPORATION LTD  
DOMESTIC PETROLEUM OPERATING BRANCH - PETROVIETNAM  
EXPLORATION PRODUCTION CORPORATION LIMITED

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**FACSIMILE TRANSMISSION**

To: The Bidders

Attn: Directors.

Ref.: 2438/PVEPPOC-PPM

Date: 21<sup>st</sup> Nov, 2025

No. of page(s) (including this cover sheet): 01

**INVITATION TO BID**

**TENDER TITLE: PROVISION OF MANPOWER SERVICES (SENIOR PLANNER) FOR  
DAI HUNG NAM PROJECT DAI HUNG FIELD DEVELOPMENT,  
BLOCK 05-1(A), OFFSHORE VIETNAM**

**ITB No. : PVEP POC-DHN-2025-013**

*If you have not received the full text of this letter, please call (84-8) 5416 5050*

Dear Sir,

DOMESTIC PETROLEUM OPERATING BRANCH - PETROVIETNAM EXPLORATION PRODUCTION CORPORATION LIMITED (hereinafter referred to as "CLIENT") hereby solicits a competitive proposal for Provision of Manpower Services (Senior Planner) for Dai Hung Nam Project Dai Hung Field Development, Block 05-1(a), Offshore Vietnam (Hereinafter referred to as "WORKS").

CLIENT hereby invites BIDDER to submit its Bid Proposal for the WORKS in accordance with this Invitation To Bid and the Instructions To Bid. BIDDER shall be binding to enter into a Contract agreement with CLIENT if the Contract is awarded to BIDDER in accordance with the Terms & Conditions shall be mutually agreed during bidding process.

BIDDER's Bid Proposal must be received by CLIENT not later than 10:00 Hours AM 2 Dec, 2025 (Vietnam Time, GMT+7) ("Bid Closing Date") at the CLIENT's address.

BIDDER's Bid Proposal shall be binding for a period of ninety (90) calendar days from Bid Closing Date. Any changes in associated with BIDDER's Bid Proposal after Bid Closing Date shall not be allowed and may result in BIDDER's Proposal being disqualified.

Any Tender clarification(s) must be made in writing to the undersigned. Unofficial visits and or discussions with CLIENT shall not be allowed throughout the bidding progress.

In the event that BIDDER declines to Bid, BIDDER is kindly requested to return the Bid document to the undersigned and state out the reasons for declining. Failure to comply with, BIDDER is deemed non-responsive and may be excluded from future Tender participation.

Yours faithfully,

*For and On Behalf of CLIENT*

*Nguyễn Xuân Minh*  
DIRECTOR



## **INVITATION TO BID (“ITB”)**

INVITATION TO BID No.: PVEP POC-DHN-2025-013

PROVISION OF MANPOWER SERVICES (SENIOR PLANNER) FOR  
DAI HUNG NAM PROJECT, DAI HUNG FIELD DEVELOPMENT  
BLOCK 05-1(A), OFFSHORE VIETNAM

**CLOSING TIME & DATE**

**@ 10:00 HOURS, , 2025 (GMT+7)**

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## **PART I: ITB INSTRUCTIONS**

## **1. INSTRUCTIONS AND INFORMATION TO BIDDER**

## INSTRUCTIONS AND INFORMATION TO BIDDER

### 1.0 GENERAL

1.1 DOMESTIC PETROLEUM OPERATING BRANCH - PETROVIETNAM EXPLORATION PRODUCTION CORPORATION LIMITED (hereinafter referred to as "CLIENT") invites BIDDER to submit proposal for **Provision of Manpower Services (Senior Planner) for Dai Hung Nam Project Dai Hung Field Development, Block 05-1(a), Offshore Vietnam** (hereinafter referred to as "WORKS") under ITB No. PVEP POC-DHN-2025-013 as details in this ITB.

1.2 In order for CLIENT to fully assess the relative merits of each proposal, BIDDER is requested to furnish CLIENT with all relevant and complete information as set forth in the following items of "INSTRUCTIONS AND INFORMATION TO BIDDER". BIDDER is urged to comply strictly with ITB's requirements.

1.3 Eligibility of BIDDER

a. BIDDER shall be eligible required as follows:

In case of independent BIDDER:

- **Domestic BIDDER** is to provide notarized copy of eligible certificate of business registration in accordance with Vietnamese Laws;
- **Foreign BIDDER** is to provide notarized copy of eligible certificate of business registration in accordance with the country of BIDDER'S nationality;
- BIDDER is an independent cost accounting entity;
- BIDDER participates in bid must be legally and financially independent with Investor and/or Procuring Entity. Failure to comply with such requirement may be considered as disqualified.
- There is no decision by a competent authority concluding that the BIDDER has an unhealthy financial status; BIDDER is not in bankrupt or insolvent status, and BIDDER is not in the process of dissolution.

b. In case of Consortium:

- Each Consortium Partner is to provide the documents and to meet the requirements mentioned in paragraph 1.3.a. above.
- Written Consortium Agreement between the consortium partners specifying responsibilities (joint and several) of each Consortium Partner in implementing the Bid, rights and scope of work and respective value of each Consortium Partner, including the Leading Consortium Partner and its responsibility, place and date of signing the Consortium Agreement, signatures and seals (if any) of Consortium Partners. If the Consortium Partner is authorized as the Leading Partner to sign the Proposal Letter, this effect shall be stated in the Consortium Agreement).

- 1.4. BIDDER must submit its proposal strictly in accordance with the terms of the ITB which consists of the following:

**PART I - ITB INSTRUCTIONS**

SECTION 1 - INSTRUCTIONS AND INFORMATION TO BIDDER

SECTION 2 - BIDDING FORMS

SECTION 3 - PRELIMINARY AND TECHNICAL EVALUATION CRITERIA

**PART II – CONTRACT DOCUMENT**

CONTRACT FORM

**EXHIBITS:**

EXHIBIT I	SCOPE OF WORKS
EXHIBIT II	ADMINISTRATION PROCEDURES
EXHIBIT III	CONTRACT PRICE SCHEDULE
EXHIBIT IV	BANK GUARANTEE FORMAT
EXHIBIT V	PERFORMANCE GUARANTEE FORMAT
EXHIBIT VI	HEALTH, SATETY AND ENVIRONMENT REQUIREMENT
EXHIBIT VII	CONTRACTOR’S PERFORMANCE APPRAISAL- NOT APPLICABLE
EXHIBIT VIII	CONFIDENTIALITY
EXHIBIT IX	CHANGE ORDER PROCEDURES

- 1.5 As a base case, **BIDDER's proposal should be in full conformity with the requirements as set out in the ITB.** Nothing shall be deemed to change or supplement this basis except revisions or addendum to the ITB issued in writing by CLIENT to BIDDER. If BIDDER wishes to present an alternative (applicable to Technical Specifications ONLY), BIDDER may do so (as an option to CLIENT) only after having duly complied with the requirements of the ITB.
- 1.6 Not Applicable
- 1.7 Any queries concerning preparation of the proposal shall be directed in writing to the address given in Item 10.3.
- 1.8 All Bid Proposals must be signed by an officer duly authorized by BIDDER to do so.

- 1.9 Any amendment appearing in the Bid Proposal must be signed or initialed by an officer duly authorized by BIDDER to do so.
- 1.10 BIDDER is to ensure that all prices and other details in the proposal are correct at the time of submission. CLIENT will not entertain any changes or addenda due to typing or calculation errors after the Bid Closing Date.
- 1.11 BIDDER is to bear responsibility for and pay all costs, expenses and other charges incurred in preparation and delivery of the proposal to CLIENT's designated office as stated in Item 10.3, irrespective of whether an order is placed or not.
- 1.12 Submission of proposal by BIDDER will constitute a firm offer by BIDDER that BIDDER is prepared to enter into CONTRACT with CLIENT on the conditions shown in this ITB.

Proposal by BIDDER shall be binding for a minimum period of one hundred and eighty (180) days **from the Bid Closing Date**. BIDDER may assume that the award for CONTRACT will be made within one hundred and eighty (180) calendar days from the Bid Closing Date and BIDDER can assume that it has not been successful if no notification is received within the bid validity period. BIDDER shall state the precise date of validity in the proposal. CLIENT shall be entitled to request BIDDER to extend Bid Validity for maximum of one hundred and eighty (180) calendar days (if any) without any BIDDER's exception.

- 1.13 BIDDER is requested to use the term "CONTRACTOR/BIDDER" instead of its specific company business name in their submission of Bid Proposal except for covering letter, header and footer.
- 1.14 At any time prior to Bid Closing Date, CLIENT, for any reason, whether at its own initiative or in response to a clarification requested by BIDDER, may modify the ITB by amendment (including the extension of Bid Closing Date, if necessary) by sending the amendment of ITB in writing to all BIDDERS prior to the Bid Closing Date. These amendments shall be the part of ITB. BIDDERS shall notify to CLIENT by email or by fax to acknowledge their receipt of said amendments.
- 1.15 FAILURE TO STRICTLY COMPLY WITH THE INSTRUCTION AS SET FORTH IN THIS DOCUMENT WILL RESULT IN BIDDER'S PROPOSAL BEING DEEMED NON-RESPONSIVE IN WHICH CASE IT MAY BE DROPPED FROM FURTHER CONSIDERATION.

## **2.0 INTENTION TO BID**

- 2.1 BIDDER is advised to thoroughly check the completeness of the ITB upon receipt. BIDDER must inform CLIENT within five (5) working days from the bid issue date if any of the pages are missing.
- 2.2 BIDDER is required to acknowledge receipt of the ITB in accordance with the ITB Acknowledgement Letter Form set out in BIDDING FORMS and intention to submit proposal or otherwise by fax **at least five (5) working days** from bid issuance date. BIDDER is also advised to confirm its address and name a representative to whom all communications from CLIENT shall be addressed to.

- 2.3 Should BIDDER decline to submit a proposal, BIDDER shall state in writing the reason(s) for declining and is required to promptly return the ITB to CLIENT, and in all such cases this shall be done not later than the bid closing date.
- 2.4 All ITB returned shall be forwarded to the address as given in Item 10.3 herein, with the following wordings clearly marked on the cover/envelope.
- (a) "DECLINE TO BID-DOCUMENTS RETURNED"
  - (b) ITB NUMBER and TITLE
  - (c) BIDDER'S NAME

### **3.0 EXCLUSIVITY OF BID – NOT APPLICABLE**

BIDDER is required to submit Bid Proposal in conjunction with the Principal and the Principal MUST be the prime vendor for the total proposal package. BIDDER is also required to submit a support letter from Principal (if any).

### **4.0 SCOPE OF WORKS**

WORKS to be provided under this ITB shall and defined in **EXHIBIT I – SCOPE OF WORKS** of the CONTRACT document.

### **5.0 PRICE QUOTATION**

- 5.1 The Domestic BIDDER's price quotation shall be quoted in Vietnam Dong (VND).
- 5.2 The Foreign BIDDER's price quotation shall be quoted in United State Dollar (USD).
- 5.3 Once specified, the unit prices shall prevail throughout the life of the CONTRACT and shall not be subject to revision by reason of cost escalation nor currency fluctuations.
- 5.4 PRICE OF COMPENSATION
- 5.4.1 BIDDER's Bid Proposal shall be in full conformity with the requirements as set out in this Bid documents.
  - 5.4.2 BIDDER should specifically note that subsequence to the Bid Closing Date, no alteration in price quotation will be permitted whatsoever.
  - 5.4.3 Prices are to be itemized according to the Item numbers in the Commercial Bid Form attached hereto. Unit price and total price must be clearly stated in the quotation. All discounts, in percentage of total estimated contract value, are to be stated separately.
- 5.5 The proposed CONTRACT PRICE shall indicate whether it is inclusive of Vietnamese taxes (VAT, CIT, etc) or not. In the event that the quoted prices do not specify this, they shall be treated as inclusive of all taxes

### **6.0 BID EXCEPTIONS**

- 6.1 In the event BIDDER has any change that is considered of mutual benefit or if there is any exception to ITB document, BIDDER must state the changes or exceptions proposed by using the Exception Form as set out in BIDDING FORMS and giving specific reasons thereof. BIDDER must indicate clearly the effect, if any, these changes or exceptions may have on BIDDER's price quotation and WORKS schedule if the change or exceptions were to be accepted by CLIENT. CLIENT will review each change or exception on a case-by-case basis, **but in no event shall BIDDER's base quotation be qualified by any such change or exception nor will CLIENT be obligated to accept any such change or exception.**
- 6.2 Changes or exceptions to the ITB document expressed after the Bid Closing Date will not be entertained.
- 6.3 If BIDDER cannot accept CLIENT's wording or any other requirement at any price, and is willing to risk having its proposal rejected on this basis, then BIDDER must include the following statement under the "CHANGE IN BID PRICE/DELIVERY" column of the Exceptions Form:
- "FIRM - WILL NOT ACCEPT CLIENT'S WORDING/REQUIREMENT AT ANY PRICE".
- 6.4 BIDDER shall quote the firm unit price by which the Price will be adjusted (either up or down) should CLIENT do not accept BIDDER's proposed changes or exceptions.
- 6.5 BIDDERS shall provide a softcopy of its UN-PRICED EXCEPTIONS using "Track Changes" in native Excel format submitted together with the Technical and Unpriced Package.

## **7.0 BID BOND**

- 7.1 Together with the Bid Proposal, BIDDER shall submit a Bid Bond (in a separate sealed envelope) as indicated in **Bidding Forms**. The value of the Bid Bond shall be at a fixed amount of **2,650 USD or 69,000,000 VND (In words: two thousand six hundred and fifty United States Dollar or sixty-nine million Vietnamese Dong)** and issued by a reputable commercial bank acceptable to CLIENT. Failure to submit such a Bid Bond shall entitle CLIENT to disqualify a Bid.
- Bid Bond must be valid for 210 calendar days. The Original Bid Bond shall be submitted together with Technical Bid Proposal.
- 7.2 In case of Consortium, the Bid Bond will be provided by one of the following two methods:
- a) Each Consortium Partner shall provide separately Bid Bond, provided always that the total value of Bid Bond shall not be lower than the amount required in Item 7.2 above; if Bid Bond of any Consortium Partner is invalid the Bid Proposal of such Consortium shall be rejected according to the prerequisite criteria.
  - b) The Consortium Partners agree to appoint a Consortium Partner to provide Bid Bond for the whole Consortium. In this case, the Bid Bond may include the name of Consortium or name of the Consortium Partner providing the Bid Bond for the whole Consortium

provided always that the total value of Bid Bond shall not lower than the amount required in Item 7.2 above.

- 7.4 Bid Bond shall be considered as not acceptable if its value is lower than the required value, is not in the required currency, with shorter validity period, not submitted to the address by the time required by the ITB, states an incorrect BIDDER'S Name, is not original or without valid signature.
- 7.5 Bid Bond may be returned to the unsuccessful BIDDER within thirty (30) days from the date of announcement of the Bid results at BIDDER's request. For the successful BIDDER, the Bid Bond may be returned when the successful BIDDER provides the Bank Guarantee at BIDDER's request.
- 7.6 Bid Bond shall be forfeited and shall be disposed if the BIDDER:
- a) withdraws its Bid Proposal during the Validity Period of the Bid or any extension of validity the BIDDER has agreed to;
  - b) do not commence the CONTRACT negotiation, finalization or decline to do so within thirty (30) days after receipt of CONTRACT award notice, or have completed the CONTRACT negotiation, finalization but refuses to sign the CONTRACT without valid reasons;
  - c) in case of the successful BIDDER, fails to furnish the performance bond before signing the CONTRACT or before the CONTRACT comes into force.

## **8.0 BANK GUARANTEE/ PERFORMANCE GUARANTEE**

- 8.1 BIDDER's attention is drawn to Article headed as Bank Guarantee/ Performance Guarantee of the CONTRACT FORM whereby the successful BIDDER is requested to provide an irrevocable first call Bank Guarantee issued by a commercial bank acceptable by CLIENT to guarantee performance of BIDDER's obligation under the CONTRACT. The format of Bank Guarantee shall be set out in the EXHIBIT IV of CONTRACT document.
- 8.2 BIDDER to furnish CLIENT with a Performance Guarantee issued by the principal, associate or parent company. Such Performance Guarantee shall be in the format attached hereto as EXHIBIT V, CLIENT shall notify the successful BIDDER of its requirement, if any, in this regard prior to award of CONTRACT.

## **9.0 PROPOSAL FORMAT**

- 9.1 BIDDER is to strictly adhere to the proposal format as set out below. **BIDDER must ensure that the "TECHICAL AND UNPRICED PACKAGE (TECHNICAL)" does not contain any pricing or cost.** *Failure to comply with these instructions may render BIDDER's proposal invalid.*
- 9.2 BIDDER is strictly requested to submit its BID PROPOSAL into two (02) separate sealed packages:

➤ **VOLUME A – TECHNICAL PROPOSAL (UN-PRICED BID);**

➤ **VOLUME B – COMMERCIAL PROPOSAL (PRICED BID)**

and each volume shall be submitted as below:

- One (01) original;
- Three (01) hard copy; and
- One (01) electronic copy and shall be included with the original copy of the Bid submission

The original volumes shall be marked “ORIGINAL”. The copies shall be numbered “COPY 1”. An electronic copy shall be provided as Hard Drive/USB memory stick in both scanned/PDF format and **editable format (Word/Excel)**.

In the event of discrepancy between the original and the copies or the electronic version, the ORIGINAL shall govern.

BIDDER shall ensure that BIDDER’s name and address and the bidding reference number and title are indicated on the cover of each package.

To preclude inadvertent opening by unauthorized parties, all envelopes shall be clearly marked as follows:

<p style="text-align: center;"><b>VOLUME A – TECHNICAL PROPOSAL</b></p> <p style="text-align: center;"><b>OR</b></p> <p style="text-align: center;"><b>VOLUME B – COMMERCIAL PROPOSAL – DO NOT OPEN</b></p> <p style="text-align: center;"><b>“ORIGINAL”, “COPY-1”;</b></p> <p style="text-align: center;"><b>(AS APPROPRIATE)</b></p> <p><b>ITB NO: PVEPPOC-DHN-2025-013</b></p> <p><b>PACKAGE: PROVISION OF MANPOWER SERVICES (SENIOR PLANNER) FOR DAI HUNG NAM PROJECT, DAI HUNG FIELD DEVELOPMENT, BLOCK 05-1(A), OFFSHORE VIETNAM</b></p> <p><b>SEALED BID PROPOSAL – DO NOT OPEN</b></p> <p><b>BIDDER: (BIDDER’S NAME: _____)</b></p>
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9.3 CONTENTS OF TECHNICAL AND UNPRICED PACKAGE (TECHNICAL)

BIDDER is requested to review the PART 1-SECTION 2- BIDDING FORMS carefully before submission

No.	Item No. of the Instruction and Information to <b>BIDDER</b>	Remarks
	<b>Within 5 Working Day After receiving the ITB</b>	
GBF-01	ITB Acknowledge Letter	
GBF-02	Confidentiality Statement	
	<b>Volume A: Technical and Un-priced Proposal</b>	No Commercial Value in these forms
GBF-03	Proposal Letter Form (Unpriced)	
GBF-04	Power of Attorney Form	
GBF-05	Consortium Agreement Form ( if applicable)	
GBF-06	Original Bid Bond	
GBF-07	BIDDER's Company Information	
GBF-08	Financial Capability	
TBF-01	Experiences and References	
TBF-02	Proposed Contract Personnel with confirmation	
TBF-03	Circulate Vitae	
TBF-04	Unpriced Contract Price	
TBF-05	Exceptions and Qualifications	

#### 9.4 CONTENTS OF PRICED PACKAGE (COMMERCIAL)

Every page of BIDDER's price proposal must bear BIDDER's company seal. Priced package shall include the following:

	<b>Volume B : Commercial (Priced) Proposal</b>	
GBF-03	Proposal Letter (Priced)	
CBF-01	Proposal for Contract Personnel	
CBF-02	Commercial Exceptions / Qualifications	
CBF-03	Alternative Proposals (Priced)	

## **10.0 SUBMISSION OF PROPOSAL**

10.1 NOT APPLICABLE

10.2 BIDDER shall ensure that all proposals or submissions to CLIENT, pertaining to the enquiry are properly sealed and that the cover of each package is clearly marked in **bold letters** with the following wordings:

- (a) ITB number and the title.
- (b) BIDDER's name and return address.
- (c) "TECHNICAL AND UNPRICED PROPOSAL" or "PRICED PROPOSAL".
- (d) "PRIVATE AND CONFIDENTIAL"

10.2 BIDDER shall ensure that all proposals or submissions to CLIENT, pertaining to the enquiry are properly sealed and that the cover of each package is clearly marked in **bold letters** with the following wordings:

- (a) ITB number and the title.
- (b) BIDDER's name and return address.
- (c) "TECHNICAL AND UNPRICED PACKAGE" or "PRICED PACKAGE".
- (d) "PRIVATE AND CONFIDENTIAL"

10.3 **All communications and correspondence with regard to ITB and clarification shall be made to the following address:**

**DOMESTIC PETROLEUM OPERATING BRANCH – PETROVIETNAM  
EXPLORATION PRODUCTION CORPORATION LIMITED**

15<sup>th</sup> Floor, Victory Tower

12 Tan Trao Street, Tan My Ward, Ho Chi Minh City, S.R Vietnam

Tel: (84-28) 3776 2222

Fax : (84-28) 3872 1079/1088

Attention : **Mr. Nguyen Ngoc Trung**

**Email:** [trungnn@pvep.com.vn](mailto:trungnn@pvep.com.vn)

**Copy email:** [luandv@pvep.com.vn](mailto:luandv@pvep.com.vn); [cuongvt@pvep.com.vn](mailto:cuongvt@pvep.com.vn); [dovh@pvep.com.vn](mailto:dovh@pvep.com.vn)

All communications with regard to bid clarifications shall be made in writing and must indicate the ITB number and title and send to the address given above. Such bid clarifications shall reach the address given above at least ten (10) days prior to the Bid Closing Date. CLIENT shall preserve the right not to respond to bid clarifications received later than the above-mentioned time.

**Submission of Bid Proposal shall be made to the following address:**

**DOMESTIC PETROLEUM OPERATING BRANCH – PETROVIETNAM  
EXPLORATION PRODUCTION CORPORATION LIMITED**

15<sup>th</sup> Floor, Victory Tower

12 Tan Trao Street, Tan My Ward, Ho Chi Minh City, S.R Vietnam

Tel: (84-28) 3776 2222

Fax : (84-28) 3872 1079/1088

Attention : **Mr. Nguyen Ngoc Trung**

- 10.4 BIDDER is strongly advised to deliver the proposals by hand in order to assure timely receipt by CLIENT. If BIDDER elects to mail the proposal, BIDDER is advised to use a fast and reliable delivery service e.g. courier. BIDDER should advise CLIENT by fax the date on which the proposal was mailed and details of the delivery service.
- 10.5 Responsibility for timely delivery of the proposals to the correct address rests fully with BIDDER. CLIENT does not accept late bids submission. Delivery to the wrong address shall not be an excuse for late delivery.
- 10.6 BIDDER must ensure that the proposal is delivered to the address given in Item 10.3 above no later than **10:00 hours** \_\_\_\_\_, **2025 (Vietnam Time, GMT+7) LATE BIDS WILL NOT BE ENTERTAINED.**
- 10.7 BIDDER's proposal shall be submitted in a **separate sealed envelope or package** bearing the name of your company, clearly addressed and marked on the outside as follows:

**"STRICTLY CONFIDENTIAL"**

PROVISION OF MANPOWER SERVICES (SENIOR PLANNER) FOR DAI HUNG NAM PROJECT, DAI HUNG FIELD DEVELOPMENT, BLOCK 05-1(A), OFFSHORE VIETNAM  
TENDER NO.: PVEP POC-DHN-2025-013

- 10.8 Bid Proposal as well as all correspondences and documents relating to the ITB exchanged by BIDDER and CLIENT shall be written in English. Supporting documents and printed literature furnished by BIDDER may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Bid Proposal, the translation shall govern.

**11.0 ACCEPTANCE**

- 11.1 CLIENT may, at CLIENT option, reject all proposals received or may accept any proposal which, in CLIENT's sole judgment, is the most advantageous to CLIENT. CLIENT reserves the right to accept or reject all or part of the proposal at CLIENT's discretion and will be under no obligation to explain the reasons thereof.
- 11.2 CLIENT reserves the right to award the CONTRACT at its own discretion. CLIENT may award the CONTRACT to more than one BIDDER where practicable. Award Strategy: Single Award.
- 11.3 CLIENT shall not be deemed to have accepted all or any part of a proposal unless and until a written acceptance is issued.
- 11.4 Any award as a result of this ITB will be through a properly executed contract issued by CLIENT. Prior to this, CLIENT may send the BIDDER a Letter of Award in order to initiate immediate placement of order. Upon receipt of the Letter of Award, BIDDER shall proceed immediately with the work mentioned in the Letter of Award.

**12.0 PAYMENT**

- 12.1 Payments shall be made in accordance to **Article headed as "INVOICING AND PAYMENT"** of CONTRACT FORM attached hereto.
- 12.2 Any proposal on progress payments shall be based on "value received" or verifiable milestones and not merely the passage of time and not for merely placing the CONTRACT.

### **13.0 PARTIAL ORDER**

CLIENT reserves the right to order all or any part of the package from BIDDER without prejudice to other terms and conditions.

No exception conditioned or raised by BIDDER in connection with partial order shall be accepted by CLIENT.

**END OF SECTION**

## ATTACHMENT 1

### CLARIFICATION REQUEST FORMAT (TYPICAL)

From:	Fax Number:
Bidder:	Date:
Number of Pages, cover +	Reference Number:
To:	Clarification Request No.:
Attention: _____	Fax Number: (+84)
	Invitation to Bid Ref:
	Title:
Email:	<u>Trungnn@pvep.com.vn</u>
Cc:	<u>luandv@pvep.com.vn</u> ; <u>cuongvt@pvep.com.vn</u> ; <u>dovh@pvep.com.vn</u>

[For clarification questions, the following form shall be used. In addition to sending by fax, Bidders are requested to send electronic copy in native file format – BIDDER is kindly requested to use the Excel format for ease of response by CLIENT]

Item No.	ITB Section Reference	Comment / Response	Question/ Clarification Request
1		BIDDER	
		CLIENT	
2		BIDDER	
		CLIENT	

## **PART 1**

### **SECTION 2 - BIDDING FORMS**

## 2.1 GENERAL BIDDING FORMS

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2.1	General Bidding Forms
GBF-01	ITB Acknowledgment Letter
GBF-02	Confidentiality Statement
GBF-03	Proposal Letter Form
GBF-04	Power of Attorney Form
GBF-05	Consortium Agreement Form
GBF-06	Bid Bond Form
GBF-07	BIDDER's company information
GBF-08	Financial Capability



**BIDDING FORM-GBF-01**

**ITB ACKNOWLEDGEMENT LETTER**

**Date:** \_\_\_\_\_

**Bidder Ref. No.:** \_\_\_\_\_

**To:** Domestic Petroleum Operating Branch – Petrovietnam Exploration Production Corporation Limited

**Attn.** : Mr. Nguyen Ngoc Trung – Deputy Director

**Fax** : 84-28-3872 1079/3872 1088

**Subject** : Dai Hung Field Development, Block 05-1(a), Offshore Vietnam

**ITB Number** : PVEP-POC-DHN-2025-013

**Package** : Provision of Manpower Services (Senior Planner) for Dai Hung Nam Project.

- ( ) We acknowledge receipt of the subject ITB and all referenced documents therein.
- ( ) We have read the ITB and all attachments and will submit our bid proposal to CLIENT on or before the bid closing date.
- ( ) We confirm our adherence to the highest standards of business ethics and, in particular, we have established precautions to prevent any of our officers, employees, or agents from making, receiving, providing or offering substantial gifts, entertainment, payment, loans or other considerations which may influence individuals.
- ( ) We will not submit a bid proposal; ITB and all attachments will be disposed / returned upon CLIENT request.

Reason for declining:

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.....  
.....  
.....

This ACKNOWLEDGEMENT OF INTENTION TO BID confirms that we agree to treat the ITB (and any subsequent information provided to us) as confidential and proprietary information; that the ITB (and any subsequent ITB Documents) will not be reproduced without the prior written consent of CLIENT, other than for the purposes of preparing our PROPOSAL (and any subsequent UN-PRICED (TECHNICAL) / PRICED (COMMERCIAL) PROPOSAL); and that we will dispose / return all copies of the ITB Documents to CLIENT at CLIENT's request.

We further confirm that we will complete and deliver our PROPOSAL to CLIENT no later than **10:00 hrs (Vietnam Time) of / / 2025.**

**Contact information**

Name of Single Point of Contact .....



Facsimile Number .....  
Telephone Number .....  
Email address .....  
Postal Address .....  
.....  
.....

Yours faithfully

.....  
(For and on behalf of \_\_\_\_\_)

**EMAIL TO:**

**Email :**  
**Copy email:**

*[Please sign and return these forms promptly by facsimile & email within five (05)  
Vietnamese working days upon receipt of this ITB]*

**BIDDING FORM - GBF-02**  
**CONFIDENTIALITY STATEMENT**

Given by : \_\_\_\_\_  
(hereinafter referred to as “BIDDER”)

To: **Domestic Petroleum Operating Branch – Petrovietnam Exploration Production Corporation Limited**

15<sup>th</sup> Floor, Victory Tower, 12 Tan Trao Street, Tan My Ward,  
Ho Chi Minh City, S.R. Vietnam  
Tel: 84-28-3776 2222  
Fax: 84-28-3872 1079/3872 1088

**ITB No.: PVEP-POC-DHN-2025-013**

**Package: “Provision of Manpower Services (Senior Planner) for Dai Hung Nam Project, Dai Hung Field Development, Block 05-1(a), Offshore Vietnam”**

In consideration of BIDDER’s receipt of any part of the documents issued by CLIENT in respect of the subject ITB and any associated information subsequently issued by CLIENT (collectively referred to as “Confidential Information”), BIDDER undertakes and agrees as follows:

1. All Confidential Information shall be kept strictly confidential and shall not be disclosed by BIDDER without CLIENT’s written consent.
2. BIDDER shall not use the Confidential Information for any purpose whatsoever other than to prepare its Bid Proposal for the provision of **Package: \_\_\_\_\_**.
3. All Confidential Information shall remain the exclusive property of CLIENT, and BIDDER shall promptly return all of it when CLIENT asks BIDDER to do so. At the same time BIDDER shall destroy any further copies or analyses made from the Confidential Information.
4. BIDDER shall not make any public announcement whatsoever relating to the ITB or bidding process.
5. BIDDER shall ensure that its employees and agents, and any consortium partners and their employees and agents, comply with the confidentiality obligations set out in this document.
6. BIDDER will only disclose Confidential Information to any entity mentioned in Item 5 above (including candidate subcontractors and suppliers who are participating in preparing, or providing information for, BIDDER’s proposal or bid) to the extent necessary for each such entity to complete its respective portion of the proposal or bid. BIDDER shall not make such disclosure until it has secured, for the benefit of CLIENT from the entity to which the disclosure is to be made, a confidentiality undertaking in the same form and content as this document. BIDDER undertakes to ensure that all such entities shall comply with their confidentiality undertakings.

BIDDER understands and expressly agrees that a breach of any of the above undertakings will be grounds for CLIENT to eliminate BIDDER from further consideration.

For and on behalf of BIDDER:

Signature: \_\_\_\_\_ / Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Company: \_\_\_\_\_

*[Please sign and return these forms promptly by facsimile & email within five (05)  
Vietnamese working days upon receipt of this ITB]*

## BIDDING FORM- GBF-03

### 1. PROPOSAL LETTER FORM (UN-PRICED)

Ref Number: [BIDDER TO INSERT REF. NUMBER OF ITS BID PROPOSAL]

From: [BIDDER TO INSERT NAME OF BIDDER],

**To : Domestic Petroleum Operating Branch – Petrovietnam Exploration Production Corporation Limited**

15<sup>th</sup> Floor, Victory Tower, 12 Tan Trao Street, Tan My Ward,  
Ho Chi Minh City, S.R. Vietnam  
Tel: 84-28-3776 2222  
Fax: 84-28-3872 1079/3872 1088

**Attn. : Mr. Nguyen Ngoc Trung – Deputy Director**

**ITB No. : PVEP-POC-DHN-2025-013**

**Package : “Provision of Manpower Services (Senior Planner) for Dai Hung Nam Project, Dai Hung Field Development, Block 05-1(a), Offshore Vietnam”**

We, the undersigned, certify that we have read and understood the subject Invitation to Bid (“ITB”) and all documents forming the ITB package.

- a. We, the undersigned, offer the supply of **Package:** \_\_\_\_\_ as quoted in our bid proposal on the term and subject to the conditions as detailed in the said ITB documents;
- b. We confirm that we have fully satisfied ourselves as to the extent, the nature of the work to be performed;
- c. We agree to abide by this Bid for the period of **One Hundred And Eighty** (180) days from Bid Submission Deadline specified in ITB and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- d. If our Bid is accepted, we commit to submit a Performance Bond strictly in accordance with the pro-format included in this ITB for the due performance of the Contract and submit it to CLIENT within period required by Contract;
- e. We are not participating, as BIDDER, in more than one Bid in this bidding process;
- f. We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed;
- g. We understand that you are not bound to accept the lowest bid and agree that you retain the right to reject any or all bids;
- h. We agree to bear all and any costs incurred by us in connection with the preparation and submission of this bid whether it is successful or not and agree that you are not liable in any way whatsoever for such costs;
- i. We certify/confirm that we are eligible to perform and execute this scope of supply.

Dated this day of \_\_\_\_\_ 2025

\_\_\_\_\_  
[General Director's signature, name & stamp] (\*)

In the capacity of \_\_\_\_\_ [position]

Duly authorized to sign this bid for and on behalf of \_\_\_\_\_ [name of BIDDER]

Note:

(\*) This form must be signed by the BIDDER's General Director. Otherwise, an Authorization letter signed by BIDDER's General Director is required.

## 2. PROPOSAL LETTER FORM (PRICED)

Ref Number: [BIDDER TO INSERT REF. NUMBER OF ITS BID PROPOSAL]

From: [BIDDER TO INSERT NAME OF BIDDER],

**To : Domestic Petroleum Operating Branch – Petrovietnam Exploration Production Corporation Limited.**

15<sup>th</sup> Floor, Victory Tower, 12 Tan Trao Street, Tan My Ward,  
Ho Chi Minh City, S.R. Vietnam  
Tel: 84-28-3776 2222  
Fax: 84-28-3872 1079/3872 1088

**Attn.: Mr. Nguyen Ngoc Trung – Deputy Director**

**Subject:**

**ITB No.: PVEP-POC-DHN-2025-013**

**Package: “Provision of Manpower Services (Senior Planner) for Dai Hung Nam Project, Dai Hung Field Development, Block 05-1(a), Offshore Vietnam”**

We, the undersigned, certify that we have read and understood the subject Request for Quotation (“ITB”) and all documents forming the ITB package.

- a. We, the undersigned, offer the supply of **Package:** \_\_\_\_\_ as quoted in our bid proposal on the term and subject to the conditions as detailed in the said ITB documents;
- b. The total price considered to cover the scope that we are able to supply shall be \_\_\_\_\_ USD / VND [*insert the amount both in word and in number, the currency to bid*]
- c. We confirm that we have fully satisfied ourselves as to the extent, the nature of the work to be performed
- d. We agree to abide by this Bid for the period of **One Hundred Eighty (180)** days from Bid Submission Deadline specified in ITB and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- e. If our Bid is accepted, we commit to submit a Performance Bond strictly in accordance with the pro-format included in this ITB for the due performance of the Purchase Contract and submit it to CLIENT within period required by the Contract;
- f. We are not participating, as BIDDER, in more than one Bid in this bidding process;
- g. We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed;
- h. We understand that you are not bound to accept the lowest bid and agree that you retain the right to reject any or all bids;

- i. We agree to bear all and any costs incurred by us in connection with the preparation and submission of this bid whether it is successful or not and agree that you are not liable in any way whatsoever for such costs;
- j. We certify/confirm that we are eligible to perform and execute this scope of supply.

Dated this day of \_\_\_\_\_ 2025.

\_\_\_\_\_ [General Director's signature, name & stamp] (\*)

In the capacity of \_\_\_\_\_ [position]

Duly authorized to sign this bid for and on behalf of \_\_\_\_\_ [name of BIDDER]

Note:

(\*) This form must be signed by the BIDDER's General Director. Otherwise, an Authorization letter signed by BIDDER's General Director is required.

**BIDDING FORM- GBF-04  
POWER OF ATTORNEY FORM**

*Letterhead of BIDDER*

Date:

**To : Domestic Petroleum Operating Branch – Petrovietnam Exploration Production Corporation Limited.**

15<sup>th</sup> Floor, Victory Tower, 12 Tan Trao Street, Tan My Ward,  
Ho Chi Minh City, S.R. Vietnam  
Tel: 84-28-3776 2222  
Fax: 84-28-3872 1079/3872 1088

**Attn.: Mr. Nguyen Ngoc Trung – Deputy Director**

**Subject:**

**ITB No.: PVEP-POC-DHN-2025-013**

**Package: “Provision of Manpower Services (Senior Planner) for Dai Hung Nam Project, Dai Hung Field Development, Block 05-1(a), Offshore Vietnam”**

I, the undersigned - the Legal Representative of .... [Name of BIDDER], hereby authorize and empower [name of Authorized Person and Position] to be my true and lawful attorney to

1. Signing Proposal Letter;
2. Signing transaction documents, correspondence with CLIENT during the Bidding Process, including, but not limit to, ITB Clarification Request, Bid Clarification;
3. Participating in Contract Negotiation and Finalization;
4. Signing petitions if the BIDDER has any petitions;
5. Signing contract with CLIENT if we are selected

For the provision of [\_\_\_\_] under the ITB No.: [\_\_\_\_]

This Power of Attorney is effective as from \_\_\_\_\_ to \_\_\_\_\_.

Yours faithfully,

**For and behalf of [name of BIDDER].**

\_\_\_\_\_  
**Name of Legal Representative of BIDDER**

**Position:**

**BIDDING FORM- GBF-05**  
**CONSORTIUM AGREEMENT FORM**

\_\_\_\_\_, Date: \_\_\_\_\_

ITB No.: \_\_\_\_\_

Package: \_\_\_\_\_

We, representatives of the Parties of the Consortium Agreement, including:

Name of the Consortium Partner (Name of Each Consortium Partners) \_\_\_\_\_

Represented by: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Power of Attorney No. \_\_\_\_\_ dated \_\_\_\_\_ (in case of authorization).

The Parties (hereinafter referred to as Partners) agreed to enter into this Consortium Agreement with the following terms and conditions:

**Article 1: General Provisions**

1. The Partners are willing to form a Consortium to participate in the ITB No.: \_\_\_\_\_ for PROVISION OF \_\_\_\_\_ (hereinafter referred to as “ITB”) to DOMESTIC PETROLEUM OPERATING BRANCH – PETROVIETNAM EXPLORATION PRODUCTION CORPORATION LIMITED (hereinafter referred to as “PVEP-POC” or “CLIENT”).
2. The Partners agree that the name of the Consortium for all correspondences related to TENDER is: \_\_\_\_\_ [specify name of the Consortium as agreed].
3. The Partners confirm that neither of them will unilaterally participate in the bidding of this ITB as an independent BIDDER of partner of other consortium. If the consortium is awarded the Contract, neither partner will refuse to execute its obligations and duties as agreed in the Contract unless otherwise agreed in writing by the Consortium Partner. If the Consortium Partner refuses to fulfill its own obligations as agreed then such Partner is to:
  - Compensate for all damages to other Consortium Partners;
  - Compensate for all damages to CLIENT as stipulated in the Contract;
  - Other penalty [specify other penalty].

**Article 2. Responsibilities of the Partners**

The Partners agree that the responsibilities of each Partner for execution of the Tender shall be as follows:

1. Leading Partner of the Consortium:  
The Partners agreed to appoint \_\_\_\_\_ [specify the name of Leading Partner of the Consortium] to be the Leading Partner of the Consortium to act on behalf of the Consortium in the following works:
  - 1.1. Signing Proposal Letter;

- 1.2 Signing transaction documents, correspondence with CLIENT during the Bidding Process, including, but not limit to, Tender Clarification Request, Bid Clarification;
- 1.3 Participating in Contract Negotiation and Finalization;
- 1.4 Signing petitions if the BIDDER has any petitions;
2. The Consortium Partners:  
*[Specify the scope of work, responsibilities of each Partner, including the Leading Partner of the Consortium and, if possible, to specify the percentage of appropriate value].*

**Article 3: Validity of the Consortium Agreement**

1. This Consortium Agreement is valid from the date of signing.
2. This Consortium Agreement will expire in any of the following cases:
  - The Partners completed their obligations, duties and agreed to liquidate the Contract;
  - The Partners agreed to terminate this Agreement and the eligibility of the Consortium for this bidding is no longer valid;
  - Cancellation of Bidding Process of the Tender according to the notification of CLIENT.

This Consortium Agreement is made in \_\_\_\_ originals, each Partner will keep \_\_\_\_ original(s), all originals are equally valid.

**LEGAL REPRESENTATIVE OF THE LEADING CONSORTIUM PARTNER**

*[Specify full name, title, sign and seal]*

**LEGAL REPRESENTATIVES OF THE CONSORTIUM PARTNERS**

*[Specify full name, title, sign and seal of each Consortium Partner]*

**BIDDING FORM - GBF-06**  
**BID BOND FORM**  
*Letterhead OF BANK*

BID BOND TO ITB No.: \_\_\_\_\_

Package: \_\_\_\_\_

Date: \_\_\_\_\_

To: **DOMESTIC PETROLEUM OPERATING BRANCH – PETROVIETNAM EXPLORATION PRODUCTION CORPORATION LIMITED** (hereinafter referred to as the "CLIENT")

Basing on the fact that \_\_\_\_\_ [*name and registered head office address of the BIDDER*], (hereinafter referred to as "BIDDER"), will participate to the Bidding for your ITB No. for the [\_\_\_\_\_].

We \_\_\_\_\_ [*name of the BANK*], having registered office located at \_\_\_\_\_ [*address of registered office of the BANK*] (hereinafter referred to as "BANK"), pledge to BIDDER to secure for the BIDDER to participate in bidding for said ITB with an amount of \_\_\_\_\_ VND/USD (In words: \_\_\_\_\_)

- A. We shall immediately transfer to CLIENT the amount of money mentioned above when CLIENT notifies in writing that BIDDER breaks the requirements specified in the ITB documents<sup>(1)</sup>.
- B. This Bid Bond is valid for 210 days from the bid closing date. Any claim of CLIENT related to this Bid Bond shall be received by [*name of the BANK*] before expiry of above mentioned validity period.
- C. Any payments made upon your request shall be net and free of and without any present and future deductions such as for the payment of any taxes, executions, duties, expenses, fees, deductions or retentions regardless of the nature thereof or the authority levying the same.
- D. The undertakings in this Bid Bond constitute direct, unconditional and irrevocable obligations on our part. We shall not be exonerated from all or any part of such obligations for any reason or cause whatsoever, such as changes in the terms and conditions of the ITB or extension of the Bid Validity Period or changes in the scope of the Project or nature of the WORK required to be executed by the BIDDER or failure to perform or the carrying out of any act or procedure by you or by a third party that would or could exempt or release us from our obligations and liabilities stipulated in this Bid Bond.
- E. All terms capitalized and not otherwise defined in this Bid Bond adopt the definitions set out in the ITB.

- F. Once signed and sealed by an authorised person of us, this Bid Bond is legally binding on us. In case of any doubt or uncertainty as to the authenticity of this Bid Bond, please contact ..... in the address as below for verification:

Address:

Facsimile number:

Telephone number:

Attention:

**Legal Representative of the BANK**  
*[Specify name, title, sign and seal]*

Notes:

<sup>(1)</sup> *If the Bidder is a Consortium and the Consortium Partners provide separate Bid Bond or one Consortium Partner provides Bid Bond for the entire Consortium, then this requirement will be amended as follows: "We shall immediately transfer to CLIENT the amount of money mentioned above when CLIENT notifies in writing that BIDDER or any Partner in BIDDER's Consortium breaks the requirements specified in the ITB documents".*

## BIDDING FORM - GBF-07

### BIDDER'S COMPANY INFORMATION

BIDDER shall provide a succinct company profile containing as minimum information on the following:

**Certification:**

- a) Form and copies of company's certification including but not limited to business registration certificate or investment certificate issued pursuant to law, or a decision on establishment in the case of a domestic BIDDER which is an organization without business registration. A foreign BIDDER must have registration for its operation issued by the competent authority of the country of nationality of the BIDDER;
- a) Provide date of incorporation or registration of Bidding entity (i.e. private company, partnership, joint venture, limited company, etc.);
- b) Provide number of years established in the industry.

**Power of Attorney:**

Power of Attorney for BID signatory authority to bind BIDDER to fulfillment of commitments contained in its BID to perform scope of supply.

**Policy & Philosophy:**

A brief statement on the main operating policies/management philosophy adopted for work of this type.

**Joint Execution Partner:** If the BIDDER is submitting the BID as a partnership or joint venture, BIDDER shall provide:

- a) All above information for each partner or joint venture participant ("Joint Execution Partner");
- b) Provide relevant draft or final agreement / articles of association outlining the conditions of said agreement and responsibilities of the participants, including statements of Joint and Several Liability.

**BIDDING FORM - GBF-08**  
**FINANCIAL CAPABILITY (\*)**

No.	Description	2022	2023	2024	Remark
1	Turnover				
2	Profit before tax				
3	Profit after tax				
4	Current Assets				
5	Current Liabilities				
6	Total Assets				
7	Total Liabilities				

(\*) BIDDER is requested to submit a notarized copy of the BIDDER's Annual Audited Financial Report for the years of 2022, 2023, 2024 which is audited by authorized organization in accordance with the regulation to certify the above statistics.

**General Director**  
**(or Authorized representative of the BIDDER)**  
*[Name, title, signature and stamp if any]*

## 2.2 TECHNICAL BIDDING FORMS

2.2	Technical Bidding Forms	
	Experiences and References	TBF-01
	Proposed Contract Personnel with confirmation	TBF-02
	Circulate Vitae	TBF-03
	Unpriced Contract Price	TBF-04
	Exceptions and Qualifications	TBF-05

**Technical Bid Form TBF-01- Experiences and References.**

BIDDER is requested to identify and briefly describe BIDDER's technical capacity and ability to provide the requested services. A minimum of 3 contracts for the similar scope of work in the recent years are required.

No .	Name of contract	Name of project	Name of Investor/ Client	Value of contract	Duration of the Contract	Positions provided for the Contract
1						
2						
3						
...						

BIDDER to provide all the license required for this SERVICE. Certifications and Accreditations:

Any relevant certifications or accreditations that demonstrate your capability and compliance with industry standards.

### **Technical Bid Form TBF-02 – Proposed Contract Personnel with confirmation**

BIDDER is requested to submit the Confirmation to Bid from the proposed Contract personnel. The form can be prepared by BIDDER, however in such form, BIDDER is requested to get the approval/ agreement from the proposed personnel that such personnel is willing to work for the proposed position if selected and being aware that such personnel is applying for the required position for CLIENT. Without such form, CLIENT consider that the proposed personnel are not acceptable for further process.

BIDDER is informed that the proposed personnel can be called for interview and the selection of the proposed personnel shall depend on the presentation/ experiences/ knowledge etc. of the proposed personnel.

BIDDER is requested to ensure that the Contract Personnel (apart from the experiences/ capability required):

- must be familiar with the working conditions and the proposed Contract Personnel is in a good health condition. CONTRACTOR shall ensure that its personnel have adequate knowledge of working at the Work Sites and Offshore Facilities when necessary and required. Contract Personnel must have suitable health certificate for assigned work as well as for attending basic safety courses (Basic Offshore Safety, Sea Survival, HUET and Fire Fighting courses) as required by CLIENT.
- Contract Personnel shall be required to perform Services either at onshore or offshore locations. Contract Personnel will be transported to various locations by helicopter, car or supply boats...

**Technical Bid Form TBF-03 – CURRICULUM VITAE (CV) FOR PROPOSED PERSONNEL**

CV form can be amended/ varied from the below form, however detail information of qualifications/ certifications/ experiences must be presented clearly.

BIDDER to refer to EXHIBIT 1 SCOPE OF WORK for more details of the Contract Personnel's requirement. BIDDER shall provide the CVs for Firm Scope Contract Personnel and Optional Scope Contract Personnel accordingly.

All Contract Personnel must be proficient in using English for communication and working. Please provide along with all the certificates, degree if applicable.

1. **Proposed Position** [*only one candidate shall be nominated for each position, one candidate may be nominated for some tasks assigned*]: \_\_\_\_\_
2. **Name of Firm** [*Insert name of firm proposing the staff*]: \_\_\_\_\_
3. **Name of Staff** [*Insert full name*]: \_\_\_\_\_
4. **Date of Birth**: \_\_\_\_\_ **Nationality**: \_\_\_\_\_
5. **Education** [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]: \_\_\_\_\_
6. **Membership of Professional Associations**: \_\_\_\_\_
7. **Other Training** [*Indicate significant training since degrees under 5 - Education were obtained*]: \_\_\_\_\_
8. **Countries of Work Experience**: [*List countries where staff has worked in the last ten years*]: \_\_\_\_\_
9. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]: \_\_\_\_\_
10. **Employment Record** [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:  
From [Year]: \_\_ To [Year]: \_\_\_\_\_

Employer: \_\_\_\_\_

Positions held: \_\_\_\_\_

<b>11. Detailed Tasks Assigned</b>	<b>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</b> [Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11. <b><u>IT IS IMPORTANT</u></b> that the staff should list <b><u>ALL</u></b> such relevant assignments.] Name of assignment or project: _____ Year: _____ Location: _____ Client: _____ Main project features: _____
------------------------------------	---



<p><i>[List all tasks to be performed under this assignment]</i></p>	<p>Positions held: _____ Activities performed: _____</p>
--	--

**13. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_  
*[Signature of staff member or authorized representative of the staff]* Date: \_\_\_\_\_  
Full name of authorized representative: \_\_\_\_\_  
Day/Month/Year

**BIDDER to ensure that all certifications of the proposed personnel must be submitted together with this form. Copy version is allowed to be submitted in the Bid proposal, however, if selected for interview, CLIENT can ask for the original version of the certifications for verification.**

**Technical Bid Form-04 – Unpriced Exhibit III Contract Price**

BIDDER to submit an Unpriced Exhibit III – Contract Price with the format below. Please note that **no commercial value to be filled in this form**. BIDDER shall use the words “Quoted”, “Inclusive”, “No Quote” or “Not Available” where appropriate to replace the price in this Form

No	Position	Qty	Tentative Contract Period		Monthly Rate (USD/VND)
			Start	Duration (month)	
1	Senior Planner	1	Jan 2026	25	BIDDER shall use the words “Quoted”, “Inclusive”, “No Quote” or “Not Available” where appropriate in each position

**Technical Bid Form-05 – Exceptions and Qualifications**

BIDDER to provide herein details of any BIDDER’s exceptions/qualifications to the contents and requirements of the DRAFT CONTRACT contained within the ITB Documents- PART 2 whether contractual, commercial or of technical for CLIENT to review.

Any exceptions/deviations are to be included in this Bid Form No.05 and are not to be raised by BIDDER in other parts of the Proposal. Others raise by BIDDER in other parts of the Proposal will not be entertained

Item No.	Section / Clause	Date	Comment By	Exception / Qualification / Reason / Alternative	Status (Open/Closed)	Cost Impact	
						Yes	No
1			BIDDER				
			CLIENT				
2			BIDDER				
			CLIENT				
3			BIDDER				
			CLIENT				
4			BIDDER				
			CLIENT				

(\* ) No price to be quoted in Technical (Un-price) proposal but in the Commercial (Price) proposal. BIDDER shall use the words “Quoted”, “Inclusive”, “No Quote” or “Not Available” where appropriate to replace the price in this Form TBF-05.

## **PART 1**

### **SECTION 2**

#### **PROPOSAL BIDDING FORMS**

#### **2.3 COMMERCIAL BIDDING FORMS**

## **INSTRUCTIONS FOR PROPOSAL – BID FORMS**

### **COMMERCIAL PROPOSAL**

#### **TABLE OF CONTENTS**

1. General Compensation Principals
2. Bid Forms
  - Bid Form CBF1 - Proposal for Contract Personnel
  - Bid Form CBF2 - Commercial Exception Form (Priced)
  - Bid Form CBF3 - Alternative Proposal (Priced)

## 1. General Instruction:

### 1.1 Prices format and basis of pricing

- a. BIDDER is fully understanding the required EXHIBIT I- SCOPE OF WORK, CONTRACT FORM, EXHIBIT III- CONTRACT PRICE and others requirements of the DRAFT CONTRACT. BIDDER's proposal is based on all the requirements to complete the Work; BIDDER is to ensure that price breakdown provided (CBF1) by CLIENT shall represent the compensation for the full scope required in this ITB. Any missing items in the breakdown is considered included somewhere in the other items (lumpsum part).
- b. As part of its Commercial Proposal, BIDDER shall submit a fully detailed and complete Compensation Proposal as described herein. BIDDER shall prepare and submit its prices in the format of forms provided hereunder based on CLIENT's schedule of payment proposed in to Exhibit II of the Draft Contract (Part II of the ITB), which once approved by the CLIENT shall form the basis of the prices to be included in Exhibit II - COMPENSATION of the Contract.
- c. BIDDER is to propose such prices and rates based on terms and conditions of DRAFT CONTRACT with the basis of compensation and reimbursement as specified in Exhibit II COMPENSATION thereof.
- d. All day rates are to apply pro-rata to part of a day.
- e. BIDDER shall submit its prices in United States Dollars (For Foreign Bidders) or Vietnamese Dong for Vietnamese Bidders. Escalation due to currency fluctuation will not be considered.
- f. BIDDER warrants that the rates, fees and prices contained herein are inclusive of all costs incurred by BIDDER in discharging its obligations under the Contract, both those which are expressly identified and those which may be reasonably inferred from the Contract.
- g. Provision of an item or service, as required by the Contract, shall mean at BIDDER's cost, unless expressly stated otherwise.
- h. BIDDER is requested to carry out a detailed arithmetic check on all extensions, sub totals and totals to satisfy itself of the accuracy of the Compensation Proposal. BIDDER is also requested to check there is consistency between the pricing tables and that sub totals and totals have been correctly carried forward.
- i. All the blank spaces in the pricing tables shall be filled in and no revisions to the text or format of the pricing tables will be accepted. If any space is left blank, this shall mean the price is zero or included elsewhere. Regarding Rates for Resources, if the resource description is not applicable, BIDDER can include in the blank space "N/A", denoting "Not Applicable".

## 2. Description of Forms

The BIDDER 'commercial proposal is on a lump-sum cost basis and all-inclusive rates basis. This price shall comprise all costs whatsoever (eg. Man-hour Rate, allowance, expenses for business trips, accommodation, transportation, etc...) including but not limited to CONTRACTOR's personnel raising from performance of the Services. BIDDER is requested to review the Exhibit II thoroughly and incorporate all the requirements in the mentioned Exhibit II and Contract to propose the rates for the below Forms

**1.1 Form CBF-1: Proposal for Contract Personnel**

BIDDER to fill in the form in CBF-01 for the Contract Price’s breakdown which once approved by CLIENT shall be incorporated into the Contract (EXHIBIT III)

**1.3 Form CBF-2: Commercial Exception Form (Priced)**

BIDDER shall use this Bid Form CBF4 to signify whether or not it accepts the commercial requirements of the pro-forma Contract presented in the ITB Documents and if not accepting such requirements to record its commercial exceptions or qualifications together with the reason or reasons for taking such exception or qualification

Item No.	Reference (i.e. Section, Clause No., etc.)	Proposed Clarification, Exception or Deviation	Justification for Proposed Clarification, Exception or Deviation.	Cost impact, if exception is rejected by CLIENT

**1.4 Form CBF-3 Alternative Proposal (Priced)**

If BIDDER feels it would be advantageous to CLIENT to depart in any way from the Contract or any of the requirements, conditions and provisions set forth in the Bid Package, BIDDER is encouraged to propose such departure as an Alternative Proposal on technical/ commercial/ contractual matters other than any clarification/ exception/ deviation provided for in forms TBF12 & CBF 5.

The Alternative Proposal to, but together with, the principal Proposal, should explain in full detail the nature and extent of the proposed departure and the consequent impact on the cost(s), schedules, or any other aspect of the Proposal. Such departures, if any, shall be clearly identified and listed in the section of the Proposal devoted explicitly to that purpose. Consideration of any Alternative Proposal shall be at the sole discretion of CLIENT.

The alternate proposal shall clearly indicate where it is at variance with the conforming proposal and CLIENT shall have no responsibility to discover any other qualification other than those listed / stated in the alternate proposal; and

**FORM CBF-1 SCHEDULE OF PRICE**  
**AND BREAKDOWN OF CONTRACT PRICE**

**General Notes concerning the summary build-up of the Contract Price**

1. Bid Form CBF1 records the summary build-up of the Contract Price in the form and format of the price summary tables included hereunder.
2. The paper copy of Bid Form CBF1 presented herein represents a true reproduction of the electronic file to be used by BIDDER to record the summary build-up of the Contract Price. It shall be BIDDER's responsibility to ensure that the Contract Price and the prices presented in the summary build-up of the Contract Price as recorded on the paper copy of Bid Form CBF1 are a true reproduction of the electronic file.
3. BIDDER must present its Lump Sum and Unit Rate prices such that when rolled up through the proposal to the Contract Price the prices are properly and reasonably distributed across the various areas.
4. In the event that BIDDER is awarded the Contract, the tables comprising the summary build-up of the Contract Price as Bid or as may have subsequently been agreed with BIDDER through the formal bid clarification process will be included in the Contract as Exhibit III – CONTRACT PRICE
5. Price must be quoted in Vietnamese Dong Only (for Domestic BIDDER) and United States Dollar (for Foreign BIDDER).

No	Position	Qty	Monthly Rate (USD/VND)
1	Senior Planner	1	

**FORM CBF-2 - COMMERCIAL EXCEPTION FORM (PRICED)**

Bidder shall specify its qualification of, exception to, or deviation from, the ITB and the Draft Contract in the form (priced) provided hereunder:

Item No.	Reference (i.e. Section, Clause No., etc.)	Proposed Clarification, Exception or Deviation	Justification for Proposed Clarification, Exception or Deviation	Cost Impact, if exception is rejected by CLIENT

CLIENT shall assume Bidder's acceptance to the CLIENT's requirements, terms and conditions of the Bid document should there is no qualifications/ exceptions are submitted in accordance with the above provided forms.

**FORM CBF-3 ALTERNATIVE PROPOSAL (PRICED)**

CLIENT shall assume BIDDER's acceptance to the CLIENT's requirements, terms and conditions of the Bid document should there is no qualifications/ exceptions are submitted in accordance with the above provided forms.

<i>ITB Reference</i>	<i>Description of Proposed Alternative including suggested modification to the ITB Documents</i>	<i>Reason for Proposing Alternative</i>	<i>Effect on Quotation if Alternative is Accepted</i>	
			<i>Price</i>	<i>Schedule</i>
			(*)	
			(*)	
			(*)	
			(*)	

(\*) BIDDER to quote price here