



## PVEP POC'S GENERAL TERMS AND CONDITIONS FOR REQUEST FOR QUOTATION

### ARTICLE 1 - PREAMBLE

- The PURCHASE ORDER is issued by **Domestic Petroleum Operating Branch – PetroVietnam Exploration Production Corporation Limited** to SUPPLIER for the supply of GOODS as specified herein and according to the Terms and Conditions of the PURCHASE ORDER.

### ARTICLE 2 - DEFINITIONS

1. "AFFILIATES" means any CLIENT which controls, or is controlled by, or which is controlled by an entity, which controls, a Party. For the purposes of this definition, "control" means the ownership directly or indirectly of more than fifty (50%) percent of the voting rights in a CLIENT.
2. "GOODS" means materials or products or goods to be purchased or to be supplied as specified in the PURCHASE ORDER.
3. "CLIENT" means Domestic Petroleum Operating Branch – PetroVietnam Exploration Production Corporation Limited or any its divisions, AFFILIATES so named in the PURCHASE ORDER.
4. "PURCHASE ORDER" means the PURCHASE ORDER form this document and any other documents listed herein and shall constitute the entire agreement between the Parties and the appendices as may be amended by any special conditions referred to in the PURCHASE ORDER.
5. "SPECIFICATIONS" means the specifications of GOODS attached to the PURCHASE ORDER; the specifications also include the inspection method of GOODS and packing standards, the specifications shall constitute an integral part of the PURCHASE ORDER.
6. "SUPPLIER" means the person(s), firm, company or entities named in the PURCHASE ORDER to supply GOODS hereinafter defined and shall include the SUPPLIER's legal personal representatives, successors and assignees.
7. The trade terms herein used without limitation to FOB, CFR and CIF shall be construed or interpreted in accordance with Incoterms 2000, ICC unless otherwise agreed.

### ARTICLE 3 - FORM OF PURCHASE ORDER

1. CLIENT shall not be liable for any orders or amendments other than those issued or confirmed on CLIENT's official printed PURCHASE ORDER and any amendment thereto.
2. CLIENT may make changes in the SPECIFICATIONS or drawings, including additions to or deletions from the quantities of GOODS originally ordered. If any such changes affect the amount due and/or the time of performance hereunder, an equitable adjustment shall be made as mutually agreed by SUPPLIER and CLIENT, to the amount due and/or the time of performance, as the case may be by the issuance of CLIENT's Change Order.
3. Authorized Change Order requests made after placement of PURCHASE ORDER shall be priced properly justified and immediately submitted to CLIENT for approval. CLIENT reserves the right to accept or reject any or all requests.

### ARTICLE 4 - DELIVERY

1. Time is of the essence for the delivery of GOODS specified under the PURCHASE ORDER. SUPPLIER shall give written notice to CLIENT of any anticipated delay. In case of actual or anticipated delay, CLIENT may terminate the PURCHASE ORDER in manner as specified in the Article headed TERMINATION.
2. Unless otherwise provided herein, the delivery of GOODS shall be governed and/or construed in accordance with the provision of Incoterms 2000, ICC and any amendments thereto; all GOODS shall be appropriately packed or protected to withstand transit and short term storage packages are in accordance with their SPECIFICATIONS and instruction and to be clearly marked with the number of PURCHASE ORDER and a packing note is to be enclosed with the package.
3. SUPPLIER shall be responsible for and bear all risks and relevant costs and damages and/ or loss caused to CLIENT arising out of or relating to SUPPLIER's sending GOODS to the wrong destination.
4. SUPPLIER shall be responsible for any incremental installation cost and/ or transportation cost and/ or any other reasonable cost/ expenses resulting from late delivery.

### ARTICLE 5 - ACCEPTANCE OF GOODS

1. CLIENT or its duly appointed representative shall have the right to inspect and if necessary to reject and to request for replacement of GOODS or parts thereof which do not comply with the PURCHASE ORDER
2. In the case of GOODS or parts thereof delivered by SUPPLIER not in conformity with the PURCHASE ORDER, whether by reason of not being the quantity or not in the quantity or measurements stipulated or being unfit for the purpose for which they are required where such purpose has been made known to SUPPLIER, CLIENT shall have the right to reject or not to accept such GOODS, request SUPPLIER to repair or replace such GOODS; supply any shortfall in the event of shortfall in delivery and to purchase elsewhere. SUPPLIER shall bear all expenses incurred by either SUPPLIER or CLIENT as a result of the rejection, repair or replacement of GOODS or supply of shortfall in delivery including but not limited to cost of transportation and customs duties.
3. In case of partial delivery, any delay or failure shall be deemed a breach of the PURCHASE ORDER and CLIENT reserves the right to terminate the PURCHASE ORDER or refuse to accept GOODS respectively.
4. Where CLIENT or its appointed party makes an inspection of a representative sample of GOODS not in accordance with the SPECIFICATIONS in the respective sample, SUPPLIER shall bear the additional cost of inspecting the whole of GOODS supplied to ascertain their quality or quantity or measurement stipulated or being fit for the purpose of which they are required.

### ARTICLE 6 - PAYMENT

1. SUPPLIER shall submit its invoice after GOODS has been accepted by CLIENT. Unless otherwise stated in the PURCHASE ORDER, CLIENT shall subject to any dispute over the invoice make payment within forty five (45) days after receipt of SUPPLIER's undisputed invoice. If the forty fifth (45th) day falls on a Saturday or Sunday or a gazette S.R. Vietnam public holiday, the next working day shall be deemed to be the due date of payment.
2. Payments in respect of disputed items may be withheld by CLIENT until the settlement of the dispute by mutual agreement. Payments made by CLIENT shall not preclude the right of CLIENT to thereafter dispute any of the items invoiced.
3. In the event that CLIENT disputes any items on a particular invoice, CLIENT shall only be entitled to withhold from payment the actual amount in dispute. If CLIENT disputes any items on an invoice, CLIENT shall inform SUPPLIER of the disputed item within forty five (45) days of the receipt by CLIENT of that particular invoice.
4. CLIENT shall be entitled to withhold payment if any of SUPPLIER's invoices which do not include sufficient supporting documentation required by CLIENT.
5. SUPPLIER shall advise CLIENT on its account details and/or any changes to its account details if any by an at least 15 days in advance notice. Should SUPPLIER fail to give such notice in due time to CLIENT, SUPPLIER shall bear all risks associated with wrong/incorrect money transfer made by CLIENT.

#### ARTICLE 7 - TAXES AND DUTIES

1. SUPPLIER shall be responsible to pay all taxes, duties, assessments, royalties, fees or other charges levied by any government authorities of S.R. Vietnam or any other countries on account of or in relation to or in connection with the PURCHASE ORDER and SUPPLIER shall indemnify and hold CLIENT harmless from and against any liabilities arising out of due to failure of SUPPLIER to fulfill this obligation.
2. CLIENT shall have the right to deduct sums from monies due to SUPPLIER hereunder for the aforesaid payment as required by law. Such withholding shall relieve CLIENT of further obligation with respect to any amount withheld.

#### ARTICLE 8 - INSURANCE

1. SUPPLIER, at its own cost, shall insure GOODS supplied under this CONTRACT for each shipment in the currency stated in the CONTRACT covering All Risk Clause with a reputable insurance company in an amount of one hundred and twenty five percent (125%) of CIF value of GOODS.
2. Notwithstanding anything to the contrary herein, SUPPLIER shall bear the risks to GOODS until such GOODS is handed over to COMPANY in accordance with the Article headed ACCEPTANCE OF GOODS.
3. With respect to GOODS to which the ownership rights must, as provided for by law, be registered, SUPPLIER shall bear risks to such GOODS until the registration procedures are completed or until such GOODS is handed over to COMPANY in accordance with Article 6, whichever is later.

#### ARTICLE 9 - CONFIDENTIALITY

1. Any PURCHASE ORDER placed by CLIENT shall be treated as confidential and in particular SUPPLIER shall not make use of CLIENT's name or the name of any companies associated with CLIENT for publicity purposes without the prior written consent of CLIENT. Furthermore, all designs, drawings, SPECIFICATIONS and information which may be supplied in connection with the PURCHASE ORDER are confidential and must only be used for the purpose of the PURCHASE ORDER.
2. No public statements, announcements or circulars regarding the PURCHASE ORDER or the activities of the Parties relating thereto shall be made or issued by or on behalf of SUPPLIER without the prior written approval of CLIENT.

#### ARTICLE 10 - SUSPENSION

1. CLIENT shall have the right to suspend the PURCHASE ORDER for the following reasons: (i) Force Majeure as specified in the Article headed FORCE MAJEURE; (ii) in the event of any complete or partial stoppage of the relevant projects of CLIENT; (iii) failure on part of SUPPLIER to perform any obligation as per the PURCHASE ORDER. Such suspension shall remain in force until such time that the above reasons are no longer applicable or otherwise when waived in writing by CLIENT.

#### ARTICLE 11 - TERMINATION

1. CLIENT may terminate the PURCHASE ORDER at any time by giving written notice to SUPPLIER. Upon receipt of such notice, SUPPLIER shall cease supply of GOODS and CLIENT shall pay SUPPLIER a fair price with proper supporting evidences for any GOODS delivered at the date when such notice is given. In case of such termination, SUPPLIER shall (i) use its best endeavors to effect the immediate cancellation of orders which it may have placed with others and discontinue all works of manufacturing GOODS, and (ii) upon CLIENT's request, deliver to CLIENT any or all the work, drawings, SPECIFICATIONS, data sheet and other matters that SUPPLIER may have prepared for GOODS and all materials, supplies and equipment paid for by CLIENT either directly or in directly, and CLIENT shall have the right to make use of same for such purposes as CLIENT may desire, and (iii) not be entitled to any prospective profits or incidental, indirect, consequential or other damages because of termination.
2. In the event the CLIENT terminates the CLIENT ORDER in whole or in part in any of the following cases: (i) SUPPLIER's failure to deliver GOODS by the time as specified in the Article headed DELIVERY, (ii) SUPPLIER's failure to replace and/ or make good the defective GOODS as specified in the Article headed ACCEPTANCE OF GOODS, SUPPLIER shall compensate CLIENT for all losses and/ or damages arising from such SUPPLIER's breach of PURCHASE ORDER and shall pay to CLIENT the agreed and liquidated damages as stipulated Article headed LIQUIDATED DAMAGES. Payment for all compensation and agreed and liquidated damages shall be made to CLIENT within 10 (ten) days upon the CLIENT's first written request.

#### ARTICLE 12 - WARRANTY

1. Without prejudice to any other rights whether implied by statutes or otherwise which CLIENT may have, SUPPLIER warrants that GOODS supplied under the PURCHASE ORDER are new, unused, comply with the SPECIFICATIONS, free from defects in materials, free from defects in workmanship, be of merchantable quality, fit and suitable for the purpose and use for which they are intended for a period of eighteen (18) months from the date of delivery of GOODS or twelve (12) months after GOODS have been successfully commissioned whichever occurs first. The scope of warranty of SUPPLIER shall cover all expenses incurred in the repair, replacement, remedy, transportation of or refund any payment made for any GOODS which fail or are found to be defective during warranty period. Notwithstanding anything contrary under the PURCHASE ORDER, if the defects appear within the warranty period as described above, CLIENT shall notify SUPPLIER of the defects. At CLIENT's option, CLIENT may instruct SUPPLIER to repair or replace or remedy the defective GOODS at no charge to CLIENT. Without prejudice to CLIENT's rights herein and in law, should SUPPLIER fail to make good the defect or deficiency as required by CLIENT, CLIENT shall be entitled to have the defect or deficiency or part thereof, as the case may be, carried out by its own personnel or by other third party appointed by CLIENT and SUPPLIER shall reimburse CLIENT within thirty (30) days after invoicing for all such costs.
2. CLIENT's inspecting, testing, witnessing tests, paying invoices or issuing any final acceptance shall not relieve SUPPLIER from its warranty obligations set forth in this Article.

**ARTICLE 13 - ENGINEERING CODES AND STANDARDS**

1. The codes and standards which apply to the GOODS covered by the PURCHASE ORDER are listed in the SPECIFICATIONS. These codes and standards may be revised from time to time and it shall be the SUPPLIER's responsibility to ensure that the latest revisions to these codes and standards are being adhered to. Any difference in these codes and standards and revisions shall be immediately notified in writing to CLIENT.

**ARTICLE 14 - MANUFACTURING CHANGES**

1. CLIENT must be advised of all changes in the SPECIFICATIONS or method of construction of GOODS supplied before such changes are implemented. In the event of CLIENT accepting the change, a written approval will be sent to SUPPLIER.

**ARTICLE 15 - PATENT INDEMNITY**

1. SUPPLIER shall indemnify CLIENT against any claim of infringement of patents, registered designs or other rights which arise as a result of the sale or use of GOODS supplied by SUPPLIER. This indemnity shall not extend to instances in which GOODS concerned have been supplied to the design of CLIENT.
2. SUPPLIER is obliged to secure that the ownership rights to GOODS are not disputed by a third party. In case there is any dispute by a third party, SUPPLIER shall take side with CLIENT in order to protect CLIENT's interests. If the third party is entitled to own part or the whole of GOODS, CLIENT shall be entitled to cancel the PURCHASE ORDER and SUPPLIER shall compensate CLIENT for all damage including, but not limited to the refund of PURCHASE ORDER price, liquidated damage, legal cost, and attorney fees.

**ARTICLE 16 - LIABILITIES AND INDEMNITIES**

1. SUPPLIER shall be responsible for and shall protect, indemnify and save CLIENT harmless from and against any claims, demands and causes of action for damage to any property as well as death of and/or personnel injury to any person arising out of the act or omission to act, negligent or otherwise, of SUPPLIER, SUPPLIER's employees and SUPPLIER's agents in connection with the execution of the PURCHASE ORDER.
2. SUPPLIER shall be liable for, indemnify and hold CLIENT (including CLIENT's officers, directors, employees or agents), harmless from all damages, claims, losses, expenses and/or reasonable attorneys fees including, but not limited to, suits or claims for damages for death, human bodily injury or other property resulting from any defects of GOODS even if the quality of GOODS conforms to the SPECIFICATIONS and has passed the inspection by CLIENT.

**ARTICLE 17 - LIMITATION OF LIABILITY**

1. Neither Party shall be liable to the other for any indirect or remote losses of any kind or for damages for loss of anticipated revenue or profits, nor any special, punitive, exemplary or consequential damages, including, but not limited to, loss of GOODS, cost of capital, cost incurred in connection with labor, overhead, general administrative, transportation, substitute facilities, support sources or other similar damages.

**ARTICLE 18 - LIENS AND CLAIMS**

1. SUPPLIER shall indemnify and hold CLIENT harmless from all liens, claims, assessments, fines and levies created, caused or committed by SUPPLIER or by its Sub-SUPPLIER(s) and all costs, damages and expenses incidental thereto, including without limitation all court and arbitration costs, attorney's fees and other reasonable expenses.

**ARTICLE 19 - FORCE MAJEURE**

1. Neither SUPPLIER nor CLIENT shall be liable to other Party for any breach of the Terms and Conditions of the PURCHASE ORDER where such breach occurs as a result of a Force Majeure.
2. The events falling within Force Majeure include but are not limited to Acts of God or force of nature, landslide, lightning, earthquake, flood, fire, explosion, storm or storm warning tidal wave, shipwreck and perils to navigation, act of war (declared or undeclared) or public enemy, strike act (excluding strikes, lockouts or other industrial disputes or action solely amongst employees of SUPPLIER or its sub-SUPPLIER(s) or omission of sovereign states or those purporting to represent sovereign states, blockade, embargo, quarantine, public disorder, sabotage or similar events beyond the control of the Parties or either of them. Force Majeure shall exclude financial distress on the part of SUPPLIER or its sub-SUPPLIER(s).
3. Subject to the above, a Party claiming the benefit or protection of this Article, without delay, takes all reasonable steps to remove its inability to comply with the provisions of the PURCHASE ORDER.

**ARTICLE 20 - HEALTH, SAFETY AND ENVIRONMENT (HSE)**

1. SUPPLIER shall be responsible for the HSE of all persons engaged on the Works and all persons who may be affected by activities of SUPPLIER and shall comply with all the HSE regulations and procedures.

**ARTICLE 21 - ASSIGNMENT AND SUBCONTRACTING**

1. CLIENT shall not be liable for any orders other than those issued or confirmed on the CLIENT's official written PURCHASE ORDER or any amendment thereto. SUPPLIER shall not assign or subcontract any part of the PURCHASE ORDER, without the prior written approval of CLIENT. Un-priced copies of any such orders should be supplied to CLIENT on request. SUPPLIER shall procure for CLIENT the right to enter the sub-contractor's premises for the purpose of expediting and inspection.

**ARTICLE 22 - VENDOR DATA REQUIREMENTS AND SUBMITTAL**

1. Drawings and vendor data are to be submitted in strict compliance with the SPECIFICATIONS. If for any reason, the transmission of drawings and vendor data shall be delayed, CLIENT is to be informed immediately in writing, giving reason in for such delay. All drawings and vendor data shall be delivered to CLIENT by hand or through courier service. All preliminary, intermediate and final drawings and vendor data to be furnished shall be subjected to expediting by CLIENT or its appointed SUPPLIER.

**ARTICLE 23 - EXPEDITING**

1. CLIENT or its appointed third party shall have the right to visit SUPPLIER's mill and plant and those of Sub-SUPPLIER(s) for expediting purposes at any time prior to shipment of GOODS. SUPPLIER and its Sub-SUPPLIERS shall provide access to their works at all times to CLIENT or its appointed third party. SUPPLIER's Sub-orders must carry a note to this effect.
2. Expediting of the PURCHASE ORDER and SUPPLIER's Sub-orders by CLIENT or its appointed third party does not relieve Sub-SUPPLIER(s) from their responsibilities to ensure that all Sub-orders are delivered to SUPPLIER's works or plant by the due date.

**ARTICLE 24 - INSPECTION**

1. CLIENT or its appointed third party shall have the right to inspect, witness tests and survey the quality of GOODS at SUPPLIER's and its Sub-Suppliers' plants at any time during manufacturing of GOODS. SUPPLIER is required to provide every facility for such right to CLIENT or its appointed third party. SUPPLIER's Sub-orders to its Sub-SUPPLIER(s) shall carry a note to this effect. SUPPLIER's failure to instruct Sub-SUPPLIER(s) of the right to CLIENT or its appointed third party to make plant visit for Quality Assurance purposes at any time prior to shipment of GOODS may result in rejection of GOODS manufactured at Sub-SUPPLIER(s)' plants.
2. SUPPLIER shall include in all orders to Sub-SUPPLIER(s) those SPECIFICATIONS included with the PURCHASE ORDER, which governs the manufacturing, or testing of GOODS produced by each Sub-SUPPLIER(s). Such SPECIFICATIONS, data or other technical description shall be available for review by CLIENT or its appointed third party at the Sub-SUPPLIER's facility.
3. Should any inspected or tested GOODS fail to conform to the SPECIFICATIONS, CLIENT may reject them and SUPPLIER shall either replace the rejected GOODS or make all the alternations necessary to comply SPECIFICATIONS requirements free of cost to CLIENT.
4. CLIENT shall reserve right to inspect, test and, where necessary, reject GOODS after GOODS' arrival in Vietnam and shall in no way be limited or waived by reason of GOODS having previously been inspected, tested and passed by CLIENT or its appointed third party prior to GOODS' shipment from the country of origin.
5. Nothing in this Article shall in any way release SUPPLIER from any warranty or other obligations under the PURCHASE ORDER.

**ARTICLE 25 - NOTIFICATION FOR SHIPMENT**

1. SUPPLIER shall notify CLIENT and/ or its appointed freight forwarding contractor by facsimile or telex, to be subsequently followed by a confirmation letter, thirty (30) days prior to the scheduled date of delivery. The facsimile or telex and confirmation letter shall include but not limited to the following information:
  - ° (a) PURCHASE ORDER number and GOODS description;
  - ° (b) Number of packages;
  - ° (c) Weight and dimension of each package;
  - ° (d) Vessel's name (Carrier/Flight Number for air freight), estimated time of departure (ETD) from port/ airport of export and estimated time of arrival (ETA) at port/ airport of discharge.

**ARTICLE 26 - SHIPPING DOCUMENTATION**

1. The original shipping documentation and three (3) copies each of SUPPLIER's Proforma Invoice, Certificate of Origin and Export Packing List must be submitted to CLIENT prior to shipment. Failure to adhere to the above requirements may result in SUPPLIER having to pay any incurred storage and demurrage charges.

**ARTICLE 27 - PACKING, MARKING AND DOCUMENTATION REQUIREMENT**

1. GOODS shall be delivered in original and international standard export packing, suitable to the nature of GOODS and for sea or air transportation. Packing shall ensure safety of GOODS from damages, losses and corrosion during transportation and suitable for crane operation and handling. SUPPLIER shall provide for each case two detailed packing lists in English, indicating CONTRACT number, SPECIFICATIONS of the item, part number, equipment number, type and serial number, gross and net weight. One (01) copy of such packing list in a waterproof envelope shall be put into each case with GOODS; the other copy should be fastened to the outside of the case.
2. SUPPLIER is fully responsible for any kind of losses and/or damages of GOODS and/or costs and expenses incurred by the CLIENT arising out from improper or insufficient packing, protection or conservation extra transportation and warehouse expenses incurred in connection with sending GOODS to the wrong address due to incomplete or incorrect marking.
3. A label indicating equipment name, tag number, maker number shall stick to each GOODS for its identification. GOODS by each item will be packed separately and marked with the item number in consistent with item number in the CONTRACT, name and quantity. GOODS of the separate equipments will be packed separately.

**ARTICLE 28 - APPLICABLE LAW AND ARBITRATION**

1. The PURCHASE ORDER and all questions concerning its formation, validity, interpretations and performance shall be governed under the Laws of the S.R. Vietnam.
2. Any disputes arising out of or in connection with any PURCHASE ORDER which could not be settled through negotiation between the two Parties shall be finally settled by the Vietnam International Arbitration Center (VIAC) besides Vietnam Chamber of Commerce and Industry (VCCI) under VIAC Arbitration Rules for final settlement. The place of Arbitration shall be in Ho Chi Minh City, Vietnam. The Arbitral Board shall be three (3) arbitrators and the language of Arbitration shall be English. The costs of Arbitration shall be borne by the losing Party. The award made in accordance with the provisions of this Article shall be final and binding upon two Parties.

**ARTICLE 29 - AMENDMENTS**

1. CLIENT and SUPPLIER shall mutually agree in writing to any amendments to the PURCHASE ORDER. In the event of any conflict or inconsistency between the Terms and Conditions of the PURCHASE ORDER and the attachments to the PURCHASE ORDER, the Terms and Conditions of PURCHASE ORDER shall prevail.

**ARTICLE 30 - LIQUIDATED DAMAGES**

1. Should SUPPLIER fail to deliver GOODS by the time as specified in the Article headed DELIVERY and/or to replace and/or make good the defective GOODS as specified in the Article headed ACCEPTANCE OF GOODS, SUPPLIER shall have to pay CLIENT the agreed and liquidated damages at the rate of 2 % (two percent) of the PURCHASE ORDER value per week of delay in delivery or in replacement or repair up to maximum of 8% (eight percent) of the PURCHASE ORDER value.
2. The rate of agreed and liquidated damages is not subject to any alteration by Arbitration or any third parties. The amount of agreed and liquidated damages may be deducted by CLIENT from SUPPLIER's Invoices while effecting the payment. Should CLIENT fail to deduct the sum of money of agreed and liquidated damages from the SUPPLIER's Invoice, SUPPLIER shall have to pay it immediately but not later than ten (10) days upon the CLIENT's first written request.

**ARTICLE 31 - LANGUAGE**

1. All documents produced by SUPPLIER in the performance of the PURCHASE ORDER as well as all written communications between CLIENT and SUPPLIER shall be written in the English language which is hereby designated the governing language of the PURCHASE ORDER. SUPPLIER and CLIENT may use any language within their own organizations, except that all Sub-contracts and all written communications pertaining to them shall be in English.

**ARTICLE 32 - ENTIRE AGREEMENT**

1. The Terms and Conditions set out herein, together with any subsequent amendments made in accordance with Article headed FORM OF PURCHASE ORDER and any and all designs, drawings, SPECIFICATIONS and information which may be supplied in relation to the PURCHASE ORDER represent the entire Terms and Conditions of the PURCHASE ORDER between CLIENT and SUPPLIER. Failure of either Party to enforce any of the Terms and Conditions of the PURCHASE ORDER shall not prevent a subsequent enforcement of such Terms and Conditions or be deemed to be a waiver of any subsequent breach. Should any provision of the PURCHASE ORDER, or a portion thereof, be unenforceable or in conflict with governing country, state, province, or local laws, then the validity of the remaining provisions, and portions thereof, shall not be affected by such unenforceability or conflict, and the PURCHASE ORDER shall be construed as if such provisions, or portion hereof, were not contained herein.
2. None of the provisions of the PURCHASE ORDER shall be considered waived by CLIENT, except when waived explicitly in writing and notified to SUPPLIER. No such waiver shall be, or shall be construed to be, a waiver of any past or future default or breach, nor constitute a modification of any of the terms, provisions, conditions, or covenants of the PURCHASE ORDER, except as expressly stated in such waiver.

**ARTICLE 33 - SPECIAL CONDITIONS**

1. Where special conditions are set forth on the front of the PURCHASE ORDER, those conditions shall apply equally with the general conditions shown above except that where there is any inconsistency between the general and special conditions the special conditions shall apply.

# BID SUBMISSION FORMAT

## 1. PROPOSAL FORMAT

- 1.1 BIDDER is to strictly adhere to the proposal format as set out below. **BIDDER must ensure that the "TECHICAL UNPRICED (TECHNICAL)" does not contain any pricing or cost.** *Failure to comply with these instructions may render BIDDER's proposal invalid.*
- 1.2 BIDDER is to submit the proposal in One (01) separate sealed package, with two (02) parts as follows:
- a) Technical Unpriced (Technical)
  - b) Priced (Commercial)
- 1.3 CONTENTS OF TECHNICAL UNPRICED (TECHNICAL)

Unpriced package shall include but not limited to the following:

SECTION	CONTENT
Section 1	<p><b>PROPOSAL LETTER</b></p> <p>The Proposal Letter shall be prepared and fully filled by BIDDER and must be signed by the authorized representative of BIDDER (the representative at law of the BIDDER or the authorized person with legal Power of Attorney). In case of authorization, BIDDER shall enclose the following instruments and documents to prove the legitimacy of the authorized person:</p> <ul style="list-style-type: none"> <li>a. In case of independent BIDDER: <ul style="list-style-type: none"> <li>Power of Attorney signed by the Representative at law of BIDDER authorizing the authorized person to sign the Proposal Letter;</li> </ul> </li> <li>b. In case of Consortium: <ul style="list-style-type: none"> <li>Proposal Letter shall be signed by the Representative at law of each Consortium Partner, unless the Consortium Agreement stated that the Consortium Partners have authorized the representative at law of Leading Partner of the Consortium to sign Proposal Letter. If each Consortium Partner has authorized such Representative, the same requirements as independent BIDDER shall be applied.</li> </ul> </li> </ul>
Section 2	<p><b>BIDDER'S ELIGIBILITY, EXPERIENCES &amp; CAPACITY</b></p> <p>BIDDER shall provide the following documents proving BIDDER's eligibility, experiences, and capacity:</p> <ul style="list-style-type: none"> <li>(i) BIDDER's Organization</li> <li>(ii) BIDDER's Experience;</li> <li>(ii) Company Profile;</li> </ul> <p><b>BID BOND</b> (not applicable)</p>

SECTION	CONTENT
	BIDDER shall provide the Original Bid Bond As Form attached here-with.
Section 3	<p><b>TECHNICAL PROPOSAL</b></p> <p>BIDDER shall provide the following documents to prove the suitability (compliance) of WORKS/SERVICES:</p> <ol style="list-style-type: none"> <li>1. BIDDER is to provide (i) the detailed description of the working procedures, BIDDER's capability of the WORKS proposed and (ii) the relevant guidelines, drawings, certificates, records to provide the Scope of Works as specified in Request for Quotation;</li> <li>2. BIDDER is to submit the information as – EQUIPMENT, MATERIALS, SUPPLIES AND SERVICES TO BE PROVIDED BY CONTRACTOR (if any);</li> <li>3. Curriculum Vitae (CV) of Proposed Manpower as set out in BIDDING FORMS (if any);</li> <li>4. Bidder is to provide enterprise registration certificate.</li> </ol>
Section 4	<p><b>BIDDER'S UNPRICED EXCEPTIONS AND ALTERNATIVES</b></p> <ol style="list-style-type: none"> <li>a. If BIDDER has no exception and alternative proposal, BIDDER shall have the following statements prominently displayed in capital letters under this section: "THIS PROPOSAL COMPLIES WITH ALL TERMS AND CONDITIONS OF THIS CONTRACT, EXHIBITS AND REQUIREMENTS IN THIS RFQ" or</li> <li>b. If BIDDER has alternative proposal on this bid documents, BIDDER shall display the following statement in capital letters under this section: "THIS PROPOSAL INCLUDES EXCEPTIONS AND ALTERNATIVES WHICH ARE LISTED ON THE FOLLOWING PAGES."</li> <li>c. BIDDER shall present a complete and detailed listing of non-compliance to the RFQ in total indicating the delivery impact only, if any, but without indicating the cost impact. The format of presentation shall be as per the attached BIDDER's EXCEPTION TO TERMS AND CONDITIONS and BIDDER's EXCEPTION TO EXHIBITS.</li> </ol>

1.4 CONTENTS OF PRICED (COMMERCIAL)

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

SECTION	CONTENT
Section 1	<p><b>PROPOSAL LETTER</b></p> <p>As attached here-with.</p>
Section 2	<p>BIDDER is requested to submit the following with prices &amp; schedule attached <b>Request For Quotation.</b></p>
Section 3	<p><b>BIDDER'S PRICED EXCEPTIONS AND ALTERNATIVES.</b></p> <ol style="list-style-type: none"> <li>a. If BIDDER has no exception and alternative proposal,</li> </ol>

	<p>BIDDER shall have the following statements prominently displayed in capital letters under this section: "THIS PROPOSAL COMPLIES WITH ALL TERMS AND CONDITIONS OF THIS CONTRACT, EXHIBITS AND REQUIREMENTS IN THIS RFQ" or</p> <p>b. If BIDDER has alternative proposal on this bid documents, BIDDER shall display the following statement in capital letters under this section: "THIS PROPOSAL INCLUDES EXCEPTIONS AND ALTERNATIVES WHICH ARE LISTED ON THE FOLLOWING PAGES."          BIDDER shall present a complete and detailed listing of non-compliance to the RFQ in total indicating the delivery impact and cost impact, if any. The format of presentation shall be as per the attached BIDDER's EXCEPTION TO TERMS AND CONDITIONS and BIDDER's EXCEPTION TO EXHIBITS as set out in BIDDING FORMS.</p>
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## **2. SUBMISSION OF PROPOSAL**

2.1 Technical Unpriced (Technical) and Priced (Commercial) shall consist of:

- a) **One (1) original and one (1) copy** of each part wrapped separately and clearly marked with the word "TECHNICAL UNPRICED" or "COMMERCIAL PRICED" on the cover of the respective wrapping and All put together in one (1) big package with title in item 2.7.
- b) 01 native copy containing Technical Unpriced (Technical) and 01 native copy containing Priced (Commercial) with label having BIDDER name, Tender title and number (if any). The native copy shall be wrapped and sealed separately and marked with the word "**UNPRICED PACKAGE**" or "**PRICED PACKAGE**" on the covers of the packages. The soft Proposal documents shall be in native file format (Microsoft Word® and Microsoft Excel®).

In the event of discrepancy between the original set and the copies, the original set shall prevail.

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

2.3 **All communications and correspondence with regard to RFQ 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 : **Planning & Procurement Manager**

All communications with regard to bid clarifications shall be made in writing and must indicate the RFQ number and title and send to the address given above. Such bid clarifications shall reach the address given above **at least five (05) days** prior to the Bid

Closing Date. CLIENT shall preserve the right not to response to bid clarifications received later than the above mentioned time.

For any further information, p/s contract the email: haonc@pvep.com.vn

**Submission of Quotation 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 : **Planning & Procurement Manager**

- 2.4 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 (if applicable).
- 2.5 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.
- 2.6 BIDDER must ensure that the proposal is delivered to the address given in Item 2.3 above no later than the **bid closing date specified on the website "muasamcong.mpi.gov.vn" for this RFQ, LATE BIDS WILL NOT BE ENTERTAINED.**
- 2.7 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"**

**<<TENDER SUBJECT>>**

**RFQ No.: <<TENDER NUMBER>>**

- 2.8 Bid Proposal as well as all correspondences and documents relating to the RFQ 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.
- 2.9 Proposal by BIDDER shall be binding for a minimum period of **90 calendar days from the Bid Closing Date.** BIDDER may assume that the award for Contract will be made within 45 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 60 calendar days (if any) without any BIDDER's exception.
- 2.10. 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.

**3. ACCEPTANCE**

- 3.1 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.
- 3.2 Award strategy: single award.  
CLIENT reserves the right to award the CONTRACT at its own discretion.
- 3.3 CLIENT shall not be deemed to have accepted all or any part of a proposal unless and until a written acceptance is issued.
- 3.4 Any award as a result of this RFQ 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.
- 3.5 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.

#### **4. PAYMENT**

- 4.1 Payments shall be made in accordance to **Article headed as INVOICING AND PAYMENT** of Contract Form attached hereto.
- 4.2 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.

**END OF SECTION**

**PROPOSAL LETTER FORM**

*Letterhead of BIDDER*

Date:

To           **DOMESTIC PETROLEUM OPERATING BRANCH -  
PETROVIETNAM EXPLORATION PRODUCTION CORPORATION  
LIMITED**

Attn:       Director

**Subject:**   RFQ for the .....

                  RFQ No.: .....

Dear Sir

We, the undersigned, certify that we have read and understood the subject Invitation to Bid and all documents forming the Bid Document.

We acknowledge that we have thoroughly investigated, or have had the opportunity to do so, and satisfied ourselves as to all conditions affecting the GOODS and all necessary information as to risk contingencies and all circumstances influencing and affecting this Bid Document.

We offer to supply the GOODS as detailed in the Bid Package for the prices stated in our Proposal attached hereto. This offer is **valid until 90** days from the date fixed for submitting same and shall be binding upon us and may be accepted at any time before the aforesaid date.

If our proposal is accepted, we undertake that, unless and until a formal CONTRACT is prepared and executed, this Bid Proposal, together with your written acceptance shall constitute a binding contract between us.

Yours faithfully

Correspondence from CLIENT should be addressed to:

Signature :  
Printed Name :  
Position :  
Company:  
Date :

Address :  
Attn :  
Telephone :  
Telex :  
Fax:

**BID BOND FORM**

(not applicable)

*Letterhead OF BANK*

BID BOND TO RFQ No. PVEP POC-XXX

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 RFQ No. for the Provision of service maintenance .....

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 RFQ with an amount of .....VND (*In words: ..... Vietnam Dong*) [*as stipulated on website*] 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 RFQ documents<sup>(1)</sup>.

This Bid Bond is valid for 120 days from the bid closing date. Any claim of CLIENTY related to this Bid Bond shall be received by [*name of the BANK*] before expiry of above mentioned validity period.

**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 RFQ documents".*

## TIÊU CHÍ ĐÁNH GIÁ KỸ THUẬT

Số tt	Dịch vụ yêu cầu	Hồ sơ dự thầu	
		Đạt	Không Đạt
1	<b>Đáp ứng Năng lực của nhà thầu</b>		
1,1	Nhà thầu có giấy phép kinh doanh phù hợp.		
1,2	Có trụ sở làm việc tại TP. Hồ Chí Minh để thuận tiện thông tin liên lạc và giao nhận khi có yêu cầu.		
2	<b>Đáp ứng Nội dung cung cấp</b>		
2,1	Chào giá theo nội dung các danh mục theo phụ lục đính kèm		
3	<b>Đáp ứng Chất lượng</b>		
3,1	Đảm bảo cam kết hàng hóa các loại cho PVEP-POC đúng chủng loại, đúng hàng như mô tả, đảm bảo nguồn gốc hàng hóa hợp pháp, được phép công nhận lưu hành trên Lãnh thổ đất nước Việt Nam.		
4	<b>Đáp ứng dịch vụ</b>		
4,1	Đảm bảo giao hàng trong khoảng thời gian từ 3 - 5 ngày làm việc kể từ khi đơn hàng được xác nhận bởi đơn vị cung cấp dịch vụ.		
4,2	Số lượng đặt theo yêu cầu gọi hàng của PVEP-POC bao gồm số lượng, chủng loại và thời gian giao hàng thông qua yêu cầu đặt hàng (gửi mail/fax)		
4,3	Số điện thoại hotline khi có yêu cầu đột xuất về hàng hóa cung cấp		
5	<b>Đáp ứng yêu cầu chào giá</b>		
5,1	Bản chào giá có hiệu lực từ 90 ngày trở lên		
5,2	Thời gian làm việc xử lý đơn hàng đặt theo yêu cầu từ 8h-17h hàng ngày trong tuần		
6	<b>Đáp ứng Thanh toán</b>		
6,1	Giao hàng đúng địa điểm, đúng thời gian yêu cầu của PVEP-POC và giao lại hàng hóa khi giao không đúng như trong đơn hàng trong vòng 1 ngày kể từ ngày trả hàng.		
6,2	Xuất hóa đơn tài chính cho PVEP-POC theo đúng bảng kê mua hàng.		
6,3	Yêu cầu đổi trả lại hàng từ 7-10 ngày khi phát hiện lỗi		
6,4	Thanh toán hóa đơn chứng từ trong phạm vi 30-45 ngày làm việc		

**YÊU CẦU DỊCH VỤ**  
**CUNG CẤP VĂN PHÒNG PHẨM PHỤC VỤ HOẠT ĐỘNG SẢN**  
**XUẤT CỦA PVEP-POC NĂM 2026**

**a. Nội dung:**

- Cung cấp văn phòng phẩm các loại cho Chi nhánh Điều hành Dầu khí Trong nước (PVEP-POC) trong năm 2026 bao gồm như: giấy photo, giấy in, bút viết, bút xóa, thước kẻ, băng keo...v...v...

**b. Chất lượng:**

- Đảm bảo hàng hóa văn phòng phẩm các loại cho PVEP-POC đúng chủng loại, đúng hàng như mô tả, hàng hóa có nguồn gốc chính hãng, hợp pháp; không chấp nhận hàng hóa giả, kém chất lượng, không có xuất xứ rõ ràng; hàng hóa văn phòng phẩm giao là hàng mới 100% đúng chất lượng theo tiêu chuẩn của nhà cung cấp;
- Đơn vị cung cấp phải đảm bảo nguồn gốc hàng hóa được phép công nhận lưu hành trên Lãnh thổ đất nước Việt Nam. Đơn vị cung cấp phải được chứng nhận là nhà phân phối, cung cấp đảm bảo số lượng và chất lượng trên lãnh thổ đất nước Việt Nam (đối với hàng hóa là sản phẩm của nước ngoài).

**c. Số lượng:**

- Số lượng đặt theo yêu cầu gọi hàng của PVEP-POC sẽ được đặt hàng từng Quý bao gồm số lượng, chủng loại và thời gian giao hàng thông qua đơn đặt hàng (gửi mail/fax)

**d. Thông tin liên hệ:**

- Đặt hàng hóa và kiểm tra chứng từ:
  - + Họ & tên: Mr. Lê Hồng Lĩnh
  - + Số điện thoại: 093 120 3993
- Giao hàng hóa:
  - + Nhà cung cấp giao hàng đến: Tầng 15 tòa nhà Victory, 12 Tân Mỹ, TP. Hồ Chí Minh.
- Thời gian giao hàng dao động trong khoảng thời gian từ 3 – 5 ngày làm việc kể từ khi đơn hàng được xác nhận bởi đơn vị cung cấp dịch vụ.

**e. Thời gian cung cấp dịch vụ: Từ 01/01/2026 đến 31/12/2026.**

**f. Thanh toán:**

- Đơn vị cung cấp sẽ ứng trước toàn bộ các chi phí thực hiện trong Quý và gửi toàn bộ chứng từ thanh toán đến PVEP-POC thực hiện thanh toán theo quy định trong hợp đồng ký kết;
- Bộ chứng từ thanh toán gồm: giấy đề nghị thanh toán, bảng kê tổng hợp, hóa đơn hợp lệ và các chứng từ giao nhận (nếu có);
- PVEP-POC sẽ thanh toán bằng hình thức chuyển khoản trong thời gian 30-45 ngày sau khi nhận đầy đủ bộ chứng từ hợp lệ.
- Đồng tiền sử dụng thanh toán được tính bằng Việt Nam Đồng (VNĐ).

**g. Các điều khoản khác:**

- Giao hàng đúng địa điểm, đúng thời gian yêu cầu của PVEP-POC;
  - Xuất hóa đơn tài chính cho PVEP-POC theo đúng bảng kê mua hàng;
  - Có giấy phép & kinh nghiệm hoạt động kinh doanh hợp pháp với hàng hóa cung cấp;
  - Đơn vị cung cấp phải thông báo giao hàng ít nhất 1 ngày để bên nhận hàng chuẩn bị, khi giao hàng hai (02) bên giao & nhận phải có người kiểm tra và giao hàng;
  - Đơn vị cung cấp có trụ sở tại Tp. Hồ Chí Minh để thuận tiện thông tin liên lạc, trao đổi hàng hóa do bị lỗi, bảo hành bảo trì hoặc các vấn đề tương tự khác;
  - Yêu cầu đổi trả lại hàng từ 7-10 ngày khi phát hiện lỗi không đúng với mặt hàng như trong hợp đồng;
  - Có số điện thoại hotline liên hệ khẩn cấp khi có yêu cầu về đơn hàng;
  - Thời gian làm việc xử lý đơn hàng đặt theo yêu cầu từ 8h-17h hàng ngày trong tuần;
  - Ưu tiên hàng Việt Nam, đạt chất lượng tốt.
- h. Yêu cầu chào giá/đơn giá:**
- Báo giá có hiệu lực 90 ngày trở lên;
  - Chào giá theo biểu mẫu dưới đây với đơn giá bằng tiền VNĐ và chưa có thuế GTGT; trên cơ sở Danh mục hàng hóa đề nghị chào theo bảng sau:

Sstt	Tên hàng hóa	Nhãn hiệu	Đơn vị tính	Xuất xứ	Số lượng	Đơn giá	Thành tiền
1							
2							
3							
4							
...							

Thực hiện:  
Lê Hồng Lĩnh

PHỤ LỤC 01- YÊU CẦU CHÀO GIÁ VẬN PHÒNG PHẠM 2026

STT	Tên hàng hóa	Nhãn hiệu	Đơn vị tính	Xuất xứ	Số lượng	Đơn giá	Thành tiền	Ghi chú
1	Băng keo 2 mặt 2.4p (vòng lớn)	Happy tape	Cuộn	Asia	1		-	
2	Băng keo 2 mặt 4.8p (vòng lớn)	Happy tape	Cuộn	Asia	1		-	
3	Băng keo giấy 2.4p (vòng lớn)	Happy tape	Cuộn	Asia	1		-	
4	Băng keo giấy 4.8p (vòng lớn)	Happy tape	Cuộn	Asia	1		-	
5	Băng keo PVC Simili 48mm (nhiều màu)	Happy tape	Cuộn	Asia	1		-	
6	Băng keo trong 2.4p (vòng lớn)	Happy tape	Cuộn	Asia	1		-	
7	Băng keo trong 4.8p (vòng lớn)	Happy tape	Cuộn	Asia	1		-	
8	Băng keo đục 4.8p (vòng lớn)	Happy tape	Cuộn	Asia	1		-	
9	Băng keo vân phòng 1.8mm	Happy tape	Cuộn	Asia	1		-	
10	Băng keo 2 mặt nút xếp 4.8p vòng lớn	Happy tape	Cuộn	Asia	1		-	
11	Băng keo nhựa dẻo ngang zipper No.108	Gia Công	Cái	Asia	1		-	
12	Bia báo cáo (bia secc nhựa xanh)	FlexOffice	Cái	Asia	1		-	
13	Bia công bốt King Jim 1M-5P F4 (nhiều màu)	King Jim	Cái	Asia	1		-	
14	Bia công bốt King Jim 1M-7P F4 (nhiều màu)	King Jim	Cái	Asia	1		-	
15	Bia công 2.5p (2 Công D A4 si kiếng trắng)	Thành Phát	Cái	Asia	1		-	
16	Bia công 3.5p (2 Công D A4 si kiếng trắng)	Thành Phát	Cái	Asia	1		-	
17	Bia công 5p (2 Công D A4 si kiếng trắng)	Thành Phát	Cái	Asia	1		-	
18	Bia công 7p (2 Công D A4 si kiếng trắng)	Thành Phát	Cái	Asia	1		-	
19	Bia công 10p (2 Công D A4 si kiếng trắng)	Thành Phát	Cái	Asia	1		-	
20	Bia công 3.5p (4 Công D A4 si kiếng trắng)	Thành Phát	Cái	Asia	1		-	
21	Bia công 5p (4 Công D A4 si kiếng trắng)	Thành Phát	Cái	Asia	1		-	
22	Bia công 7p (4 Công D A4 si kiếng trắng)	Thành Phát	Cái	Asia	1		-	
23	Bia công nhãn ORB01 2.5cm (nhiều màu)	FlexOffice	Cái	Asia	1		-	
24	Bia kiếng A3 dày 1.5mm - 100 tờ/ xấp	Gia Công	Xấp	Asia	1		-	
25	Bia kiếng A4 dày 1.5mm - 100 tờ/ xấp	Gia Công	Xấp	Asia	1		-	
26	Bia Núi F4 My Clear - 12 cái/ xấp	My Clear	Xấp	Asia	1		-	
27	Bia nhựa A4 (bia lót) - 10 cái/ xấp	Plus	Xấp	Asia	1		-	
28	Bia lót A4 Nitrasa dày đặc biệt - 10 tờ/xấp	Nitrasa	Xấp	Asia	1		-	
29	Bia phân trang nhựa 12 số	Happy Price	Xấp	Asia	1		-	
30	Bia trình ký đối Toppoint A4 TOP-134A (nhiều màu)	Toppoint	Cái	Asia	1		-	

STT	Tên hàng hóa	Nhãn hiệu	Đơn vị tính	Xuất xứ	Số lượng	Đơn giá	Thành tiền	Chi chú
31	Bìa trình ký đơn Toppoint A4 TOP-221A (nhiều màu)	Toppoint	Cái	Asia	1		-	
32	Bìa cây Flexoffice FO-RC01 (các màu)	Flexoffice	Cái	Asia	1		-	
33	Bìa Cột Dãy Xi Màng A4 7P	Gia Công	Cái	Asia	1		-	
34	Bìa 40 lá A4 Flexoffice FO-DB008 (nhiều màu)	Flexoffice	Cái	Asia	1		-	
35	Bìa 60 lá A4 Flexoffice FO-DB009 (nhiều màu)	Flexoffice	Cái	Asia	1		-	
36	Bìa 100 lá A4 FO-DB05 (nhiều màu)	Flexoffice	Cái	Asia	1		-	
37	Bút bi TL-027 (xanh, đen, đỏ)	Thiên Long	Cây	Asia	1		-	
38	Bút bi Metal Clip TL-036 (xanh, đen, đỏ)	Thiên Long	Cây	Asia	1		-	
39	Bút bi Double A Triouch DBP-107 nét 0.7mm (xanh, đen, đỏ)	Double A	Cây	Asia	1		-	
40	Bút kỹ Pentel EnerGel Liquid Gel Ink BL57 nét 0.7mm (xanh, đen)	Uniball	Cây	Asia	1		-	
41	Bút gel Uniball Signo nét 0.5mm UM-100 (xanh, đen, đỏ)	Pentel	Cây	Asia	1		-	
42	Bút gel Uniball Eye Micro nét 0.5mm UB-150 (xanh, đen, đỏ)	Uniball	Cây	Asia	1		-	
43	Bút Gel B03 HI-MATER (xanh, đen, đỏ)	Thiên Long	Cây	Asia	1		-	
44	Bút dạ quang Thiên Long HL-02 (các màu) bán ngoài to	Thiên Long	Cây	Asia	1		-	
45	Bút lông đầu 2 đầu nhỏ Thiên Long PM-04 (xanh, đen, đỏ)	Thiên Long	Cây	Asia	1		-	
46	Bút lông bằng (xanh, đen, đỏ)	Flexoffice	Cây	Asia	1		-	
47	Bút chì bấm CELL O Supreme 0.5	Cello supreme	Cây	Asia	1		-	
48	Bút chì gỗ Staedler 134-HB có gôm	Staedler	Cây	Asia	1		-	
49	Bút xóa kéo Plus WH-105T	Plus	Cây	Asia	1		-	
50	Bút xóa nước FlexOffice W39292	FlexOffice	Cây	Asia	1		-	
51	Bút trình chiếu laser Powerpoint Logitech R500S	Logitech	Cây	Asia	1		-	
52	Bút Laser xanh công suất lớn Green Laser Pointer 20mw 532nm	Green Laser Pointer	Cây	Asia	1		-	
53	Bao thư trắng A4 100gsm keo dán 2 mặt - xấp 100 cái	Gia Công	Xấp	Asia	1		-	
54	Bao thư trắng (12*22) 100gsm keo dán 2 mặt - xấp 100 cái	Gia Công	Xấp	Asia	1		-	
55	Bao thư vàng A4 100gsm - xấp 100 cái	Gia Công	Xấp	Asia	1		-	
56	Bấm kim Plus số 10	Plus	Cái	Asia	1		-	
57	Bấm kim Plus số 3	Plus	Cái	Asia	1		-	
58	Bàn phím Logitech K120 (có dây)	Logitech	Cái	Asia	1		-	
59	Bộ nhớ ngoài USB 3.0 Sandisk CZ73 Ultra Flair 16GB	Sandisk	Cái	Asia	1		-	
60	Bảng viết bút lông treo tường (1.2m x 2.0m)	Thế giới hàng/Gia công	Cái	Asia	1		-	
61	Chuột vi tính có dây Logitech B100	Logitech	Cái	Asia	1		-	
62	Chuột vi tính không dây Logitech B175	Logitech	Cái	Asia	1		-	

STT	Tên hàng hóa	Nhãn hiệu	Đơn vị tính	Xuất xứ	Số lượng	Đơn giá	Thành tiền	Ghi chú
63	Chười chỉ hộp nhựa - Staedler-ST-511-006	Staedler	Cái	Asia	1			
64	Cờ Tô Quốc (vải đẹp 1,2 m x 1,8m)	Gia Công	Cái	Asia	1			
65	Chũn xốp hơi bong bóng chống sốc (40cm x 100m)	Gia Công	Chũn	Asia	1			
66	Dây thun vòng lớn đường kính 100mm, bán rộng 5mm, dày 1,5mm (0,5kg/ héc)	Hiệp Thành/ Tân Thành	Bịch	Asia	1			
67	Dây thun vòng lớn đường kính 70mm, bán rộng 3mm, dày 1,5mm (0,5kg/ héc)	Hiệp Thành/ Tân Thành	Bịch	Asia	1			
68	Dao thiếp (9cm x 5,5cm) Chất liệu C300 (Couche 300gms)	Gia Công	Hộp	Asia	1			
69	Dao rọc giấy dài + lưỡi dao 0,5 x 18 x 100mm 2068	Deli	Cái	Asia	1			
70	Hộp đầu lật tự động Shiny S852 1 đồng	Shiny	Cái	Asia	1			
71	Hộp đầu lật tự động Shiny S852 2 đồng	Shiny	Cái	Asia	1			
72	Hộp đầu lật tự động Shiny S854 nhiều đồng	Shiny	Cái	Asia	1			
73	Dây Đeo Băng Tên Lửa Móc Xoay (1,5F)	Thiên Long/Plus	Sợi	Asia	1			
74	Dập 2 lỗ KW Trio 9520 chính hãng - 150 tờ	Trio	Cái	Asia	1			
75	Dập 2 lỗ KW Trio 9780 chính hãng - 30 tờ	Trio	Cái	Asia	1			
76	Dập 3 lỗ KW Trio 9530 chính hãng - 150 tờ	Trio	Cái	Asia	1			
77	Dập 4 lỗ KW Trio 9540 chính hãng - 150 tờ	Trio	Cái	Asia	1			
78	Dập ghim số đại KW Trio 50-LA - 210 tờ	Trio	Cái	Asia	1			
79	Đèn pin siêu sáng Ultrafire S15 bóng led XPE Q5 LED	Ultrafire	Cái	Asia	1			
80	Kệ mica chức danh 2 mặt Enter A05 240x75mm	Enter	Cái	Asia	1			
81	Kệ mica chức danh 2 mặt Enter E17C 23x13,5cm đế 25x10cm dày 15mm	Enter	Cái	Asia	1			
82	Kim bấm Plus số 10	Plus	Hộp	Asia	1			
83	Kim bấm Plus số 3	Plus	Hộp	Asia	1			
84	Kẹp giấy Plus C62 Plus -Paper-clip	Echo/Slecho	Hộp	Asia	1			
85	Kẹp giấy 15mm	Echo/Slecho	Hộp	Asia	1			
86	Kẹp giấy 19mm	Echo/Slecho	Hộp	Asia	1			
87	Kẹp giấy 25mm	Echo/Slecho	Hộp	Asia	1			
88	Kẹp giấy 32mm	Echo/Slecho	Hộp	Asia	1			
89	Kẹp giấy 41mm	Echo/Slecho	Hộp	Asia	1			
90	Kẹp giấy 51mm	Echo/Slecho	Hộp	Asia	1			
91	Khay cầm bút Toppoint HY2450 kim loại da nhũ	Toppoint	Cái	Asia	1			
92	Kệ tài liệu nhựa 3 ngăn Deli EZ00112	Deli	Cái	Asia	1			
93	Kệ 3 tầng Xukiva 169-3	Xukiva	Cái	Asia	1			
94	Khung giấy khen A4	Gia công	Cái	Asia	1			

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95	Khung giấy Khen A3	Gia công	Cái	Asia	1		-	
96	Kéo cắt giấy lớn SDI 3837 209mm	SDI	Cái	Asia	1		-	
97	Kéo cắt giấy đôi mũi cơ trung TC120 17.2cm	Vân Sơn	Cái	Asia	1		-	
98	Kéo dán 502 Asia Bond đa năng chát nhỏ	Asiabond	Chai	Asia	1		-	
99	Giấy bìa thái màu A4 (nhiều màu) 100 tờ/ xấp - 180gsm	Gia Công	Xấp	Asia	1		-	
100	Giấy bìa thái màu A3 (nhiều màu) 100 tờ/ xấp - 180gsm	Gia Công	Xấp	Asia	1		-	
101	Giấy cuộn A1 định lượng 100gsm (đi nhỏ 5.5cm)	Ngôi sao/Liên sơn	Cuộn	Asia	1		-	
102	Giấy cuộn A0 định lượng 100gsm 7kg (đi nhỏ 5.5cm)	Ngôi sao/Liên sơn	Cuộn	Asia	1		-	
103	Giấy Double A (80gsm A3 -550 tờ)	Double	Ram	Asia	1		-	
104	Giấy Double A (80gsm A4 - 550 tờ)	Double	Ram	Asia	1		-	
105	Giấy nhàn tomy A1.6 3m2/hộp (bao gồm các số - A4, xấp 20tờ)	Tommy	Xấp	Asia	1		-	
106	Giấy note vàng quét keo 3*2	Staedler	Xấp	Asia	1		-	
107	Giấy note vàng quét keo 3*3	Staedler	Xấp	Asia	1		-	
108	Giấy note vàng quét keo 3*4	Staedler	Xấp	Asia	1		-	
109	Giấy note vàng quét keo 3*5	Staedler	Xấp	Asia	1		-	
110	Giấy note vàng quét keo 4*6	Staedler	Xấp	Asia	1		-	
111	Giấy note 4 mảnh màu Suremark	Suremark	Xấp	Asia	1		-	
112	Giấy note hình kỷ Dell A10101 Sign Here	Dell	Ví	Asia	1		-	
113	Giấy niêm phong Perlure A4	Perlure	Xấp	Asia	1		-	
114	Giấy decal A4 dễ xanh	Gia công	Xấp	Asia	1		-	
115	Giấy than G-Star	G-Star	Xấp	Asia	1		-	
116	Giấm mù nhưa màu Dell 0021	Dell	Hộp	Asia	1		-	
117	Hồ khô Double A nắp xanh	Double A	Chai	Asia	1		-	
118	Lau bảng Bền Nghé BP02	Bền Nghé	Cái	Asia	1		-	
119	Lò xo nhưa đóng sách - Kích thước : 6mm - 51mm (nhiều màu) 100 cái/hộp	Gia công	Hộp	Asia	1		-	
120	Mực đầu Shiny 28ml Xanh S61 - Đỏ S62 - Đen S63	Shiny	Chai	Asia	1		-	
121	Màng ép Plastic YIDU Khả A3 80MIC	YIDU	Xấp	Asia	1		-	
122	Màng ép Plastic YIDU Khả A4 80MIC	YIDU	Xấp	Asia	1		-	
123	Máy tính Casio MX-12B	Casio	Cái	Asia	1		-	
124	Nhỏ Ghim Số 10 Kw-Trio 0508B	Trio	Cái	Asia	1		-	
125	Nam châm gắn bảng Dell 7825 - 6 viên	Dell	Cái	Asia	1		-	
126	Ổ cắm điện tích hợp USB L10A 3DN2A1C20W	L10a	Cái	Asia	1		-	

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127	Ô cắm du lịch Điện Quang DQ-ESK-TV01 (Màu trắng)	Điện Quang	Cái	Asia	1			
128	Ô điện chuyên đời 2 châu tra 3 châu	Loia	Cái	Asia	1			
129	Ô khóa chống cắt Việt Tiếp 01525	Việt Tiếp	Cái	Asia	1			
130	Pin vàng Alkaline Toshiba 6LR619V (vi 1 viên)	Toshiba	Vi	Asia	1			
131	Pin Energizer AA alkaline LR6 E91 (vi 2 viên)	Energizer	Vi	Asia	1			
132	Pin Energizer Max AAA E92 BP2 (vi 2 viên)	Energizer	Vi	Asia	1			
133	Pin trung C R14 Panasonic Hyper Carbon R14UT/2S 1.5V (vi 2 viên)	Panasonic	Vi	Asia	1			
134	Pin đại D R20 Panasonic Hyper Carbon R20UT 1.5V (vi 2 viên)	Panasonic	Vi	Asia	1			
135	Pin Camelion Alkaline A23 12V (vi 5 viên)	Camelion	Vi	Asia	1			
136	Pin Panasonic 12V Alkaline A27 BP1 27A LRV27A 1B5CN	Panasonic	Vi	Asia	1			
137	Pin Maxell Lithium CR2032 - 3V (vi 5 viên)	Maxell	Vi	Asia	1			
138	Pin cúc áo Panasonic LR44-A76-SR44-AG13-CA18	Panasonic	Vi	Asia	1			
139	Ruột chì 2B-0.5 mm Monami ML-SQ-0.5-2B (60 mm x 12 Ngón)	Monami	Hộp	Asia	1			
140	Sổ da (16x21) CK7 70Gsm (192 trang)	Gracious	Cuốn	Asia	1			
141	Sổ da A4 CK10 70Gsm (192 trang)	Gracious	Cuốn	Asia	1			
142	Thầy chỉ màu trắng (Pental ZEH-05)	Penel	Cục	Asia	1			
143	Tập campus 120 trang kẻ ngang	Campus	Cuốn	Asia	1			
144	Thước thép 30cm	Gia Công	Cây	Asia	1			
145	Thước thép 50cm	Gia Công	Cây	Asia	1			
146	Thanh nẹp (Kẹp Acco sắt SDI)	SDI	Hộp	Asia	1			
147	Thanh nẹp (Kẹp Acco nhựa UNC)	UNC	Hộp	Asia	1			
148	Thùng carton (46x48x57cm)	Gia Công	Cái	Asia	1			
149	Túi Kraft A4 có quai xách (D25 x R10 x C35)	Gia Công	Cái	Asia	1			
150	Xe đẩy van phòng Jiroshi gấp gọn 4 bánh - 200kg	Jiroshi	Cái	Asia	1			

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- \* Có giấy phép kinh doanh đầy đủ
- \* Ưu tiên hàng Việt Nam, đạt chất lượng tốt
- \* Số hotline gọi khi cần đổi trả hoặc đặt hàng cấp thiết
- \* Có trụ sở tại TP HCM.
- \* Thời gian làm việc từ 8h -17h các ngày trong tuần (không bao gồm thứ 7 & chủ nhật).
- \* Bảo giá có hiệu lực trong vòng 90 ngày kể từ ngày phát hành báo giá.
- \* Thời gian giao hàng trong vòng 3-5 ngày kể từ khi nhận được đơn đặt hàng.
- \* Thời gian nhận đổi trả hàng trong vòng 7-10 ngày kể từ khi nhận hàng, hàng đổi trả còn nguyên tem, nguyên bao bì.
- \* Thanh toán trong vòng 30-45 ngày kể từ khi nhận đủ chứng từ thanh toán.

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\* Cam kết hàng hóa các loại cho P/VEP-POC đúng chủng loại, đúng hàng như mô tả, đảm bảo nguyên gốc hàng hóa hợp pháp.

**CỘNG HÒA XÃ HỘI CHỦ NGHĨA VIỆT NAM**  
**Độc Lập - Tự Do - Hạnh Phúc**

Tp. Hồ Chí Minh, ngày      tháng      năm 2025

**CAM KẾT**

*V/v: Cung cấp dịch vụ văn phòng phẩm của PVEP-POC 2026*

Công ty ..... (Tên viết tắt: nếu có) với nhiều năm kinh nghiệm thực hiện trong lĩnh vực cung cấp dịch vụ văn phòng phẩm cho các Công ty trên địa bàn các Quận tại Tp. Hồ Chí Minh và các khu vực lân cận. Nay Chúng tôi “.....” xin cam kết dịch vụ cung cấp như sau:

- ❖ Đảm bảo dịch vụ đúng theo yêu cầu, đúng kỹ thuật và chất lượng;
- ❖ Vật tư, hàng hóa phụ kiện là hàng chính hãng, được công nhận lưu hành và kinh doanh theo quy định của pháp luật;
- ❖ Đội ngũ nhân viên nhiệt tình, chu đáo, trách nhiệm và có chuyên môn được đào tạo;
- ❖ Bảo hành, đổi trả lại hàng từ 7-10 ngày khi phát hiện lỗi theo đề nghị của PVEP-POC;
- ❖ Đảm bảo giao hàng từ 3 - 5 ngày làm việc kể từ khi đơn hàng được xác nhận;
- ❖ Chấp hành nghiêm mọi quy định, quy tắc chung của PVEP-POC cũng như của Tòa nhà nơi làm việc khi giao nhận hàng hóa vận chuyển;
- ❖ Cung cấp hàng hóa vật tư nhanh chóng, sắp xếp gọn gàng, giữ gìn tài sản chung và cá nhân khi đến giao nhận hàng hóa vận chuyển, không để xảy ra hao hụt, trộm cắp và chịu trách nhiệm xử lý khi gặp sự việc này;
- ❖ Đảm bảo nhân viên ra vào có xin phép, nghiêm túc chấp hành mọi thủ tục ra vào trong tòa nhà.

Công ty .....

**Giám đốc**