

PHÊ DUYỆT



VŨ MINH ĐỨC  
TỔNG GIÁM ĐỐC

Ngày: 19/12/2025

**NỘI DUNG THÔNG BÁO MỜI THẦU VÀ E-HSMT  
GÓI THẦU “CUNG CẤP NƯỚC UỐNG CHO CÔNG TRÌNH NGOÀI KHƠI”  
(RFQ No.: 4125075)**

**Tài liệu đính kèm:**

- Thông báo mời thầu (RFQ#4125075)
- HSMT (Yêu cầu KT, Tiêu chí đánh giá KT, Hợp đồng mẫu)



**THANG LONG JOINT OPERATING COMPANY**  
3C Ton Duc Thang St., Saigon Ward,  
Ho Chi Minh City, Vietnam  
Telephone: (84-28) 38230234; Fax: (84-28) 38230235

Our Ref.: TL/PRO/25-600

19 December 2025

To: BIDDER

Subject: REQUEST FOR QUOTATION – RFQ#4125075  
PROVISION OF DRINKING WATER FOR OFFSHORE

No. of Pages: 10 pages (inclusive of this page)

Dear Sir/Madam,

Thang Long Joint Operating Company (TLJOC) (hereinafter referred to as "COMPANY") is soliciting its competitive bid and hereby invites Bidder to bid for the subject tender package in accordance with the following instructions to Bidders and RFQ appendices.

#### 1. BID SUBMISSION

Bidder is requested to submit your proposal with attention to the Procurement Supervisor – Ms. Nguyen Thi Tuyen in the form of **one (1) sealed envelope** no later than **14:00 on 24 December 2025 (Vietnam time)** ("Bid Due Date"). The envelope outermost clearly states "REQUEST FOR QUOTATION RFQ#4125075 – REQUEST FOR QUOTATION FOR PROVISION OF DRINKING WATER FOR OFFSHORE – BID DOCUMENT – CONFIDENTIAL".

Bidders shall submit your Bids in two (2) separate volumes:

- **Commercial Volume** [one (1) original, one (1) copy, one (1) USB flash drive]; and
- **Technical Volume** [one (1) original, one (1) copy, one (1) USB flash drive].

**(Please note that the USB flash drive shall contain the files in both .pdf and native formats)**

The ORIGINAL of the above documents shall be clearly marked as such on the front cover and significant inside pages.

COMPANY reserves the right, without prejudice and at its discretion, to extend or cancel the RFQ at its most convenience and at no cost to COMPANY. COMPANY reserves the right to reject the Bid that is submitted after the Bid Due Date.

Submission of a bid shall confirm that Bidder has satisfied itself, either independently or by written consultation with COMPANY, as to the extent and nature of the WORK which is the subject of the RFQ and of all requirements contained in this RFQ, and that Bidder has sufficient information to permit proper assessment of risks and contingencies and all other circumstances which could affect its bid.

**It is noted that Bidder is deemed to have carefully reviewed in detail the Scope of Work in this issued RFQ and to have included in the Bid Price all costs and related costs necessary to fulfil the Scope of Work, technical requirements, and contractual provisions stated in this RFQ.**

2. BID PREPARATION COST

Bidder shall bear all responsibilities to investigate fully the conditions under which WORK will be performed and to become knowledgeable of any other matters that might affect the WORK or cost of performance. Any costs related to this bid preparation and submittal and any subsequent costs relating to third party personnel, clarifications, meetings and the like shall be by and at the sole expense of Bidder.

3. BID CLARIFICATION

Should Bidder have any queries regarding this RFQ, it shall forward a formal Bid Clarification Request to TLJOC, which must be sent to TLJOC at least three (3) working days prior to Bid Due Date.

Information contained in this RFQ shall be the basis for the bid and shall not be changed, except by Bid Circulars issued by COMPANY.

If necessary, COMPANY can request the Contractor for face-to-face meeting(s) at COMPANY's office or tele-conference/ video-conference meeting(s), where appropriate. All associated costs are on Bidder's account.

4. BID MODIFICATION AND WITHDRAWAL

Bidder may, without prejudice, modify or withdraw its bid by written request, provided that such request is received by COMPANY at least three (3) working days prior to the Bid Due Date. Bidder shall not modify the Bid after Bid Due Date.

5. BID REJECTION

TLJOC reserves the right to accept all, partial or reject Bidder's offer without giving notification.

6. EXCEPTIONS TO CONTRACT TERMS AND CONDITIONS

Bidder shall submit its bid in accordance with the requirements of this RFQ

Bidder is required to comply with the terms and conditions under the aforementioned Form of Contract. However, if bidder does take exception, these exceptions will only be considered if they are stated in the form provided in the **Appendix 4** of this RFQ. Failure to provide bidder's exceptions in the form provided shall be deemed as acceptance of COMPANY-proposed Form of Contract provided in **Appendix 3** of this RFQ.

Acceptance of the terms and conditions of the enclosed Form of Contract is an important component of the bid evaluation. The Bidder taking significant exceptions to these terms and conditions may result in it being disqualified without any advance notice.

7. CONTRACT AWARD

**Company has the sole right to select the successful Bidder, to reject any bid as unsatisfactory or non-responsive, to award a Contract to other than the lowest priced bid, to award multiple or partial Contracts, to award in phases, or not to award a Contract at all as a result of this RFQ.**

**In any case, the Bidder is requested to satisfy itself and comply with Company's decision on partial award (split award) without any cost impact and without any prior consent. Any cost**

**impact resulting from compliance with this provision (partial award acceptance), if any, must be clearly specified in the Bid, otherwise it is deemed to be included in the bid cost.**

Additionally, all Bids received shall be deemed to be the Bidder's one and only final offer and any unsolicited re-Bids, of any kind, shall not be considered and may result in disqualification of the original Bid submission. Notwithstanding this, Company reserves the rights to enter into direct negotiation with one or more technically qualified bidders which it deems appropriate.

An award shall not be valid unless or until Company notifies the successful Bidder in writing of its intention to award the Contract to Bidder and the Contract is thereafter duly signed.

8. CONFIDENTIALITY

This RFQ and all information contained herein are **confidential**. No information concerning this RFQ or the WORK required shall be released to third parties, except to prospective subcontractors or consultants required for the preparation of the bid, without the prior written consent of COMPANY.

All bids submitted in response to this RFQ and opened by COMPANY shall become the property of COMPANY. COMPANY shall be free to copy, modify, disclose and distribute such bids as COMPANY deems appropriate, notwithstanding copyright or other proprietary notices to the contrary which may be placed thereon. Opened Bids will not be returned to Bidder.

Bidder shall treat all information acquired by Bidder during the performance of the Work strictly confidential and not disclose or sell or reproduce or photocopy such information to any third party without COMPANY's prior written approval. The Bidder shall acquire no proprietary interest in or right to such confidential Information and TLJOC may demand the return of information disclosed to the Bidder thereof at any time upon giving written notice to the Bidder.

9. BID LANGUAGE

The bid and its accompanying documents must be submitted entirely in the English language.

10. BID CURRENCY AND VALIDITY

Bidder shall submit its bid in the currency it is entitled to receive as payment under the eventual Contract (if any), in accordance with the relevant Vietnam laws, which shall become the currency of the eventual Contract.

If Bidder is entitled to receive any payment under the Contract in any currency rather than Vietnamese Dong (VND), Bidder shall provide evidences to Company as part of its Technical Bid.

The price submitted in Bidder's Priced Commercial Bid shall be fixed and not subject to revision for any reasons including without limitation currency fluctuations.

Bid validity shall be **90 days** from the bid receipt date by COMPANY.

11. INTELLECTUAL PROPERTY RIGHTS

Bidder warrants that it shall comply with all regulations and legislation regarding the intellectual property rights and all the products/ software used by it to render the Work to the COMPANY is free of infringement of copyright, trademark or patent.

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Additionally, Bidder notes that all data, software, drawings and documents (including, for example, logs, charts, tracings, calculations and computer printouts) produced and/or developed in connection with the Purchase Order / Service Order / Contract are COMPANY's property. Where applicable, CONTRACTOR shall deliver such data, software, drawings and documents to COMPANY on completion of the Work or termination of the Purchase Order or at COMPANY's request. COMPANY has the sole right to use and reproduce any data, charts and documents produced by CONTRACTOR or its subcontractors in the performance of the Work.

12. BID RETURN

Bidder shall promptly destroy this RFQ, including all addenda and appendices, to COMPANY:

- a. With a "No Bid" if declining to submit a bid, or
- b. When requested by COMPANY.

COMPANY reserves the right to retain any or all documents or records submitted by Bidder whether or not such documents or records are submitted at COMPANY's request.

**APPENDICES**

APPENDIX 1: SCOPE OF WORK and TECHNICAL BID TEMPLATE

APPENDIX 2: COMMERCIAL BID TEMPLATE

APPENDIX 3: FORM OF CONTRACT (to be advised later)

APPENDIX 4: BIDDER-PROPOSED EXCEPTIONS TO FORM OF CONTRACT

For any queries regarding this RFQ, please contact Ms. Nguyen Hoang Trinh – Procurement Assistant at [nhtrinh@tljoc.com.vn](mailto:nhtrinh@tljoc.com.vn) – tel.: +84 28 38230234, ext. 112 with a copy to Ms. Nguyen Thi Tuyen – Procurement Supervisor at [nttuyen@tljoc.com.vn](mailto:nttuyen@tljoc.com.vn)

Please note, however, that bid submission should be made in the form of **sealed envelopes with the content mentioned in Clause 1 above.**

Yours sincerely,



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**NGUYEN THI TUYEN**  
Procurement Supervisor

**APPENDIX 1**

**SCOPE OF WORK / TECHNICAL BID TEMPLATE**

**I. SCOPE OF WORK:**

**1. Scope of supply**

Subject to the Company's call-out, Contractor shall supply Drinking Water as follows:

No	Description	Unit	Estimated Quantity per year
01	Viva (Brand of La Vie) (18.5L with jug and tap)	bottle	1200
02	La Vie 0.35L	Box (24 bottles/box)	30
03	La Vie 0.5L	Box (24 bottles/box)	30
04	La Vie 1.5L	Box (12 bottles/box)	30
05	Aquafina 355ml	Box (24 bottles/box)	30
06	Aquafina 500ml	Box (24 bottles/box)	30
07	Aquafina 1.5L	Box (12 bottles/box)	30
08	Aquafina 5L	Box (04 bottles/box)	30

**2. Duration: 3 years**

**3. Delivery Conditions**

- **Place of Delivery:** Thang Long JOC
  - Vung Tau Supply Base (VTSB)
  - PTSC Downstream Port, Block B, 65A 30/4 Road – Rach Dua Ward, Ho Chi Minh City, Vietnam
- **Time of Delivery:**
  - Monday to Friday (normal business working hours);
  - Weekend deliveries may be required in case of urgent orders.
- **Time of Order:**
  - At least 24 hours prior to delivery.
- **Order Quantity:**
  - Minimum 20 boxes per order
- **Supplier Requirements:**
  - Suppliers shall be aware of and comply with all formalities, procedures, and entrance fees (if any) required for delivery to the Vung Tau Supply Base.

**3. Quality and Brand Requirements**

- Goods shall be delivered strictly under the brand names specified in this Scope of Work.
- All bottles and boxes must be sealed in accordance with the manufacturer's specifications.
- **Expiry Date:**
  - The delivered goods must have the manufacturing date and expiry date clearly printed on the bottles and boxes;
  - The remaining shelf life at the time of delivery shall not exceed 50% of the total shelf life from the manufacturing date to the expiry date.

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**II. TECHNICAL BID**

1. BIDDER to submit a complete Technical Documentation, including but not limited to the following:
  - Company profile;
  - Company business registration certificate;
  - Scope of supply;
  - Bidder may submit relevant information deemed necessary to supplement this bid.
2. BIDDER to provide a **un-priced Schedule of Rate and Prices** (as per the template provided in **Appendix 2**) in its Technical Bid, which will be with a remark "QUOTED" or "NOT QUOTED" as the case may be;
3. BIDDER to provide **un-priced** exceptions to the Form of Contract (if any) using the template provided in **Appendix 4**;
4. BIDDER to confirm compliance with the below requirements by filling up the below table:

No.	QUESTIONS	Technical Evaluation Criteria	Compliance		Bidder to specify details
			Yes	No	
1	Bidder to confirm full compliance with Company's requirements in the Scope of Work	Essential Criteria			
2	<p><b>Quality and Brand Requirements</b></p> <p>Goods shall be delivered strictly under the brand names specified in this Scope of Work.</p> <p>All bottles and boxes must be sealed in accordance with the manufacturer's specifications.</p>	Essential Criteria			
3	<p><b>Expiry Date:</b></p> <p>The delivered goods must have the manufacturing date and expiry date clearly printed on the bottles and boxes;</p> <p>The remaining shelf life at the time of delivery shall not exceed 50% of the total shelf life from the manufacturing date to the expiry date.</p>	Essential Criteria			
4	<p><b>Delivery time:</b></p> <p>Monday to Friday (normal business working hours);</p> <p>Weekend deliveries may be required in case of urgent orders.</p>	Essential Criteria			
5	<p><b>Service Duration:</b> Three (3) years from the date of Frame Contract signing</p>	Essential Criteria			

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No.	QUESTIONS	Technical Evaluation Criteria	Compliance		Bidder to specify details
			Yes	No	
6	<b>Delivery Address:</b> Thang Long JOC Vung Tau Supply Base (VTSB) PTSC Downstream Port, Block B, 65A 30/4 Road – Rach Dua Ward, Ho Chi Minh City, Vietnam	Essential Criteria			
7	<b>Payment:</b> Payment shall be made on a monthly basis, based on the actual quantity of goods delivered in the previous month, within 30 days upon receipt of valid VAT invoice(s).	Essential Criteria			
8	<b>Others:</b> Bidder shall take note of all formalities and entrance fees required by PTSC Downstream Port for delivery to TLJOC VTSB. All entrance fees and any associated costs (if any) shall be included in the quoted unit prices.  Unit prices shall be fixed and firm, and not subject to any escalation during the term of the contract.	Essential Criteria			
9	<b>Bid validity</b> 90 days from Bid Due Date	Essential Criteria			
10	<b>Contract Form</b> Bidder to confirm its compliance with TLJOC Contract form as specified in Appendix 3 including of the followings: Section I – Form of Blanket Order Section II – General Terms and conditions.	General Criteria			

(\*) Essential criteria are a MUST, which any deviation to or any incompliance with may result the bid in disqualification.

**APPENDIX 2**

**COMMERCIAL BID TEMPLATE**

**Note:** Bidder shall state all special commercial terms / Pricing Notes in its Commercial Bid. If Bidder does not intend to take any note then he shall mark "No Pricing Note" here. If this section is left blank, then it will be presumed that Bidder has no special commercial terms / Pricing Notes, and that it complies fully with the terms and conditions of the RFQ, except already stated in the exception form provided in **Appendix 4** "Exceptions to Form of Contract" herein.

**SCHEDULE OF RATES AND PRICES**

Item	Company's Description	Bidder's Proposal	Q'ty	Unit	Unit Price (VND)	Amount (VND)	Delivery time (Week)
1	GOODS as specified in Appendix 1	[Bidder to propose]			QUOTED	QUOTED	
<b>Sub-total</b>					QUOTED	QUOTED	
<b>Tax</b>					QUOTED	QUOTED	
<b>Grand Total</b>					QUOTED	QUOTED	

**Notes:**

- Rates and prices are fully inclusive, including without limitation all applicable taxes (except for VAT), all associated costs including entrance fee required by PTSC Downstream Port when delivery to TLJOC VTSB, transportation, Contractor's overhead and profit and the like. Rates and prices are fixed and firm for the duration of the frame contract and are neither subject to escalation nor adjustment due to currency fluctuation;
- Payment shall be made on monthly basis, based on the actual quantity of the delivered Goods of the previous month, within 30 days upon receipt of VAT invoice(s). Original invoices and supporting documents shall be sent to COMPANY's office in HCMC, Vietnam.

**APPENDIX 3**

**FORM OF CONTRACT**

(to be advised later)

**APPENDIX 4**

**BIDDER-PROPOSED EXCEPTION(S) TO FORM OF CONTRACT**

1. If Bidder has any exceptions that are considered of mutual benefit, then Bidder must state the unpriced exceptions proposed by using the format as outlined below and giving specific reasons thereof. The Bidder must indicate clearly the effect, if any, these exceptions may have on the Bidder's price quotation and Work schedule if the exceptions were to be accepted by COMPANY. COMPANY shall review each exception on a case-by-case basis, but in no event shall the Bidder's base quotation be qualified by any such exception nor will COMPANY be obligated to accept any such exception.
2. In any event, COMPANY reserves the right to accept or reject any or all of the proposed exceptions.
3. If Bidder cannot accept COMPANY's wording at any price, and is willing to risk having its bid proposal rejected on this basis, then BIDDER must make the following statement under the "COST IMPACT (+/-)" column:  
  
 "NON-NEGOTIABLE" = will not accept COMPANY's wording at any cost impact.
4. Bidder shall quote the firm amount (lump sum and/or rate) by which the CONTRACT Price will be adjusted (either up or down) should COMPANY not accept Bidder's proposed changes or exceptions.
5. Bidder's exceptions to be included in both the Technical Bid (Un-priced exceptions only), and Commercial Bid (Priced exceptions).
6. The format MUST be the following:

Contract Article	Exact new wordings proposed by the Bidder	Reason(s) for exception	Cost Impact (+/-)

*ma*