

BID SUBMISSION FORMAT FOR
SPARE PARTS FOR SEAWATER COOLING PUMP NO.1, NO.2 & AUXILIARY ON
FPU DH01

RFQ No.: PVEPNCS- 26-10182

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	PROPOSAL LETTER 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: a. In case of independent BIDDER: Power of Attorney signed by the Representative at law of BIDDER authorizing the authorized person to sign the Proposal Letter; 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. b. In case of Consortium: 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.
Section 2	BIDDER'S ELIGIBILITY, EXPERIENCES & CAPACITY (If applicable)

SECTION	CONTENT
	BIDDER shall provide the following documents proving BIDDER's eligibility, experiences, and capacity: (i) BIDDER's Organization (ii) BIDDER's Experience; (ii) Company Profile; BID BOND (If applicable).
Section 3	TECHNICAL PROPOSAL BIDDER shall provide the following documents to prove the suitability (compliance) of "GOODS": 1. Detailed List of GOODS in compliance with RFQ and Technical Requirements attached herewith; 2. Supply Schedule in compliance with RFQ and Technical Requirements attached herewith; 3. Technical documents such as quality standard, features, technical specification, warranty parameters of each type of GOODS (attach drawings for description, if necessary); 4. the origin of GOODS as stipulated in RFQ, code, trademark of the product, and related documents proving the eligibility of GOODS; 5. other requirements as stipulated in RFQ and Technical Requirements;
Section 4	BIDDER'S UNPRICED EXCEPTIONS AND ALTERNATIVES 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 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." 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.

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	PROPOSAL LETTER As attached here-with.

Section 2	BIDDER is requested to submit the following with prices & schedule attached Request For Quotation No. PVEPNCS-XX-XXXX.
Section 3	BIDDER's PRICED EXCEPTIONS AND ALTERNATIVES. 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 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.

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) One (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:**

NAM CON SON PETROLEUM EXPLORATION PRODUCTION BRANCH -

PETROVIETNAM EXPLORATION

15th 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 : **Contract & Procurement Manager In charge**

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 5 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, please contact email: anhhtv@pvep.com.vn

Submission of Quotation Proposal shall be made to the following address:

NAM CON SON PETROLEUM EXPLORATION PRODUCTION BRANCH - PETROVIETNAM EXPLORATION

15th 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 : **Contract & Procurement Manager In charge**

- 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/E-mail 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"

SPARE PARTS FOR SEAWATER COOLING PUMP NO.1, NO.2 & AUXILIARY ON FPU DH01

RFQ No.: PVEPNCS- 26-10182

- 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 CLIENT reserves the right to award the CONTRACT at its own discretion. Award strategy: **Single Award.**
- 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.

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.

5. TECHNICAL EVALUATION CRITERIA

(As per attachment enclosed herewith).

END OF SECTION

PROPOSAL LETTER FORM

Letterhead of BIDDER

Date:

To **NAM CON SON PETROLEUM EXPLORATION PRODUCTION
BRANCH - PETROVIETNAM EXPLORATION**

Attn: Director

Subject: RFQ for the Provision of
RFQ No.: PVEPNCS-XX-1.....

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** 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 :

Address :

Printed Name :

Attn :

Position :

Telephone :

Company:

Telex :

Date :

Fax:

LICENSE FOR SALE OF THE MANUFACTURER FORM
(if necessary, CLIENT may request such Letter.)

Date: _____

To: **NAM CON SON PETROLEUM EXPLORATION PRODUCTION BRANCH - PETROVIETNAM EXPLORATION** (hereinafter referred to as the "CLIENT")

Dear Sir,

Basing on the request by _____ [name of the BIDDER] (hereinafter referred to as "BIDDER") who participates in bidding for RFQ No. PVEP-NCS -23-10272 for the Supply Electrical Spare Part for Gathering System, Offshore Vietnam.

We _____ [name of the MANUFACTURER], incorporated on _____ [specify the date of incorporation of the Manufacturer], are producing _____ [list of GOODS to be supplied] and have registered address at _____ [address of the MANUFACTURER], hereby authorize BIDDER to use the products manufactured by us to offer in its RFQ.

We confirm that we will supply the all above GOODS to BIDDER for further supply to CLIENT and provide warranty for the GOODS under the Supply Contract signed between CLIENT and BIDDER.

Legal Representative of the MANUFACTURER

[Specify name, title, sign and seal]

Notes:

- (1) Manufacturer's Authorization is applicable only for GOODS which are specific, sophisticated, if necessary, CLIENT may request such Letter.

(i) BIDDER'S EXCEPTIONS TO CONTRACT FORM

ARTICLE NO.	EXACT NEW WORDING PROPOSED BY BIDDER	REASON (S) FOR EXCEPTION	EFFECT ON DELIVERY

TECHNICAL REQUIREMENTS AND EVALUATION CRITERIA

I. TECHNICAL REQUIREMENTS

No	Description	Model/Part Number	Unit	Qty.
	Name: Seawater Cooling. Manufacturer: Hamworthy (now is Svanehoj/Singapore). Pump type: Single suction, single stage, radially, vertical inline cntrifugal pump, Model: CGB 100R V048AAN T0000 CNB; S/No.13-20705 to 13-20706			
1	Bearing sleeve; Item 30	22912-001	Ea	2
2	Bobbin; Item 34	22886-001	Ea	30
3	Bearing Bush item 12	22903-001	Ea	2
4	Circlip, Item 28	20029-009	Ea	3
5	Grease Seal; Item 22	34800-004	Ea	2
6	Impeller; Item 6	31914-001D2	Ea	1
7	Coupling Discs; Item 38	22888-001	Ea	44
8	Coupling lock; Item 40	22889-001	Ea	44
9	Wear ring, Item 10	22902-001	Ea	2
10	Distance ring; Item 18	22906-001	Ea	2
11	Grub screw (SS M14 x 60); Item 70	20011-070	Ea	30
12	PUMP SHAFT, Item 1	22904-001	Ea	2
13	BEARING HOUSING ITEM 26	22910-001	Ea	1
14	COUPLING BOLT, Item 36	22887-001	Ea	48
15	O-RING, Item 46	20070-038	Ea	8

1. Supply:

- CO issued by Chamber of Commerce exporter's Country: Original;
- CQ issued by Manufacturer or Manufacturer's Branch: Original;

2. Manufacturer: As requirement.

3. Goods condition: Brand New, Manufactured Year: 2025 or after.

4. Guarantee: 12 months from the date of signing the receipt protocol;

5. Delivery time: 16 weeks from the date of signing contract;

II. TECHNICAL EVALUATION CRITERIA

No.	Technical requirements	Level
1	Brand new 100%, Manuf. year: 2025 or later according Tech. Requirements.	Major
2	Certificate of Quality issued by Manuf. or Brand Manuf: Original	Major
3	Certificate of Origin issued by Chamber of Commerce of Manufacturer 's or Export" s country: Original.	Major
4	Guaranty: 12 months	Major
5	Delivery time: 16 weeks from date signing contract.	Major
6	Delivery at PVEP-NCS stock, Down steam Port PTSC, Vung Tau Ward, Ho Chi Minh City.	Major
	Result:	Acceptable or Not Acceptable

Documents support by vendors:

- Acceptable of Tech. Requirement if all items are acceptable.
- Not Acceptable of Tech. Requirement if any item is not acceptable.
- Major: Acceptable or not acceptable.