



PETROVIETNAM EXPLORATION PRODUCTION CORPORATION LTD.
HO CHI MINH BRANCH (PVEP-HCM)

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Ref. No.:/ PVEP-HCM-PRO

Date: July, 2026

To: WHOM IT MAY CONCERN

No. of page(s) (*including this cover sheet*): 02

Subject: Invitation to Bid (“ITB”)

Title: Provision of Conference & Teambuilding Services for PVEP-HCM in Year 2026

ITB No.: PVEP-HCM/HRA/2026-071

Dear Sir/Madam,

PETROVIETNAM EXPLORATION PRODUCTION CORPORATION LTD. - HO CHI MINH CITY BRANCH (hereinafter referred to as “PVEP-HCM” or “COMPANY”), intends to issue an invitation to your organization (hereinafter referred to as “BIDDER”) to prepare and submit its proposals for the Provision of Conference & Teambuilding Services for PVEP-HCM in Year 2026 (“Work/ Services”), with the requirements summarized hereunder.

1. Scope of Services: is detailed in Attachment No 1 enclosed herewith. Bidder requested to quote for fully required Scope of Work (partial offered shall be disqualified).
2. Pricing Instructions: Please fill-in Appendix 2 in Attachment No. 1_Draft Contract enclosed herewith. The prices and rates quoted should be all inclusive except only for Vietnamese Value Added Tax (VAT).
3. Terms & Conditions: as specified in the Attachment No. 1_Draft Contract form shall apply. Any clarifications or exceptions (if any) need to be specified in the Proposal. The alternative and a cost/ commercial impact should be provided in order to comply with COMPANY’s contract terms and conditions.
4. Proposal Submission:

Your best and most competitive Proposal for the above services must be submitted in sealed envelope to 16th Floor, Victory Tower, 12 Tan Trao Str., Tan My Ward, HCMC, Vietnam no later than **10:30 hrs. on 10 July 2026 (Bid Closing Date/Time)**.

Any proposal that is non-compliant, received after the Bid Closing Date/Time, or submitted via unauthorized channels (facsimile, or email) shall not be considered for evaluation.

The validity of the BIDDER’s proposal shall be **thirty (30) calendar days** from the Bid Closing Date.

All time and expense incurred by the Bidder for the preparation and submission this ITB are the responsibility of the Bidder and will not be reimbursed by the COMPANY.

5. Proposal Content & Tender Pack:

The Technical/Unpriced Proposal shall be submitted separately from the Priced Commercial Proposal for evaluation purposes. The proposals may be submitted in one (01) sealed envelope, and shall contain at least the following documents:

5.1 *Technical/Unpriced Proposal (separate from the Priced Commercial Proposal):*

- a) Bid Letter/Letter of Proposal which must be duly signed by the Bidder's authorized representative, and indicated proposal bid validity;
- b) Technical/Unpriced Proposal (01 original + 01 copy). A scanned file in USB is preferred.
- c) Supporting documents (if any).

5.2 *Priced Commercial Proposal (separate from the Technical/Unpriced Proposal):*

- a) Priced Commercial Proposal (01 original + 01 copy). A scanned file in USB is preferred.
- b) Supporting documents (if any).

6. Correspondence and Clarifications:

Should the Bidder require any clarification regarding this Invitation or the attached documents, the Bidder may submit its queries in writing (via email) prior to the Bid Closing Date, to the Company Contact Person indicated below:

Ms. Truong Huynh Que Chi – Procurement Officer
 PVEP-HCM Operation Office: 16th Floor, Victory Tower,
 12 Tan Trao Str., Tan My Ward, HCMC, Vietnam
 Tel: (84-28) 3622 3274 (Ext. 301) Fax: (84-28) 3622 3275
 Email: chithq@pvep.com.vn Cc: binhnt@pvep.com.vn

Any correspondence directed to any other personnel other than designated Contact Person above shall not be considered.

Should any issue remain unresolved by COMPANY, in writing, prior to Bidder's submission of its proposal, the issue must be clearly addressed within the proposal.

For any further queries, please do not hesitate to contact the Contact Person.

Yours Sincerely,

Vu Viet Hung
Director, PVEP - HCM

Recipient:

- As above;
- Filed to: VT, PRO (chithq, 01b).

Attachment:

- ITB No. PVEP-HCM/HRA/2026-071.