



PETROVIETNAM EXPLORATION PRODUCTION CORPORATION LTD  
KHANH MY PETROLEUM OPERATING BRANCH

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**FACSIMILE MESSAGE**

No. of Pages: 05+  
(Including this page)

Ref.: PPM/2026/068/F

Date: 17<sup>th</sup> March 2026

To: **THE INTERESTED BIDDERS**

**SUBJECT: INVITATION TO BID**

**PROVISION OF LEGAL CONSULTATION SERVICES FOR FIELD DEVELOPMENT  
ACTIVITIES BLOCK 46/13, OFFSHORE VIETNAM**

**TENDER NO.: PVEP-KM/2025/002**

PVEP – KHANH MY (hereinafter referred to as “CLIENT”) wishes to solicit a quotation for the following in accordance with the instruction contained in this Invitation to Bid Document (ITBD):

No.	Q'ty	UOM	Description		
1	01	Lot	<b>PROVISION OF LEGAL CONSULTATION SERVICES FOR FIELD DEVELOPMENT ACTIVITIES BLOCK 46/13, OFFSHORE VIETNAM</b>		
			TERM CONTRACT COVER	02 pages	
			TERMS AND CONDITIONS OF CONTRACT	12 pages	
			Exhibit I	SCOPE OF WORKS	05 pages
			Exhibit II	SCHEDULE OF RATES	05 pages
			Exhibit III	HSE REQUIREMENTS	04 pages
			Exhibit IV	HSE NON-COMPLIANCES	05 pages
			Exhibit V	ADMINISTRATIVE PROCEDURES	22 pages
			Exhibit VI	WORK COMPLETION CERTIFICATE	02 pages
			FORM A	CHECK LIST FORM	02 pages
			FORM B	EXCEPTION FORM	03 page
			FORM C	TECHNICAL PROPOSAL FORM	02 pages
			FORM D	COMMERCIAL PROPOSAL FORM	02 pages
			FORM E	INVITATION TO BID DOCUMENT QUESTIONAIRES	05 pages

**INSTRUCTIONS TO BIDDER**

**I. GENERAL**

- A.** Your quotation must be delivered by hand/courier to CLIENT's office not later than **14:00 hrs. on 07<sup>th</sup> April 2026 (“Bid Closing Time and Date”)** and shall be binding for a period of at least **one ninety (90) calendar days (“Bid Validity Period”)** from the Bid Closing Date. Bidder may assume that the award for CONTRACT will be made within ninety (90) 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 bid proposal.
- B.** Bidder is to ensure that all prices and other details in the bid 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 Time and Date.

- C. CLIENT's Terms and Conditions shall be applied. Any submission of Bidder's terms and conditions shall be considered NULL and VOID for this tender.
- D. Should Bidder decline to submit a proposal, Bidder shall state in writing the reason(s) for declining, and in all such cases this shall be done not later than the Bid Closing Date and Time.
- E. BIDDER's Bid Proposal must be signed and certified by an officer duly authorized by BIDDER.
- F. Any amendments appearing in the BIDDER's Bid Proposal must be signed or initiated by the BIDDER's authorized officer.
- G. 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, irrespective of whether an order is placed or not.

## II. PRICE QUOTATION

- A. Bidder's price quotation shall be quoted in United States Dollar (USD) as a tax non-resident Bidder or Vietnam Dong (VND) as a tax resident Bidder in Vietnam in accordance with the Ordinance on Foreign Exchange No. 28/2005/PL-UBTVQH11 of Vietnamese Government, Degree 160/2006/ND-CP and practical guidelines.

For tax resident, Bidder is allowed to receive USD by States Bank of Vietnam, the bid proposal is required to quote in the following currency:

- o For materials and/or services rendered from Vietnam, Bidder is required to submit bid proposal in VND.
- o For materials and/or services rendered from other countries, Bidder may quote in USD or VND.

CLIENT shall use the transfer official exchange rate for VND and USD announced by the Joint Stock Commercial Bank for Foreign Trade of Vietnam (Vietcombank) – Ho Chi Minh Branch at the time of commercial bid opening for the purpose of bid evaluation.

- B. Taxes and Duties: Please refer to Article 9 for more details.
- C. **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.**

## III. PROPOSAL FORMAT

- A. Bidder is to strictly adhere to the proposal format as set out below. Bidder **must ensure that the "UN-PRICED PACKAGE (TECHNICAL)" does not contain any pricing or cost.** Failure to comply with these instructions may render Bidder's proposal invalid.
- B. Bidder is to submit bid proposal in two (2) separate packages, as follows:
  - a) Un-priced Package (Technical): one (01) original set
  - b) Priced Package (Commercial): one (01) original set

Each Un-priced and Priced Packages shall also include electronic version save in CD ROM in Acrobat (.pdf), Microsoft Word (.doc) and Microsoft Excel (.xls) format.

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

### C. CONTENTS OF UN-PRICED PACKAGE (TECHNICAL)

Un-priced Package shall include but not limited to the following:

#### C.1 PROPOSAL FORM:

Bidder is required to confirm Bidder's understanding of the ITBD and agreement to bid and must be submitted together with the Bidder's proposal.

The PROPOSAL FORM must be signed and certified by Bidder's duly authorized officer and endorsed with company's seal/stamp.

## C.2 TECHNICAL PROPOSAL

- Bidder to submit the checklist as per the **CHECK LIST FORM**.
- If Bidder has any exception to CLIENT's Terms and Conditions or any other part of the ITBD, Bidder must state the changes or exceptions proposed by using the format **FORM B – EXCEPTION FORM** 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 delivery schedule if the changes or exceptions are rejected by CLIENT.

## C.3 UN-PRICED COMMERCIAL FORM

Bidder is requested to submit the following without indicating the cost. The word 'OFFERED', 'INCLUSIVE', 'NO QUOTE' and 'NOT AVAILABLE' shall be used where appropriate to replace the price. Bidder is advised **NOT** to submit a BLANK form or form in other format as this will result in the bid proposal being not considered.

## D. CONTENTS OF PRICED PACKAGE (COMMERCIAL)

### D.1 PROPOSAL FORM:

Bidder is required to confirm Bidder's understanding of the ITBD and agreement to bid by executing **COMMERCIAL PROPOSAL FORM**, to be submitted together with the Bidder's proposal.

The PROPOSAL FORM must be signed and certified by Bidder's duly authorized officer and endorsed with company's seal/stamp without any changes to the form.

- D.2** Every page of Bidder's Priced Package must bear Bidder's company seal. Priced Package shall include **PRICED COMMERCIAL FORM**.

## IV. SUBMISSION OF PROPOSAL

- A. Each Un-priced Package (Technical) and Priced Package (Commercial) shall be wrapped separately from each other and clearly marked with the word "ORIGINAL UNPRICED" or "ORIGINAL PRICED" on the cover of the respective wrapping.**
- B.** Bidder shall ensure that bid proposal or submission 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) Tender Number and Title.
  - (b) Bidder's Name and Return Address
  - (c) "UN-PRICED PACKAGE" or "PRICED PACKAGE".
  - (d) "PRIVATE AND CONFIDENTIAL"
- C. All communications and correspondence with regard to proposal preparation and clarification shall be made to the following address:**

PLANNING & PROCUREMENT MANAGEMENT OF PVEP – KHANH MY  
19<sup>th</sup> FLOOR, VICTORY TOWER, 12 TAN TRAO STREET,  
TAN MY WARD, HO CHI MINH CITY, VIETNAM  
TEL : (84-28) 3638 0789  
FAX : (84-28) 3963 6633 and  
EMAIL : [tendersecblk4613@pvep.com.vn](mailto:tendersecblk4613@pvep.com.vn)  
ATTN : TENDER SECRETARIAT

All communications with regard to bid clarifications or any other request from Bidder shall be made in writing and forwarded to CLIENT at least five (05) days before the Bid Closing Date and Time and must indicate the tender number and title and send to the address given above. The same written correspondence can be scanned and sent via email for fast receipt.

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

PLANNING & PROCUREMENT MANAGEMENT OF PVEP – KHANH MY  
19<sup>th</sup> FLOOR, VICTORY TOWER, 12 TAN TRAO STREET,  
TAN MY WARD, HO CHI MINH CITY, VIETNAM

- D. Bidder is strongly advised to deliver the bid proposal 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.
- E. Responsibility for timely delivery of the proposal to the correct address rests fully with Bidder. CLIENT does not accept late submission. Delivery to the wrong address shall not be an excuse for late delivery.
- F. Bidder must ensure that the proposal is delivered to the address given above no later than **14:00 hrs. on 07<sup>th</sup> April 2026. (GMT+7 Vietnam Time)** LATE BIDS WILL NOT BE ENTERTAINED.
- G. Bidder's bid proposal shall be submitted in a **separate sealed envelope** or package bearing the name of Bidder's company, clearly addressed and marked on the outside as follows:

**"STRICTLY CONFIDENTIAL"**  
**PROVISION OF LEGAL CONSULTATION SERVICES FOR FIELD DEVELOPMENT**  
**ACTIVITIES BLOCK 46/13, OFFSHORE VIETNAM**  
**TENDER NO.: PVEP-KM/2026/002**

**V. ACCEPTANCE**

- A. CLIENT may, at its 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 reason thereof.
- B. CLIENT shall not be deemed to have accepted all or any parts of a proposal unless and until written acceptance is issued. Any award as a result of this ITBD will be through a properly executed CONTRACT issued by CLIENT. Prior to this, CLIENT may send 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 works mentioned in the Letter of Award.
- C. CLIENT, at its option, has the right to award all or partial of CONTRACT to the successful Bidder or Bidder(s).
- D. The successful Bidder, if any, will be required to enter into a formal CONTRACT with CLIENT as contained in the ITBD.

**FAILURE TO STRICTLY COMPLY WITH THE INSTRUCTION AS SET FORTH IN THIS DOCUMENT SHALL RESULT IN BIDDER'S PROPOSAL BEING DISQUALIFIED.**

*Yours faithfully,*

For and on behalf of PVEP – KHANH MY



**Tender Secretariat**