



VIETNAM OIL AND GAS GROUP
KHANH MY PETROLEUM OPERATING BRANCH - PETROVIETNAM EXPLORATION
PRODUCTION CORPORATION LTD (PVEP – KHANH MY)

HCM Office: 19th Floor, Victory Tower
12 Tan Trao Street, Tan My Ward, Ho Chi
Minh City, S.R. of Vietnam

Tel: + (84 - 28) 36380789
Fax: + (84 - 28) 39636633
Email: pvep.khanhmy@pvep.com.vn

FACSIMILE MESSAGE

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

Ref.: PPM/26/109/F

Date: 12 May 2026

To: **BIDDERS**

Tel:

Attn:

Fax:

SUBJECT: INVITATION TO BID

**PROVISION OF WORKING ENVIRONMENT MONITORING AND CLASSIFICATION OF
EMPLOYEES BASED ON WORKING CONDITIONS SERVICES, BLOCK 46/13,
OFFSHORE VIETNAM**

TENDER NO.: PVEP-KM/2026/011

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	PROVISION OF WORKING ENVIRONMENT MONITORING AND CLASSIFICATION OF EMPLOYEES BASED ON WORKING CONDITIONS SERVICES, BLOCK 46/13, OFFSHORE VIETNAM
			Attachment 1 Terms and Conditions 11 pages
			Exhibit I Scope of Work 07 pages
			Exhibit II Schedule of Rates 01 page
			Exhibit III Health, Safety and Environment Requirements N/A
			Exhibit IV Consequences Management for HSE Non-compliances N/A
			Exhibit V Administrative Procedures 14 pages
			Exhibit VI Work Completion Certificate 01 page
			Form A Checklist Form 01 page
			Form B Exception Form 02 pages
			Form C Technical Proposal Form 01 page
			Form D Commercial Proposal Form 01 page
			Form E ITBD Questionnaires 04 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 26 May 2026 (“Bid Closing Time and Date”)** and shall be binding for a period of at least **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 initialed 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: FORM C

Bidder is required to confirm Bidder's understanding of the ITBD and agreement to bid by executing **FORM C – TECHNICAL 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.

C.2 TECHNICAL PROPOSAL

- Bidder to confirm and specify its compliance to scope of supply as mentioned in **EXHIBIT I** by executing **FORM E – ITBD QUESTIONNAIRES**.
- Bidder to confirm and specify its compliance to CLIENT's Terms and Conditions as per **ATTACHMENT 1**.
- Bidder to submit the checklist as per **FORM A**.
- 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 in **FORM B** 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.

Bidder is requested to attach an **UN-PRICED COMMERCIAL FORM** table as per the **EXHIBIT II** as attached.

D. CONTENTS OF PRICED PACKAGE (COMMERCIAL)

D.1 PROPOSAL FORM: FORM D

Bidder is required to confirm Bidder's understanding of the ITBD and agreement to bid by executing **Forms D – 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** table as per the **EXHIBIT I** as attached.

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:

PLANING & PROCUREMENT MANAGEMENT OF PVEP – KHANH MY
 19th FLOOR, VICTORY TOWER, 12 TAN TRAO STREET, TAN MY WARD,
 HO CHI MINH CITY, VIETNAM
 TEL : (84-28) 36380789
 FAX : (84-28) 39636633 and
 EMAIL : 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:

PLANING & PROCUREMENT MANAGEMENT OF PVEP – KHANH MY
 19th 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 26 May 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 WORKING ENVIRONMENT MONITORING AND CLASSIFICATION OF
 EMPLOYEES BASED ON WORKING CONDITIONS SERVICES, BLOCK 46/13, OFFSHORE
 VIETNAM**

TENDER NO.: PVEP-KM/2026/011

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

For



Tender Secretariat

COMPANY

No. Street, District, Ho Chi Minh City, S.R of
Viet Nam
Tel.: +84 28
Fax: +84 28

Attn: Mr.
Director

SERVICE ORDER

SERVICE ORDER No.: PVEP-KM/2026/011
Date: May 2026
Contact Person:
Tel: +84 28 36380789
Fax: +84 28 39636633

**PROVISION OF WORKING ENVIRONMENT MONITORING AND CLASSIFICATION OF EMPLOYEES
BASED ON WORKING CONDITIONS SERVICES, BLOCK 46/13, OFFSHORE VIETNAM ("SERVICE
ORDER")**

Terms of payment: Within 60 days
due net
Currency: VND

Description	Qty	UOM	Total Price (VND)
Provision of Working Environment Monitoring and Classification of Employees based on Working Conditions Services, Block 46/13 offshore Vietnam (TAXES inclusive)	1	Lot	

The following documents together constitute this SERVICE ORDER:

SERVICE ORDER Form	02 pages
Terms and Conditions of SERVICE ORDER: Article 1 - 27 Inclusive	11 pages
Exhibit I: Scope of Work	07 pages
Exhibit II: Schedule of Rates	01 page
Exhibit III: Health, Safety and Environment (HSE) Requirements	01 page
Exhibit IV: Consequence Management for HSE Non-Compliances	01 page
Exhibit V: Administrative Procedures	14 pages
Exhibit VI: Work Completion Certificate	01 page

This SERVICE ORDER is made into two (2) original copies. Each party keeps one (1) copy for execution with equal in force and effective from _____.

1. SERVICE ORDER Prices

- SERVICE ORDER prices shall remain unchanged throughout the duration of this SERVICE ORDER and shall not be subject to change for any reason whatsoever including but not limited to cost escalation or currency fluctuations.
- The Estimated Total SERVICE ORDER Value of VND _____ (in words: Vietnamese Dong _____ only) shall not be exceeded. In case of any deviation to this, CONTRACTOR is requested to notify CLIENT for prior approval.

2. Notices

2.1 All matters shall be addressed directly to CLIENT's representatives:

KHANH MY PETROLEUM OPERATING BRANCH - PETROVIETNAM EXPLORATION
PRODUCTION CORPORATION LTD (PVEP – KHANH MY)

19th Floor, Victory Tower, 12 Tan Trao Street, Tan My Ward,
Ho Chi Minh City, S. R. Vietnam
Attn: Mr. Phung Van Hai – Director
Cc: Mr. Nguyen Dinh Binh – Deputy Director

Tel: +84 28 36380789 Fax: +84 28 39636633

2.2 Matters involving commercial shall be copied to:

KHANH MY PETROLEUM OPERATING BRANCH - PETROVIETNAM EXPLORATION
PRODUCTION CORPORATION LTD (PVEP – KHANH MY)

19th Floor, Victory Tower, 12 Tan Trao Street, Tan My Ward,
Ho Chi Minh City, S. R. Vietnam
Attn: Mr. Phung Van Hai – Director
Cc: Mr. Bui Anh Vu – Manager, Planning & Procurement Management (PPM)
Tel: +84 28 36380789 Fax: +84 28 39636633

3. Document References

- CLIENT's Invitation to Bid ref. PPM/2025/...../F dated
- CONTRACTOR's proposal dated.....;
- CLIENT's Bid Clarification #1 ref.... dated
- CONTRACTOR's response to Bid Clarification #1 ref dated
- CLIENT's Technical Clarification #1 ref dated
- CONTRACTOR's response to Technical Clarification #1 ref dated
- Techno-Commercial Clarification Meeting dated.....

4. Acknowledgement

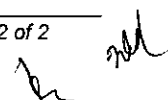
Please acknowledge receipt and acceptance of this SERVICE ORDER to the facsimile no. above.
This acknowledgement receipt shall be mailed to CLIENT within three (03) days from receipt of this
SERVICE ORDER.

For and on behalf of CLIENT

For and on behalf of CONTRACTOR

Name :
Designation : Director

Name :
Designation :



TERMS AND CONDITIONS OF SERVICE ORDER

PREAMBLE

The SERVICE ORDER is issued by CLIENT to CONTRACTOR for the performance by CONTRACTOR of the WORK as specified herein and in accordance with the terms and conditions of this SERVICE ORDER.

ARTICLE 1 – DEFINITION

- 1.1 "CLIENT" means **KHANH MY PETROLEUM OPERATING BRANCH - PETROVIETNAM EXPLORATION PRODUCTION CORPORATION LTD. (PVEP – KHANH MY)**, and includes CLIENT's personnel, representatives, successors, assignees, consultant agents, officers and employees.
- 1.2 "COMPLETION DATE" means the date on which WORK is completed and accepted by CLIENT in accordance with requirements of this SERVICE ORDER.
- 1.3 "CONTRACTOR" means _____, its personnel, representatives, successors and assignees.
- 1.4 "SERVICE ORDER" means the TERMS AND CONDITIONS and EXHIBITS, and any other documents listed herein and shall constitute the entire agreement between the Parties.
- 1.5 "SUB-CONTRACTOR" means any third party as approved in writing by CLIENT having a service order or agreement with CONTRACTOR for the performance of any portion of the scope of WORK or any part thereof.
- 1.6 "WORK" means the undertakings as described herein.
- 1.7 "WORK SITE" means the location where the WORK is to be performed as designated by CLIENT.
- 1.8 "TERMS AND CONDITIONS" means all provisions of ARTICLES 1 to 27 hereto.

CLIENT and CONTRACTOR hereinafter shall be referred to singularly as "Party" and collectively as "Parties".

ARTICLE 2 - FORM OF SERVICE ORDER AND AMENDMENTS

CLIENT shall not be liable for any orders or amendments other than those issued or confirmed on CLIENT's official printed SERVICE ORDER or any amendment thereto.

ARTICLE 3 - COMMENCEMENT AND COMPLETION OF WORK

CONTRACTOR shall commence the WORK as instructed by CLIENT and shall perform the WORK with due diligence and complete them on or before the schedule completion date.

ARTICLE 4 – ACCEPTANCE OF WORK

- 4.1 In case of WORK performed, or part thereof, by CONTRACTOR not conforming with the SERVICE ORDER, whether by reason of not being of the quality or not in the quantity or measurement stipulated or being unfit for the purpose for which they are required where such purpose has been made known to CONTRACTOR, CLIENT shall have the right to inspect and if necessary to reject the WORK or parts of WORK rendered which do not comply with the SERVICE ORDER.
- 4.2 CLIENT shall be entitled to have the WORK or part thereof, or the defect or deficiency or part thereof, as the case may be, carried out by its own personnel or by other contractor appointed by CLIENT. All cost arising from the rejection and rectification, without prejudice to any other right which CLIENT may have against the CONTRACTOR, shall be at CONTRACTOR's expense.



TERMS AND CONDITIONS OF SERVICE ORDER

- 4.3 The making of any prior payments by CLIENT shall not prejudice the CLIENT's rights of rejection

ARTICLE 5 - SERVICE ORDER PRICES

- 5.1 For the satisfactory performance of WORK in accordance with requirements by CLIENT, CLIENT shall pay CONTRACTOR the lump sum amounts specified in SERVICE ORDER and/or unit rates detailed in EXHIBIT II – SCHEDULE OF RATES.
- 5.2 SERVICE ORDER prices shall remain unchanged throughout the duration of this SERVICE ORDER and shall not be subject to change for any reason whatsoever including but not limited to cost escalation or currency fluctuations.

ARTICLE 6 – LIQUIDATED DAMAGES

- 6.1 Time is of the essence for the SERVICE ORDER. CONTRACTOR agrees to effect performance of WORKS by the stipulated COMPLETION DATE with due diligence. If for any reason, WORKS is delayed, CONTRACTOR is to notify CLIENT immediately in writing, giving reason(s) for such delays.
- 6.2 For such delays, CLIENT shall impose damages of one percent (1%) of the total SERVICE ORDER value per week or part thereof up to a maximum of eight percent (8%) of the total SERVICE ORDER value. It shall be deducted from CONTRACTOR's invoice amount as liquidated damages. CLIENT may thereon terminate the SERVICE ORDER once the liquidated damages have been exhausted pursuant to ARTICLE 16 – TERMINATION.
- 6.3 CONTRACTOR agrees that this right of claim does not prejudice or bar CLIENT's right to claim damages for other breaches.

ARTICLE 7 - WARRANTY

CONTRACTOR warrants and guarantees that the WORK will be performed in a professional manner in accordance with good and sound industry practices and shall comply with the applicable specifications, codes and standards.

ARTICLE 8 - INVOICING AND PAYMENT

- 8.1 At the beginning of each calendar month, CONTRACTOR shall invoice CLIENT for WORK performed during the previous month. The invoice may include any amount due to CONTRACTOR, which has not been invoiced previously, as well as any charges made by CONTRACTOR for expenditures on CLIENT's behalf. Expenditures on CLIENT's behalf shall be authorized in writing by CLIENT's administrative before being incurred.
- 8.2 All invoices claimed by CONTRACTOR shall be itemized as being directly associated with the SERVICE ORDER and shall be verified and signed by CLIENT's Representative prior to submission to CLIENT for payment. Invoicing for WORK performed shall be kept current at all times. All invoices submitted shall comply with the requirement of EXHIBIT V – ADMINISTRATIVE PROCEDURES.
- 8.3 Any charges made by CONTRACTOR for items reimbursable at actual cost under this SERVICE ORDER or payments made on CLIENT's behalf shall be net of all discounts and allowances, whether or not taken by CONTRACTOR. The invoice must be supported by sufficient original documentation to fully support such reimbursement and permit verification thereof by CLIENT. Supporting documents shall include original service ticket, time sheet and/or man-hour reports verified by CLIENT's representative, third party invoices and/or other supporting data or information as required or reasonably necessary to

TERMS AND CONDITIONS OF SERVICE ORDER

support the charges. The details of the process are illustrated in EXHIBIT V – ADMINISTRATIVE PROCEDURES.

- 8.4 Invoice(s) shall indicate SERVICE ORDER's number and title and shall be submitted in one (1) original copy complete with the necessary documentation required by CLIENT and shall be addressed to:

**KHANH MY PETROLEUM OPERATING BRANCH - PETROVIETNAM EXPLORATION
PRODUCTION CORPORATION LTD (PVEP – KHANH MY)**

19th Floor, Victory Tower, 12 Tan Trao Street, Tan My Ward, Ho Chi Minh City, S. R. Vietnam

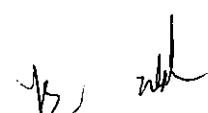
Attn: Finance & Accounts Manager

Tel: +84 28 36380789 Fax: +84 28 39636633

- 8.5 At CLIENT's option, the cost of WORK done under any particular change order shall be invoiced either by progressive invoicing of the portion of WORK done in accordance with the approved progress payment schedule or when all WORK for that particular change order is completed, whichever is applicable. CLIENT will indicate in each change order the method by which the cost of the change order shall be invoiced.
- 8.6 Payments of undisputed invoiced items shall be made on or before the sixtieth (60th) day after receipt thereof. If the sixtieth (60th) day falls on a Sunday or a gazetted public holiday, the next working day shall be deemed to be the due day for payment. 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
- 8.7 Payments in respect of disputed items may be withheld by CLIENT until the settlement of the dispute by mutual agreement. In the event that CLIENT disputes any item on a particular invoice, CLIENT shall be entitled to withhold from payment only the actual amount in dispute and CLIENT shall inform CONTRACTOR of the disputed items within thirty (30) calendar days of the receipt by CLIENT of that particular invoice
- 8.8 CLIENT shall be entitled to withhold payment if any of CONTRACTOR's invoices do not include the supporting documentation required by CLIENT.
- 8.9 Payment due to CONTRACTOR may be withheld by CLIENT on account of the following:
- a) unsatisfactory performance of SERVICE ORDER;
 - b) the filing of claims against CLIENT caused by acts or omissions of CONTRACTOR or failure of CONTRACTOR;

For the above reasons, CLIENT shall have the right to deduct any monies due to CONTRACTOR under this SERVICE ORDER in the event and on proof of default in payment of wages by CONTRACTOR, for settlement of such claim including payment directly to SUB-CONTRACTOR(s). Such payment shall be deemed to be a payment made to CONTRACTOR by CLIENT under and by virtue of this SERVICE ORDER.

- 8.10 If and when the cause or causes for withholding any such payment has/ have been remedied or removed by CONTRACTOR as specified in ARTICLE 8.9 and satisfactory evidence of such remedy or removal has been presented to CLIENT, the payments withheld shall be made forthwith by CLIENT.
- 8.11 If CONTRACTOR fails to take appropriate remedial action or refuses to remedy or remove any cause for withholding such payments within forty-five (45) days after delivery of written notice to CONTRACTOR by CLIENT as specified in ARTICLE 8.9, CLIENT shall be entitled to cause the same to be remedied or removed on its own and may deduct the reasonable cost including the expenses thereby incurred by CLIENT from any amounts due or owing or which may become due or owing to CONTRACTOR under



TERMS AND CONDITIONS OF SERVICE ORDER

SERVICE ORDER provided always that this provision shall not affect any other remedy to which CLIENT may be entitled to for the recovery of such sums.

- 8.12 All payments to CONTRACTOR shall be made in United States Dollar (USD) and/or Vietnam Dong (VND) in accordance with the Ordinance on Foreign Exchange of Vietnamese Government and implementory guidelines or other prevailing Vietnamese laws, regulations if any.

In case that the currency of payment is made in Vietnam Dong, 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 VAT Invoice issuance shall be applied.

- 8.13 Upon notification of any erroneous billings made by or payments made to CONTRACTOR by CLIENT, CONTRACTOR shall, within fourteen (14) days, make appropriate adjustments therein and reimburse to CLIENT any amount of overpayment still outstanding as reflected by said adjustments, notwithstanding the fact that a temporary withholding or a correction of discrepancy may have been effected previously. Notwithstanding the foregoing, CLIENT shall be entitled to deduct such amount from payment due to CONTRACTOR. Accordingly, CLIENT shall pay CONTRACTOR any amount of underpayment subject to verification thereof.
- 8.14 Payment made by CLIENT under this SERVICE ORDER shall not preclude the right of CLIENT to thereafter dispute any of the items invoiced and shall not constitute an admission or waiver by CLIENT as to the performance by CONTRACTOR of its obligations hereunder and in no event shall any such payment affect the warranty obligations by CONTRACTOR. Any payments withheld shall be without prejudice to any other rights or remedies that maybe available to CLIENT.
- 8.15 All invoices, financial statements/settlements and billings by CONTRACTOR to CLIENT shall reflect properly the facts relating to all activities and transactions handled for CLIENT's account.
- 8.16 CONTRACTOR shall submit the final invoice not later than ninety (90) calendar days after WORK have been completed, failing which CLIENT may not make any payment for the invoices.
- 8.17 All payment to CONTRACTOR shall be made to:

Bank Name :
Bank Address :
Beneficiary name :
Account Number :
Swift Code :
Tax Code :

ARTICLE 9 – TAXES AND CUSTOMS CHARGES

A. TAXES

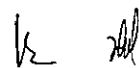
- 9.1 "TAX" or "TAXES" shall include but not limited to all income, profit, withholding, franchise, excess profits, royalty, personal property taxes, employment taxes and contributions, other taxes imposed or that maybe imposed by law, regulations, which are imposed by or on behalf of the Vietnamese Tax Authorities or of any taxing authority and includes penalties, interest and fines in respect thereof.
- 9.2 (a) CONTRACTOR shall be responsible for and shall pay at its own expense when due and payable all TAXES assessed against it by any relevant Tax Authorities in connection with SERVICE ORDER. All



TERMS AND CONDITIONS OF SERVICE ORDER

TAXES levied on CONTRACTOR shall be for the account of CONTRACTOR and shall not be reimbursed by CLIENT.

- 9.2 (b) In the event CONTRACTOR is liable to pay for any TAXES imposed by any relevant Tax Authorities on its SUB-CONTRACTOR(s) pursuant to this SERVICE ORDER, CONTRACTOR shall be responsible for and shall pay at its own expense when due and payable all TAXES assessed against it. All TAXES levied on SUB-CONTRACTOR(s) shall be for the account of CONTRACTOR and shall not be reimbursed by CLIENT.
- 9.3 CONTRACTOR shall protect and indemnify CLIENT and hold CLIENT safe and harmless from any and all claims or liability for TAXES assessed or levied by the Vietnamese Tax Authorities, whichever is applicable against CONTRACTOR or its SUB-CONTRACTOR(s) or against CLIENT for or on account of any payment made to or earned by CONTRACTOR in connection with this SERVICE ORDER.
- 9.4 CLIENT shall have the right to withhold TAXES from payment due to CONTRACTOR under this SERVICE ORDER to the extent that such withholding may be required by the Vietnamese Tax Authorities; and payment by CLIENT to the Vietnamese Tax Authorities or relevant tax authorities of the amount of money so withheld will relieve CLIENT from any further obligation to CONTRACTOR with respect to the amount so withheld.
- 9.5 (a) If CONTRACTOR is under the opinion that the payment due to CONTRACTOR should not be subject to withholding tax in Vietnam, CONTRACTOR shall submit to CLIENT a letter issued by Vietnamese Tax Authorities confirming that CONTRACTOR is a resident in Vietnam, failing which CLIENT shall consider CONTRACTOR a non-resident in Vietnam for tax purposes until such time that the required letter is submitted to CLIENT.
- 9.5 (b) Where CONTRACTOR is claiming any tax benefits and/or exemption in relation to payment due to CONTRACTOR under this SERVICE ORDER in accordance with Double Taxation Agreement, CONTRACTOR is required to provide its original certificate of residence issued by CONTRACTOR's Tax Authorities that has been legalized and Tax Exemption Notice specified in APPENDIX V-3 within fifteen (15) days from SERVICE ORDER signing date, in the absence of which, CLIENT shall withhold TAXES from all payments due to CONTRACTOR under this SERVICE ORDER. CLIENT shall not be responsible if CONTRACTOR not qualify to be entitled to any tax benefits and/or exemption according to Double Taxation Agreement.
- 9.6 Upon payment of any applicable TAXES to Tax Authorities, CLIENT shall provide CONTRACTOR with official receipts or other supporting documents in respect of such deduction or withholding.
- 9.7 CONTRACTOR shall indemnify CLIENT against all claims, demands and causes of action based on any actual TAXES for which they are liable or any actual or alleged failures by CONTRACTOR or its SUB-CONTRACTOR(s) to comply with applicable tax reporting, return, or other procedural requirement with respect to SERVICE ORDER. This indemnity shall include without limitation all penalties, awards, and judgments; court and arbitration costs; attorneys' fees; and other reasonable expenses associated with such claims, demands, and causes of action.
- 9.8 CONTRACTOR shall give prompt notice to CLIENT of all matters pertaining to non-payment, payment under protest or claim for immunity or exemption from any TAXES.
- 9.9 In the event that CONTRACTOR is a foreign incorporated enterprise and by virtue of its activities related to the provision of services is considered to have a Permanent Establishment (PE) in Vietnam, CONTRACTOR shall be solely liable or responsible for the following:
- (a) Any liability for TAXES;



TERMS AND CONDITIONS OF SERVICE ORDER

- (b) Any and all other costs incurred by CONTRACTOR due to the creation of a permanent establishment; and
- (c) Any tax and other filing obligation occasioned by the creation of the permanent establishment.

9.10 Where VAT is applicable to the supply of equipment, materials and/or goods by CONTRACTOR, CLIENT shall be responsible for and pay VAT when invoiced by CONTRACTOR for any taxable equipment, materials and/or goods, provided that CONTRACTOR shall provide CLIENT a copy of valid VAT license issued by the Vietnamese Tax Authorities confirming that CONTRACTOR is licensed under the relevant law as a tax payer providing taxable equipment, materials and/or goods.

B CUSTOMS CHARGES FOR SUPPLY OF MACHINERY, EQUIPMENT AND/OR MATERIALS

9.11 CUSTOMS CHARGES shall include but not limited to any import tax on machinery, equipment and/or materials imported into Vietnam, surtax, and any other statutory imposts levied, which are imposed by or on behalf of any Customs Authority but does not include any penalties, interests and fines levied due to negligence on the part of CONTRACTOR.

9.12 It is recognized that under ARTICLE 28 and ARTICLE 34 of the Petroleum Law of Vietnam No. 19/2000/QH10 of June 9, 2000, both CLIENT and CONTRACTOR are exempted from any import tax for activities related to petroleum operations under the Production Sharing Contract provided that the machinery, equipment and/or materials are necessary for the petroleum operations, except for the materials which are produced or made available domestically.

9.13 In the event CLIENT is liable to pay for any CUSTOMS CHARGES imposed by the relevant Customs Authority of Vietnam pursuant to this SERVICE ORDER, CLIENT shall be responsible for and shall pay at its own expense when due and payable all CUSTOMS CHARGES assessed against it.

9.14 CONTRACTOR shall protect and indemnify CLIENT and hold CLIENT safe and harmless from any and all claims, demands and causes of action based on any actual CUSTOMS CHARGES for which CONTRACTOR is liable for any actual or alleged failures by CONTRACTOR or its SUB-CONTRACTOR(s) to comply with applicable reporting, return, or other procedural requirement with respect to their payment in connection with this SERVICE ORDER. This indemnity shall include without limitation all penalties, awards, and judgments; court and arbitration costs; attorneys' fees; and other reasonable expenses associated with such claims, demands and causes of action.

9.15 During the performance of SERVICE ORDER all machinery, equipment and/or materials listed in CLIENT's import/export exemption license that needs to be imported into Vietnam shall be made in the name of CLIENT.

9.16 CONTRACTOR shall be responsible for the preparation of all documents required by the Customs Authority of Vietnam, in connection with the import and export of machinery, equipment and/or materials, to and from Vietnam. CONTRACTOR is also required to provide assistance, information and documentation to CLIENT as and when required for any application to be made to the Customs Authority or any other relevant authorities for the purposes of this SERVICE ORDER.

9.17 CONTRACTOR shall indemnify CLIENT from and against any claims, demands and causes of action brought by Customs Authority which may arise as a result of shortage or overages in inventory of such machinery, equipment and/or materials.

ARTICLE 10 – LIABILITIES, RELEASE AND INDEMNIFICATION

10.1 CONTRACTOR shall be liable for any loss or damage incurred by CLIENT and/or the agent, due to CONTRACTOR or its SUB-CONTRACTOR(s)' non-compliance with the terms and conditions.



TERMS AND CONDITIONS OF SERVICE ORDER

- 10.2 CONTRACTOR shall, however, not be liable for any consequential loss or damage incurred by CLIENT and/or the agent of CLIENT, unless such consequential loss or damage is due to willful default and/or gross negligence of CONTRACTOR or its SUB-CONTRACTOR(s).
- 10.3 Notwithstanding any provision in this SERVICE ORDER to the contrary, neither Party shall be liable to the other for any indirect, special, punitive, exemplary, aggravated or consequential damages, including without limitation damages for lost production, lost revenue, lost product, lost profit, or lost business opportunities, from any cause negligence of either Party, and Party hereby releases the other on this regard.
- 10.4 Notwithstanding any provision (or portion thereof) of this SERVICE ORDER shall be declared invalid, illegal or unenforceable, the remaining provisions shall not be affected thereby, and this shall be construed as if such invalid, illegal or unenforceable provision (or portion thereof) had never been contained herein.
- 10.5 In addition to and without prejudice to the generality of these conditions, the CONTRACTOR undertakes to keep CLIENT indemnified against any damage to the CLIENT's property and against any claims for loss or injury to any person or to any property of any person by reason of the negligence or any act or omission on the part of the employees, SUB-CONTRACTOR(s) or agents of the CONTRACTOR arising out of the execution of this SERVICE ORDER and to adequately insure this liability.

ARTICLE 11 – HEALTH, SAFETY AND ENVIRONMENT

- 11.2 CONTRACTOR shall comply with all applicable Health, Safety and Environment ("HSE") laws and regulations pertaining to safety, health, environment protection and fire protection, which are applicable to the location where the WORK are being carried out. CONTRACTOR shall also comply at all times with the requirements as set forth by the CLIENT in its HSE Management System ("HSEMS"), policies, operating standards, site HSE requirements, CLIENT Zero Tolerance Rules ("ZeTo") and any special instructions and all requirements stipulated in this SERVICE ORDER. These requirements are intended to supplement any known or ought to be known laws and regulations applicable at the location where the WORK are being carried out. CONTRACTOR shall take all necessary HSE control and recovery measures related to or arising out of the performance of the SERVICE ORDER in order to protect the WORK, the personnel and property of the CLIENT, CONTRACTOR, SUB-CONTRACTOR(s), all third parties and public from the hazards and risks associated with the planning and execution of WORK.

Notwithstanding the above, the CONTRACTOR shall perform all obligations related to the HSE requirements listed within EXHIBIT III – HEALTH, SAFETY AND ENVIRONMENT REQUIREMENTS.

11.3 HSE Recognition

CONTRACTOR shall work closely with CLIENT to develop the most appropriate HSE recognition program for this SERVICE ORDER. Such HSE recognition program shall provide a structured means to periodically reward and recognize those personnel who have contributed in making the site a safe work place. HSE incentives will be based on merits, active participation, and the achievement of HSE performance targets.

11.4 Default of CONTRACTOR

The failure of CONTRACTOR to comply with the CLIENT's applicable HSE requirements shall be deemed as a default by CONTRACTOR and shall constitute a breach of the SERVICE ORDER.

11.5 Right to Stop Work on HSE Ground



TERMS AND CONDITIONS OF SERVICE ORDER

CLIENT shall have the right to prohibit commencement of the WORK or to stop any WORK in progress on HSE ground if (without limitation) materials, construction equipment, CONTRACTOR's personnel (whether procured by CONTRACTOR from third parties or supplied by CONTRACTOR) or work conditions are considered to be unsafe or not in compliance with CLIENT's HSE rules and/or requirements stipulated in EXHIBIT III – HEALTH, SAFETY AND ENVIRONMENT REQUIREMENTS. In such event, CONTRACTOR shall without reservation remove the unsafe materials, construction equipment, CONTRACTOR's personnel or work conditions prior to seeking CLIENT's permission to resume or commence the WORK. Any costs incurred by CONTRACTOR or CONTRACTOR's representatives as a result of any delays or actions taken or required which arise in any way in connection with this ARTICLE and/or the WORK stoppage, shall be at CONTRACTOR's sole expense and shall not entitle CONTRACTOR to any compensation thereof.

11.6 Right to Withhold Payment on HSE Ground

11.6.1 In the event the CONTRACTOR or CONTRACTOR's representatives fail to comply with any of the HSE requirements stipulated in EXHIBIT III – HEALTH, SAFETY AND ENVIRONMENT REQUIREMENTS, CLIENT shall be entitled to withhold amounts from payments due to CONTRACTOR under this SERVICE ORDER until CONTRACTOR rectifies the non-compliance to the satisfaction of CLIENT whereupon CLIENT shall immediately release such sums withheld to CONTRACTOR (without any interest imposed thereon).

11.6.2 In the event the CONTRACTOR fails to take appropriate remedial action or refuses to remedy or remove the causes for withholding such payments after delivery of written notice to the CONTRACTOR by CLIENT, CLIENT shall be entitled to cause the same to be remedied or removed on its own and may deduct the costs including the expenses thereby incurred by CLIENT from any amounts due or owing or which may become due or owing to CONTRACTOR under the SERVICE ORDER provided always that this provision shall not affect any other rights or remedies to which CLIENT may be entitled hereunder SERVICE ORDER or at law or otherwise for the recovery of such sums.

11.7 Consequence Management for HSE Non-Compliances

11.7.1 In case of HSE non-compliances committed by CONTRACTOR's personnel which has been verified by CLIENT, consequence management shall be applied to CONTRACTOR's personnel in accordance with the requirements of EXHIBIT IV - CONSEQUENCE MANAGEMENT FOR HSE NON-COMPLIANCES.

11.7.2 If HSE non-compliances of a major category as prescribed in EXHIBIT IV - CONSEQUENCE MANAGEMENT FOR HSE NON-COMPLIANCES were repeatedly committed by CONTRACTOR's personnel, CLIENT shall have the right to terminate the SERVICE ORDER in accordance with the provisions of ARTICLE 16 - TERMINATION of this SERVICE ORDER and claim for any loss, damages suffered by the CLIENT as a result thereof.

11.7.3 If an incident of HSE non-compliances by the CONTRACTOR occurs and results in fatality during execution of the WORK, CLIENT shall have the right to terminate the SERVICE ORDER in accordance with the provisions of EXHIBIT III – HEALTH, SAFETY AND ENVIRONMENT REQUIREMENTS.

11.7.4 The above are without prejudice to any other rights and remedies of CLIENT arising hereunder or by law or otherwise.

ARTICLE 12 – PATENT INDEMNITY

TERMS AND CONDITIONS OF SERVICE ORDER

CONTRACTOR shall indemnify CLIENT against any claim of infringement of patents, registered designs or other rights which may arise as a result of the sale or use of the WORK provided by the CONTRACTOR.

ARTICLE 13 - LIMITATION OF LIABILITY

Neither Party shall be responsible to the other for any indirect or remote losses of any kind including but not limited to loss of revenue or anticipated profits, loss of production, loss of business opportunity or business interruption, regardless of cause and even if caused by negligence or breach of SERVICE ORDER resulting from the carrying out of the operations or the exercise of rights by the parties under this SERVICE ORDER.

ARTICLE 14 – FORCE MAJEURE

Neither CONTRACTOR nor CLIENT shall be liable to the other Party for any breach of the terms and conditions of this SERVICE ORDER where such breach occurs as a result of Force Majeure.

Force majeure are Acts of God, wars (declared or undeclared), rebellion, insurrection, acts of terrorists, acts of governments or governmental bodies (include legislative bodies, courts and executive officers of agencies), strikes, boycotts, lockouts or other labor disturbances, unusually severe weather during the period in question, or any other similar matter beyond the control of or which could not have been reasonably foreseen and/or avoided by the Party affected by same.

ARTICLE 15 – SUSPENSION

CLIENT shall have the right to suspend the SERVICE ORDER for the any reason, including but not limited to:

- (a) Force Majeure (as per ARTICLE 14 - FORCE MAJEURE) herein; or
- (b) In the event of any complete or partial stoppage of CLIENT projects to which this relates; or
- (c) Failure on part of CONTRACTOR to perform any of its obligations as per this SERVICE ORDER.

Such suspension shall remain in force until such time that reasons for suspension are no longer applicable or otherwise when waived in writing by CLIENT.

ARTICLE 16 – TERMINATION

CLIENT may terminate the SERVICE ORDER at any time by giving written notice to CONTRACTOR. On receipt of such notice, the CONTRACTOR shall cease the performance of WORK. In the event of such termination, the liability of CLIENT to CONTRACTOR shall not exceed the amounts due for WORK completed at the date of termination.

ARTICLE 17 – ACTIONS ON BEHALF OF CLIENT

In performing the WORK, CONTRACTOR shall not take any actions on behalf of CLIENT or conduct any operations that would subject either Party to liability or penalty under any law, rules, regulations, or decrees by any government authority.

ARTICLE 18 – LIENS AND CLAIMS

CONTRACTOR shall indemnify CLIENT against all liens, claims and encumbrances against CONTRACTOR's actions. CLIENT shall have the right to retain from any amount it owes CONTRACTOR a sum sufficient to offset such lien or claim until such lien or claim is satisfied, discharged or settled.

ARTICLE 19 - INSURANCE

TERMS AND CONDITIONS OF SERVICE ORDER

CONTRACTOR shall, for performance of WORK, effect and maintain at its own cost, all applicable insurance as required by law and as may be specified in this SERVICE ORDER.

ARTICLE 20 – LAW

This SERVICE ORDER shall be governed, construed and shall take effect in accordance with the Laws of Vietnam, without having regards to its conflict of law provisions; and Parties hereby submit to the jurisdiction of the court hereof.

CONTRACTOR shall bear all costs for compliance with all applicable laws, rules and regulations and obtaining authorities' approval, licenses, permits for the performance of WORK.

ARTICLE 21– ABRITRATION

The Parties may refer any dispute or difference arising out of this SERVICE ORDER to a single Arbitrator to be agreed by CLIENT and CONTRACTOR in accordance with the rules of Vietnam International Arbitrator Center (VIAC).

ARTICLE 22 – AMENDMENTS AND INCONSISTENCIES

CLIENT and CONTRACTOR shall mutually agree in writing to any amendments to the SERVICE ORDER. In the event of any conflict or inconsistency between the TERMS AND CONDITIONS of the SERVICE ORDER and the EXHIBITS, the TERMS AND CONDITIONS shall prevail.

ARTICLE 23 – INSPECTION, ACCESS AND AUDIT

CLIENT shall have the right to inspect the GOODS at any time and to access CONTRACTOR's premises as well as the right to audit all CONTRACTOR's documents and records related to this SERVICE ORDER. Such right shall remain in force for a period of twelve (12) months after expiry or termination of this SERVICE ORDER.

ARTICLE 24 – CONFIDENTIALITY

Any SERVICE ORDER placed by CLIENT shall be treated as confidential and in particular the CONTRACTOR shall not make use of the CLIENT's name or the name of any companies associated with the CLIENT for publicity purposes without the prior written approval of the CLIENT. Furthermore, all designs, drawings, specifications and information which may be supplied in connection with the SERVICE ORDER are confidential and must only be used for the purpose of the SERVICE ORDER.

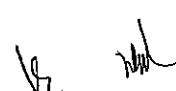
ARTICLE 25 – SUB-CONTRACTOR(S) AND ASSIGNMENT

CLIENT shall at all-time have the right to assign, innovate in whole or part thereof its rights and obligations under this SERVICE ORDER to a joint venture or its affiliates with the consent of CONTRACTOR of which shall not be unreasonable withheld.

CONTRACTOR shall not assign or subcontract any part of or any payment due under this SERVICE ORDER without prior written approval of CLIENT. Un-priced copies of any such orders should be supplied to CLIENT upon request. CONTRACTOR shall procure for CLIENT the right to enter the SUB-CONTRACTOR(s)' premises for the purpose of expending an inspection.

ARTICLE 26 - ENTIRE AGREEMENT

This SERVICE ORDER constitutes the entire agreement between the parties hereto and supersedes all prior negotiations, representations or agreements related to this SERVICE ORDER, either written or oral, including



TERMS AND CONDITIONS OF SERVICE ORDER

CLIENT's bid document and CONTRACTOR's proposal(s) except to the extent they are expressly incorporated into this SERVICE ORDER. No changes, alterations, or modifications to this SERVICE ORDER shall be effective unless in writing, and executed by the authorized signatories of CLIENT and CONTRACTOR.

ARTICLE 27 – SPECIAL CONDITIONS

Where special conditions are stated on the form of this SERVICE ORDER, those conditions shall apply equally with the general conditions shown above except that where any inconsistency between the general and special conditions, the special conditions shall apply.

This SERVICE ORDER shall insure to the benefit of and be binding upon the legal representatives and successor of the Parties hereto.

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EXHIBIT I
SCOPE OF WORK

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EXHIBIT I
SCOPE OF WORK
TENDER NO. PVEP-KM/2026/011

1. WORKING ENVIRONMENT MONITORING SERVICE

Working Environmental Monitoring service is based on Laws and Regulations:

- Law on Occupational Safety and Health dated 25 June 2015.
- Decree No. 44/2016/ND-CP detailing several articles of the Law on Occupational Safety and Health regarding occupational safety technical inspection, occupational safety and health training, and working environmental monitoring.
- Circular No. 19/2016/TT-BYT issued by the Ministry of Health providing guidance on occupational hygiene management and worker health.

1.1. Location

PVEP-KHANH MY's Office at 19th Floor, Victory Tower, 12 Tan Trao, Tan My Ward, Ho Chi Minh City.

1.2. Implementation Period

PVEP-KHANH MY will notify the contractor of the detailed schedule via email/documentary at least 7 days in advance to allow for preparation.

1.3. Monitoring Parameters

- **Chemical Parameters:** O₂, CO₂
- **Microclimate Parameters:** Temperature, Humidity, Wind Speed
- **Physical Parameters:** Noise (by frequency band), Overall Noise, Total Dust, Respirable Dust, Light, Electromagnetic Field
- **Work Psychophysiological and Ergonomic Assessment**
- **Domestic Water Analysis Parameters:** Color, Turbidity, pH, DO, BOD₅, PO₄³⁻ (as P), Total Coliforms, E. coli, Ammonia, Cadmium, Lead, Permanganate Index, Chloride, Copper, Hardness, Fluoride, Zinc, Manganese, Nitrate, Nitrite, Total Iron, Sulfate, Total Dissolved Solids.

1.4. Quantity and Locations of Monitoring

Detailed information can be found in **Annex 01**.

2. CLASSIFICATION OF EMPLOYEES BASED ON WORKING CONDITIONS SERVICE

Classification of Employees Based on Working Conditions service is based on Circular 03/2025/TT-BLDTBXH issued by the Ministry of Labor, Invalids and Social Affairs, stipulating the standards for classification of employees based on working conditions.

2.1. Location

PVEP-KHANH MY's Office at 19th Floor, Victory Tower, 12 Tan Trao, Tan My Ward, Ho Chi Minh City.

2.2. Implementation Period

PVEP-KHANH MY will notify the contractor of the detailed schedule via email/documentary at least 7 days in advance to allow for preparation.

2.3. Assessing and classifying workers based on working conditions

Detailed requirements as in **Annex 03 and Annex 04**

3. Contractor Requirements

- Provide a certificate of eligibility for environmental monitoring services recognized by the Health Environment Management Agency-Ministry of Health.
- The analysis methods, equipment, and instruments used by the contractor in the laboratory for each analysis parameter must be listed according to the template in **Annex 02**.
- The results of working environmental monitoring and measurements, as well as laboratory analysis results, shall be processed, compiled, and presented in a summary report using tables and diagrams. This report will serve as the basis for assessing the current state of the working environment at PVEP-KHANH MY in 2026.
- The report content must include an assessment of the impact of working environmental factors and propose measures to mitigate adverse effects on employee health.
- Submit official letters and final Working Environmental Monitoring report to the local authorities as required by Circular 19/2016-TT/BYT.
- Classification of Employees Based on Working Conditions report for PVEP-KHANH MY Office in accordance with Circular 03/2025/TT-BLDTBXH.
- Provide two (02) similar contracts performed by the Bidder.

4. Duration of Completion

The contractor shall complete and submit the Working Environmental Monitoring report and Classification of Employees Based on Working Conditions report for PVEP-KHANH MY within **50 days** of completing on-site sampling.

ANNEX 01: QUANTITY AND LOCATIONS OF MONITORING

Locations of Monitoring	Meeting room 1	Meeting room 2	Director	Deputy Director	HRA Manager	SSF Manager	PPM Manager	DEV Manager	F&A Manager	Pantry	Staff position	Total
Chemical Parameters	O2	1	1	1	1	1	1	1	1	1	15	25
	CO2	1	1	1	1	1	1	1	1	1	15	25
Microclimate Parameters	Temperature	1	1	1	1	1	1	1	1	1	15	25
	Humidity	1	1	1	1	1	1	1	1	1	15	25
	Wind Speed	1	1	1	1	1	1	1	1	1	15	25
Physical Parameters	Light	1	1	1	1	1	1	1	1	1	15	25
	Noise (by frequency band)	1	1	1	1	1	1	1	1	1	15	25
	Overall Noise	1	1	1	1	1	1	1	1	1	15	25
	Total Dust	1	1	1	1	1	1	1	1	1	15	25
	Respirable Dust	1	1	1	1	1	1	1	1	1	15	25
	Electromagnetic field	1	1	1	1	1	1	1	1	1	15	25
Psychophysiological and Ergonomic factors	Ergonomic occupational position	1	1	1	1	1	1	1	1	0	15	24
Water Analysis	Domestic water	0	0	0	0	0	0	0	0	1	0	1

ANNEX 02: THE ANALYSIS METHODS, EQUIPMENT AND INSTRUMENTS USED BY THE CONTRACTOR IN THE LABORATORY

	Manufacturer	Type	Specifications
O2			
CO2			
Temperature			
Humidity			
Wind Speed			
Light			
Noise (by frequency band)			
Overall Noise			
Total Dust			
Respirable Dust			
Electromagnetic field			
Ergonomic occupational position			
Water Analysis			

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**ANNEX 03 (PHỤ LỤC 3): YÊU CẦU KỸ THUẬT CHO
DỊCH VỤ ĐÁNH GIÁ PHÂN LOẠI LAO ĐỘNG THEO ĐIỀU KIỆN LAO ĐỘNG**

1. Mục đích

Đánh giá phân loại lao động theo điều kiện lao động tại Chi nhánh Điều hành Dầu khí KHÁNH MỸ (PVEP-KHANH MY) theo Thông tư 03/2025/TT-BLĐTBXH

2. Nhiệm vụ cần thực hiện

- Xác định tên nghề, công việc cần đánh giá, xác định điều kiện lao động.
- Xác định các yếu tố tác động sinh học đến người lao động trong hệ thống tiêu chí điều kiện làm việc quy định tại phụ lục I ban hành kèm theo Thông tư 03/2025/TT-BLĐTBXH.
- Đo đạc, phân tích, đánh giá các thông số kỹ thuật về điều kiện lao động đã được xác định trước đó.
- Tính giá trị trung bình kết quả đánh giá các yếu tố cho từng nội dung công việc.
- Tổng hợp kết quả vào phiếu theo mẫu quy định tại Phụ lục II kèm theo Thông tư 03/2025/TT-BLĐTBXH.

3. Nội dung của đánh giá phân loại lao động theo điều kiện lao động

- ⚡ Nhà thầu có trách nhiệm Đánh giá phân loại lao động theo điều kiện lao động tại PVEP-KHANH MY các chỉ tiêu đánh giá bao gồm:

- **Nhóm yếu tố đánh giá về vệ sinh môi trường lao động (Nhóm A), gồm:**
 - + Nhiệt độ, độ ẩm, vận tốc gió, tiếng ồn.
- **Nhóm yếu tố đánh giá tác động về tâm sinh lý lao động (Nhóm B), gồm:**
 - + Biến đổi hệ tim mạch khi làm việc: Tăng huyết áp tâm thu (so với đầu ca) (mmHg);
 - + Biến đổi chức năng hệ thần kinh trung ương: Tăng thời gian phản xạ thị - vận động cuối ca làm việc so với đầu ca (%);
 - + Mức hoạt động não lực: Đặc điểm công việc - Mức hoạt động não lực khi làm việc; Biến đổi khả năng nhớ: Giảm dung lượng nhớ (% sau ca lao động so với trước ca);
 - + Căng thẳng thị giác: Thời gian quan sát màn hình điện tử (giờ/ca lao động);
 - + Độ căng thẳng chú ý và mệt mỏi thần kinh: Thời gian quan sát/tập trung chú ý (% ca);
- **Nhóm yếu tố đánh giá về Ecgonômi - tổ chức lao động (Nhóm C), gồm:**
 - + Vị trí, tư thế lao động và di lại trong ca làm việc: Tư thế làm việc;
 - + Chế độ lao động: Thời gian Lao động mỗi ca;
 - + Nội dung công việc và trách nhiệm: Nội dung công việc cần giải quyết, Mức độ trách nhiệm với công việc.

⚡ Ghi chú:

- Nhóm yếu tố đánh giá về vệ sinh môi trường lao động và Nhóm yếu tố đánh giá về Ecgonômi - tổ chức lao động: Thực hiện đo đạc tại 3 thời điểm thích hợp.
- Nhóm yếu tố đánh giá tác động về tâm sinh lý lao động cần được tập hợp cùng một ca (đối với trường hợp có nhiều ca trong ngày) ở 3 thời điểm đầu ca, giữa ca và cuối ca.

4. Vị trí, yếu tố và số lượng đánh giá

- Yếu tố đánh giá: Các yếu tố đánh giá phải đảm bảo phản ánh đủ 3 nhóm yếu tố (ít nhất 6 yếu tố) trong hệ thống chỉ tiêu về điều kiện lao động lao động quy định tại phụ lục I Thông tư 03/2025/TT-BLĐTBXH.
- Số lượng đánh giá: Sử dụng công thức tính quy định trong Thông tư 03/2025/TT-BLĐTBXH, cụ thể như sau:

$$n = \frac{N}{1 + N * e^2}$$

Trong đó:

- ✓ n: số lượng mẫu cần xác định
 - ✓ N: quy mô tổng thể (Tổng số người làm nghề, công việc cần đo đánh giá trong ngành, lĩnh vực hoặc trong doanh nghiệp).
 - ✓ e: Sai số cho phép
- Tính điểm trung bình của các yếu tố bằng công thức dưới đây (quy định tại khoản 1, điều 4, Thông tư 03/2025/TT-BLĐTBXH):

$$\bar{X} = \frac{X_1 + X_2 + \dots + X_n}{n}$$

Trong đó:

$\bar{X}$: Giá trị trung bình của các yếu tố.

N: Số lượng các yếu tố được đánh giá theo Bước 3 ($n \geq 6$)

$X_1, X_2, \dots, X_n$: Điểm của nhân tố thứ nhất, nhân tố thứ hai, ..., nhân tố thứ n tương ứng.

- Ghi lại kết quả theo mẫu ở Phụ lục II kèm theo đây và xác định điều kiện làm việc bằng cách sử dụng các yếu tố trung bình như sau:
 - $\bar{X} \leq 1,01$: Điều kiện làm việc loại I;
 - $1,01 < \bar{X} \leq 2,22$: Điều kiện làm việc loại II;
 - $2,22 < \bar{X} \leq 3,37$: Điều kiện làm việc loại III;
 - $3,37 < \bar{X} \leq 4,56$: Điều kiện làm việc loại IV;
 - $4,56 < \bar{X} \leq 5,32$: Điều kiện làm việc loại V;
 - $\bar{X} > 5,32$: Điều kiện làm việc loại VI.

ANNEX 04 (PHỤ LỤC 4): ĐỀ XUẤT PHÂN LOẠI LAO ĐỘNG PVEP KHÁNH MỸ

TT	Bộ phận	Số lượng lao động	Số lượng	Vi khí hậu	Tiến độ	Tăng huyết áp tâm thu (so với đầu ca) (mmHg)	Tăng thời gian xả phân xạ thị - vận động so với đầu ca (%)	Biến đổi khả năng nhớ: Giảm dung lượng nhớ (%)	Đặc điểm công việc	Thời gian quan sát/tra soát trung tâm chú ý (% ca)	Tự thể lao động	Thời gian động môi ca (giờ)	Nội dung công việc cần giải quyết	Mức độ trách nhiệm với công việc	Thời gian quan sát màn hình điện tử
		35	35	18	18	105	105	105	18	18	18	18	18	18	18
1	Phòng Phát triển Dự án	11	11	3	3	33	33	33	3	3	3	3	3	3	3
2	Phòng Hành chính – Nhân sự	4	4	3	3	12	12	12	3	3	3	3	3	3	3
3	Phòng Địa chất - Công nghệ mỏ	8	8	3	3	24	24	24	3	3	3	3	3	3	3
4	Phòng Tài chính Kế toán	3	3	3	3	9	9	9	3	3	3	3	3	3	3
5	Phòng Kế hoạch Thương mại	6	6	3	3	18	18	18	3	3	3	3	3	3	3
6	Ban Giám đốc	3	3	3	3	9	9	9	3	3	3	3	3	3	3
	TỔNG	35	35	18	18	105	105	105	18	18	18	18	18	18	18

(Handwritten signature and mark)

EXHIBIT II
SCHEDULE OF RATES

EXHIBIT II
SCHEDULE OF RATES
TENDER NO. PVEP-KM/2026/011

- * For UN-PRICED PACKAGE (TECHNICAL) - Bidder is requested to submit the following form or table without indicating the cost. The word 'OFFERED', 'INCLUSIVE', 'NO QUOTE' and 'NOT AVAILABLE' shall be used where appropriate to replace the price. Any value specified in UN-PRICED PACKAGE (TECHNICAL) will result in the proposal being disqualified.
- * For PRICED PACKAGE (COMMERCIAL) – Bidder is requested to submit the following form or table with cost clearly quoted.
- * Bidder is advised NOT to submit a BLANK form or table in other format as this will result in the proposal being not considered.
- * The prices quoted are inclusive of all applicable taxes as mentioned in ARTICLE 9 – TAXES AND CUSTOM CHARGES in Terms and Conditions.

CLIENT shall pay CONTRACTOR in accordance with the prices and rates as specified hereunder.

No.	Description	Quantity	Amount	
			Unit Price (VND)	Total Price (VND)
1	Working Environment Monitoring Service	Lumpsum		
2	Classification of Employees Based on Working Conditions Service	Lumpsum		
	Sub-total			
	Taxes (10% VAT)			
	Total (inclusive of taxes)			

[Handwritten signatures]

EXHIBIT III
HEALTH, SAFETY AND ENVIRONMENT REQUIREMENTS
(NOT APPLICABLE)

12 2011

EXHIBIT IV
CONSEQUENCE MANAGEMENT FOR HEALTH, SAFETY AND ENVIRONMENT (HSE)
NON-COMPLIANCES
(NOT APPLICABLE)

62 701

EXHIBIT V
ADMINISTRATIVE PROCEDURES

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EXHIBIT V

ADMINISTRATIVE PROCEDURES

V- 1.0 GENERAL

V-1.1 CONTRACTOR'S REPRESENTATIVE

CONTRACTOR's Representative(s) is the person who shall be responsible for and is duly authorised to represent CONTRACTOR at all times and to receive and to act on any request made by CLIENT in execution of WORKS pursuant to the terms of this SERVICE ORDER.

Notice concerning operations, which are transmitted to CONTRACTOR through its designated CONTRACTOR's Representative, will be deemed, for the purpose of this SERVICE ORDER, to have been sufficiently given.

CONTRACTOR hereby designates, _____, as CONTRACTOR's Representative.

V-1.2 CLIENT'S REPRESENTATIVE

CLIENT'S Representative is the person who shall be responsible for and is duly authorised to receive and act on behalf of CLIENT on all matters pursuant to the terms and conditions of this SERVICE ORDER and EXHIBITS attached hereto. CLIENT'S Representative shall have the authority to make the final decisions for CLIENT on all questions, controversies, or disputes involving the interpretation and implementation of this SERVICE ORDER.

CLIENT's Representative shall have the right to issue instructions with respect to the SERVICE ORDER, reject or disapprove of any part of GOODS, which does not conform to this SERVICE ORDER and his decision shall be final and conclusive.

CLIENT's Representative shall consult with CONTRACTOR's Representative in planning and coordinating the execution of WORKS, and all instruction(s) given by CLIENT's Representative consistent with the provisions of this SERVICE ORDER shall be deemed those of CLIENT and shall be complied with by CONTRACTOR.

CLIENT hereby designates Mr. Phung Van Hai – Director, as CLIENT's Representative.

V-1.3 CLIENT'S SUPPLY BASE(S)

Supply Base(s) in Vung Tau or any other location as directed by CLIENT.

V-1.4 CLIENT'S OPERATIONS OFFICE

PVEP-KHANH MY (BLOCK 46/13)
19th Floor, Victory Tower, 12 Tan Trao Street, Tan My Ward,
Ho Chi Minh City, S. R. Vietnam

V-1.5 CONTRACTOR'S OPERATIONS OFFICE

(BIDDER to specify) _____

V-1.6 MOBILIZATION AND DEMOBILIZATION

- Mobilization/ Demobilization Site for onshore works: XXXXXXXXXX
- Mobilization/ Demobilization Site for offshore works: XXXXXXXXXX
- WORK SITE(s): XXXXXXXXXX

V-1.7 DELIVERY TERM FOR MATERIALS/TOOLS/EQUIPMENT

All CONTRACTOR's materials/tools/equipment/consumables shall be delivered on DDP – CLIENT's SUPPLY BASE (Incoterms 2010).

V-2.0 INVOICING AND PAYMENT PROCEDURES

Pursuant to ARTICLE 8 – "INVOICING AND PAYMENT" of the SERVICE ORDER, CONTRACTOR shall comply with the following instructions and guidelines when preparing and submitting invoice(s):

V-2.1 Invoices for WORKS performed shall be submitted in the invoicing format given in APPENDIX V-4 together with a copy of the Billing Statement per APPENDIX V-5 for every invoice submission. The statement shall reflect the total amount previously billed the current month billing and the total cumulative amount billed to date. Undisputed invoice shall be submitted in the format mentioned above and together with appropriate supporting documents including:

- Copy of SERVICE ORDER
- WORKS Completion Form duly signed by CLIENT's Representative upon completion of the WORKS as per EXHIBIT VI.

V-2.2 Invoicing and payment procedures requirements shall be in accordance with ARTICLE 8 – INVOICING AND PAYMENTS of this SERVICE ORDER's Terms and Conditions and APPENDIX V-1 Invoicing and Payment Process Flow.

V-2.3 Invoices shall be submitted as per rates in EXHIBIT II – SCHEDULE OF RATES in accordance with ARTICLE 8 entitled "INVOICING AND PAYMENT" of the terms & conditions.

V-2.4 All invoices shall be prepared on CONTRACTOR's letterhead. The letterhead shall include the name of the company, current address, telephone and facsimile numbers.

V-2.5 All invoices must indicate the following information but not limited to SERVICE ORDER title and number, invoices number and date, location (well and rig name) where WORKS are performed.

V-2.6 CLIENT's Information for invoice issuance is as follows:

**Chi nhánh Điều hành Dầu khí Khánh Mỹ – Công ty TNHH - Tổng Công ty Thăm dò
Khai thác Dầu khí (Lô 46/13)
Tầng 19, Tòa nhà Victory, số 12 đường Tân Trào, Phường Tân Mỹ, Thành phố Hồ Chí
Minh, Việt Nam
MST: 0106596135**

V-2.7 Debit Invoice and Credit Invoice shall be numbered differentially to distinguish between them.

V-2.8 No payment instruction which conflict with this SERVICE ORDER shall be shown on the invoices. If any such conflict exists, the SERVICE ORDER shall govern.

V-2.9 All invoices are to be submitted in two copies (one original and one duplicate copy) both complete with relevant supporting documents and properly stamped to distinguish between original and duplicate.

V-2.10 When invoices have been found to be undelivered, the CONTRACTOR shall submit certified true copies of the invoices and supporting documents duly signed by the CLIENT's Representative.

V-2.11 Billing shall be supported by verifiable milestone or time sheets (for monthly rate) approved by CLIENT Representatives. All other reimbursable cost is to be supported by appropriate cost summary sheets and verified by CLIENT's Representatives.

V-3.0 LIST OF PERSONNEL

CONTRACTOR shall submit the list of all CONTRACTOR's and its SUB-CONTRACTOR' personnel who have worked for CLIENT attached to payment document relating to manpower services specified in APPENDIX V-2.

V-4.0 TAX EXEMPTION

Where CONTRACTOR is claiming any tax benefits and/or exemption in relation to payment due to CONTRACTOR under this SERVICE ORDER in accordance with Double Taxation Agreement, CONTRACTOR is required to provide its original certificate of residence issued by CONTRACTOR's Tax Authorities that has been legalized and Tax exemption notice specified in APPENDIX V-3 within fifteen (15) days from SERVICE ORDER signing date, in the absence of which, CLIENT shall withhold TAXES from all payments due to CONTRACTOR under this SERVICE ORDER. CLIENT shall not be responsible if CONTRACTOR not qualify to be entitled to any tax benefits and/or exemption according to Double Taxation Agreement.

V-5.0 CONTRACTOR PERFORMANCE EVALUATION

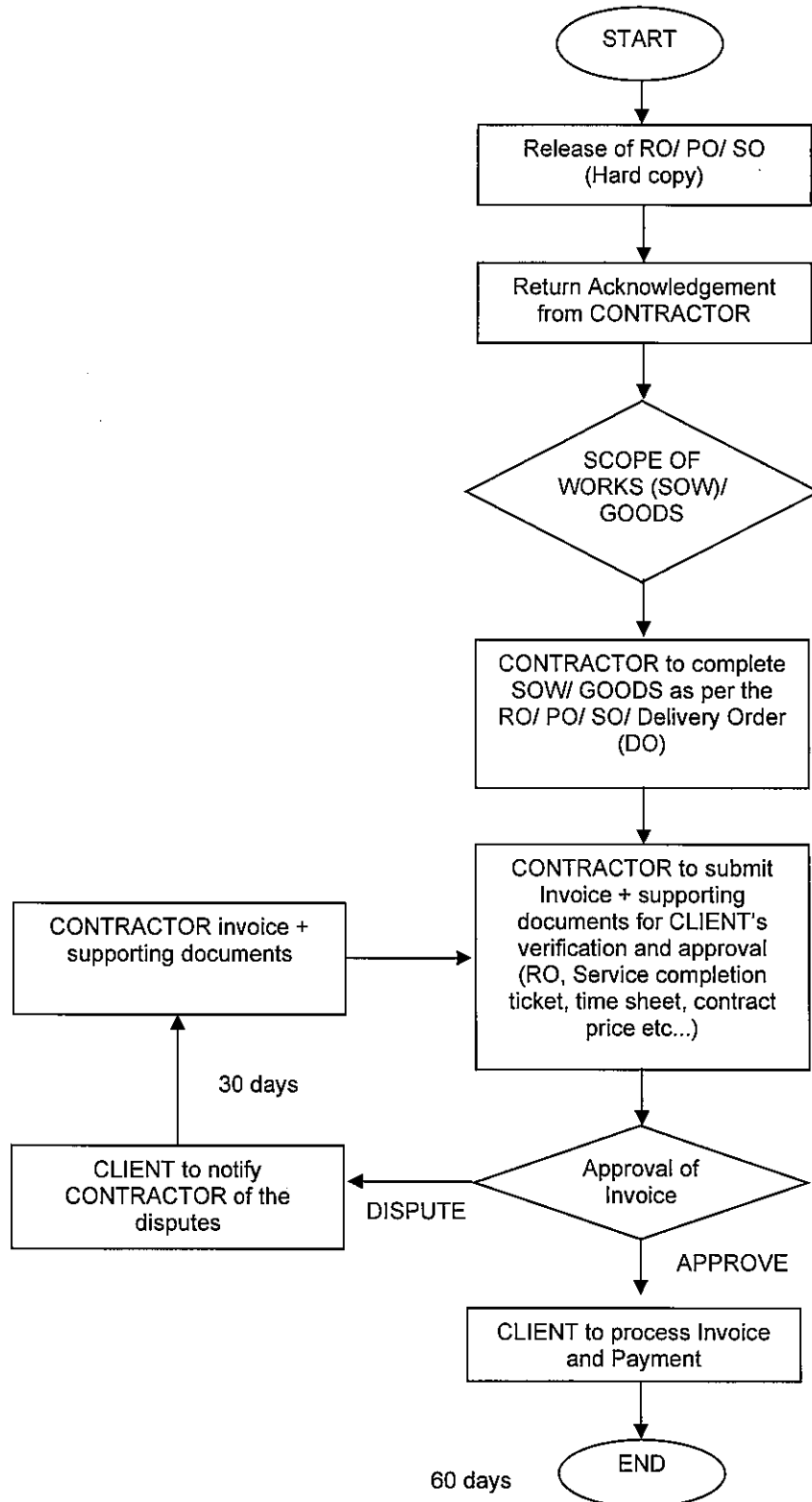
CLIENT shall evaluate the performance of CONTRACTOR pursuant to the specification stated in this SERVICE ORDER throughout the term of SERVICE ORDER duration.

V-6.0 INVOICES AND APPLICABLE SUPPORTING DOCUMENTS

CONTRACTOR shall submit invoices with all supporting documents as specified in APPENDIX V-6.



APPENDIX V-1: INVOICING AND PAYMENT PROCESS FLOW



APPENDIX V-2

LIST OF CONTRACTOR'S PERSONNEL WORKING FOR CLIENT

Contractor Name:
Address:
Telephone No.:

Date:

Attn: PVEP-KHANH MY - Finance and Accounting Dept.

..... (Contractor Name).....would like to provide the list of personal who take part in the contract No....., signing date.....work for PVEP-KHANH MY. Contractor pays directly to these employees as follows:

No	Full name	Date of birth	Nationality	Passport ID	Resident's address	Working date		Job description
						Beginning	Finishing	

Note: photocopy the passport and attached this file when send to Client

Prepared by

Authority
(Signature, Full name, Stamp)

APPENDIX V-3

THÔNG BÁO
NOTICE

Mẫu số: 01/HTQT
(Ban hành kèm theo Thông tư
số 28/2011/TT-BTC ngày
28/2/2011 của Bộ Tài chính)

Áp dụng miễn, giảm thuế theo Hiệp định giữa Việt Nam và (tên Nước/Vùng lãnh thổ ký kết) đối với

Applying for tax exemption or reduction under the Avoidance of Double Taxation Agreement between
Vietnam and (name of the Contracting State/Party) for

☐ Tổ chức (Entity)

☐ Cá nhân (Individual)

☐ Tổ chức và cá nhân (Both)

1. Đối tượng được miễn, giảm thuế theo Hiệp định:

1. Beneficial owner entitled to tax exemption, reduction under the Agreement

	A. Tổ chức (Entity): ☐	B. Cá nhân (Individual): ☐								
1.1	Tên đầy đủ: (viết hoa) Full name: (in capitals) A. Giấy phép kinh doanh hoặc Giấy phép hành nghề <i>Business license or Profession license/Work permit</i> B. Hộ chiếu <i>Passport</i> Số (No.): Ngày cấp:/...../..... tại Cơ quan cấp: Date of issue in issuing agency									
1.2	Tên sử dụng trong giao dịch (nếu là tổ chức) Name used in transaction (for entity only)									
1.3.a	Địa chỉ tại Việt Nam: Address in Vietnam Số điện thoại (Tel): Số Fax (Fax): E-mail: Địa chỉ trên là (The above address is): A. Văn phòng ĐD ☐ B. Cơ sở thường trú ☐ B. Nơi làm việc ☐ B. Nơi lưu trú ☐ <i>Rep Office Permanent Establishment Workplace Domicile</i> AB. Khác ☐ Nêu rõ: <i>Other Specify</i>									
1.3.b	Địa chỉ giao dịch hoặc làm việc tại Việt Nam (nếu khác với địa chỉ nêu trên) Address of transaction or of work in Vietnam (if other than the above address) Số điện thoại (Tel): Số Fax (Fax): E-mail:									
1.4	Mã số thuế tại Việt Nam: Tax identification number in Vietnam Nếu không có nêu lý do If there is no TIN, state the reason									
1.5	Thời gian dự kiến thực hiện hoạt động (hoặc ở) tại Việt Nam: Expected duration of operation carried out (or stay) in Vietnam									
1.6	Quốc tịch: Nước ký kết ☐ Nước khác ☐ Nationality Contracting State Other									
1.7	Địa chỉ tại Nước ký kết: Address in Contracting State Số điện thoại (Tel): Số Fax (Fax): E-mail: Địa chỉ trên là (The above address is): Nơi làm việc ☐ Nơi thường trú ☐ Khác ☐ Nêu rõ: <i>Workplace Domicile Other Specify</i>									
1.8	Tư cách pháp lý tại Nước ký kết (Legal status): <table border="1"> <tr> <td>A. Pháp nhân (Entity)</td> <td>☐</td> <td>B. Cá nhân (Individual)</td> <td>☐</td> </tr> <tr> <td>A. Liên danh không tạo pháp nhân <i>Partnership not forming legal entity</i></td> <td>☐</td> <td>AB. Khác (Nêu rõ:) <i>Other (Specify)</i></td> <td>☐</td> </tr> </table>		A. Pháp nhân (Entity)	☐	B. Cá nhân (Individual)	☐	A. Liên danh không tạo pháp nhân <i>Partnership not forming legal entity</i>	☐	AB. Khác (Nêu rõ:) <i>Other (Specify)</i>	☐
A. Pháp nhân (Entity)	☐	B. Cá nhân (Individual)	☐							
A. Liên danh không tạo pháp nhân <i>Partnership not forming legal entity</i>	☐	AB. Khác (Nêu rõ:) <i>Other (Specify)</i>	☐							
1.9	Mã số thuế tại Nước ký kết: Tax identification number in Contracting State									

	Nếu không có nêu lí do If there is no TIN, state the reason
--	--

2. Đại diện được uỷ quyền: ☐
Authorized representative

2.1	Tên đầy đủ:(viết hoa) Full name:(in capitals) A. Giấy phép kinh doanh hoặc Giấy phép hành nghề ☐ <i>Business license or Profession license/Work permit</i> B. Hộ chiếu ☐ B. CMND ☐ <i>Passport ID</i> AB. Khác(nêu rõ) ☐ <i>Other (Specify)</i> Số (No.): Ngày cấp:...../...../..... tại Cơ quan cấp..... Date of issue in issuing agency		
2.2	Địa chỉ (address):..... Số điện thoại (Tel):..... Số Fax:..... Email:.....		
2.3	Mã số thuế:..... Tax identification number Nếu không có nêu lí do If there is no TIN, state the reason		
2.4	Giấy uỷ quyền số: ngày Letter of attorney dated		
2.5	Tư cách pháp lý (Legal status)		
	A. Pháp nhân (Entity)	☐	B. Cá nhân hành nghề độc lập Individual carrying on independent service
	A. Liên doanh không tạo thành pháp nhân Partnership not forming legal entity	☐	AB. Khác (Nêu rõ.....) Other (Specify)
	AB. Đại lý thuế (Tax agent)	☐	

3. Đối tượng chi trả thu nhập/sử dụng lao động:
Income payer/employer

(Trường hợp nhiều đối tượng chi trả thu nhập hoặc sử dụng lao động, phải lập bảng kê kèm theo Thông báo này với đầy đủ các thông tin dưới đây)
(In case of more than one income payer or employer, a list thereof must be made together with this Notice with all the information below)

3.1.	Tên đầy đủ (Full name): A. Giấy phép kinh doanh hoặc Giấy phép hành nghề ☒ <i>Business license or Practice license</i> B. Hộ chiếu ☐ B. CMND ☐ <i>Passport ID</i> AB. Khác(nêu rõ) ☐ <i>Other (Specify)</i> Số (No.): Ngày cấp:...../...../..... tại Cơ quan cấp: Date of issue in Issuing agency		
3.2.	Địa chỉ (address): Số điện thoại (Tel): Số Fax: E-mail:.....		
3.3.	Mã số thuế: Tax identification number Nếu không có nêu lí do: If there is no TIN, state the reason		
3.4.	Tư cách pháp lý (Legal status)		
	A. Pháp nhân (Entity)	☒	B. Cá nhân hành nghề độc lập Individual carrying on independent service

K *2/11*

☐	A. Liên danh không tạo pháp nhân Partnership not forming legal entity	☐	AB. Khác (Nêu rõ:.....) Other (Specify)	☐
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4. Nội dung miễn, giảm thuế:

Contents of tax exemption, reduction

- 4.1. Loại và tổng số thu nhập ước tính thông báo miễn, giảm thuế
Type and estimated total income requesting for tax exemption, reduction
- 4.1.1. Loại thu nhập (Type of income):
- a. Thu nhập cá nhân (làm công; phục vụ Chính phủ; lương hưu; học bổng; làm thêm; giảng dạy; biểu diễn văn hoá, thể dục thể thao ...):
Personal income (employment, Government service, pensions, scholarships, part time; teaching, cultural performances, sports...)
 - b. Thu nhập kinh doanh
Business profit
 - c. Thu nhập từ lãi cổ phần, lãi tiền vay, tiền bản quyền, thu nhập khác.
Dividends, interest, royalties, other income
 - d.
- 4.1.2. Tổng số thu nhập (Total income):
- 4.2. Thời gian phát sinh thu nhập:
Income-generating duration
- 4.3. Số thuế đề nghị miễn, giảm (hoặc mức thuế suất thông báo áp dụng Hiệp định trong trường hợp thông báo áp dụng mức thuế suất giảm):
Tax amount requesting for exemption, eduction (or tax rate requesting for application of the Agreement in case of applying for the reduced tax rate)

5. Thông tin về giao dịch phát sinh thu nhập liên quan đến áp dụng Hiệp định:

Information on transactions deriving the income liable to the tax amount requesting for application of the Agreement

- 5.1. Giải trình tóm tắt về hoạt động kinh doanh/giao dịch phát sinh thu nhập:
Brief description of the business/transactions generating the income
.....
- 5.2. Giải trình khác
Other description
.....
- 5.3. Tài liệu gửi kèm:
Enclosed documents
- i) Bản gốc Giấy chứng nhận cư trú do cơ quan thuế của nước cư trú cấp đã được hợp pháp hoá lãnh sự;
The original certificate of residence issued by the tax authority of residence country, that has been legalized.
 - ii) Bản chụp hợp đồng kinh tế ký kết với các tổ chức, cá nhân tại Việt Nam có xác nhận của người nộp thuế;
The taxpayer's certified copy of the economic contracts signed with organizations and individuals in Vietnam
 - iii) Bản chụp Giấy phép khai thác thị trường Việt Nam (phép bay) của Cục Hàng không dân dụng cấp theo quy định của Luật hàng không dân dụng có xác nhận của người nộp thuế;
The taxpayer's certified copy of the license for exploitation of the Vietnamese market (flight license) issued by the Civil Aviation Administration of Vietnam under the Law on Civil Aviation;
 - iv) Bản chụp Hợp đồng cung cấp dịch vụ ký tại Việt Nam có xác nhận của người nộp thuế;
The taxpayer's certified copy of the independent professional services contract signed in Vietnam
 - v) Bản chụp Hợp đồng lao động với người sử dụng ở nước ngoài có xác nhận của người nộp thuế;
The taxpayer's certified copy of the labor contract with the foreign employer
 - vi) Bản chụp Hợp đồng lao động với người sử dụng lao động tại Việt Nam có xác nhận của người nộp thuế;
The taxpayer's certified copy of the labor contract with the employer in Vietnam

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- vii) Bản chụp giấy phép kinh doanh và/hoặc giấy phép hành nghề, do Việt Nam cấp đối với các ngành nghề pháp luật Việt Nam yêu cầu phải đăng kí kinh doanh hoặc có giấy phép hành nghề (nếu có) có xác nhận của người nộp thuế;
The taxpayer's certified copy of the business license and/or the profession license/work permit issued by Vietnam, for business lines or occupations subject to business license or profession license /work permit under Vietnamese law (if any);
- viii) Giấy chứng nhận của cơ quan đại diện Việt Nam trong các chương trình trao đổi văn hoá, thể dục thể thao về nội dung hoạt động và thu nhập thông báo miễn thuế theo Hiệp định
A certificate issued by the Vietnamese agency representing in the cultural or sport or physical training exchange program on the content of activities and incomes as stated in the notice for tax exemption under the Agreement;
- ix) Bản chụp hộ chiếu sử dụng cho việc xuất nhập cảnh tại Việt Nam có xác nhận của người nộp thuế;
The taxpayer's certified copy of the passport used for entry into or exit from Vietnam;
- x) Tài liệu chứng minh tính chất khoản thu nhập;
Document evidencing the nature of the income;
- xi) Tài liệu chứng minh doanh nghiệp điều hành trực tiếp tàu, có thể là một trong các tài liệu sau:
Document evidencing the carrier's directly operating the ships, which is one of the following documents:
- + Bản chụp Giấy đăng ký sở hữu tàu có xác nhận của người nộp thuế;
The taxpayer's certified copy of the ship ownership registration;
 - + Bản chụp Hợp đồng thuê tàu (trường hợp doanh nghiệp đi thuê hoặc được trao quyền sử dụng) có xác nhận của người nộp thuế;
The taxpayer's certified copy of the ship charter contract (if the carrier charters or is given the right to use the ship);
 - + Bản chính hoặc bản chụp Giấy phép khai thác tàu định tuyến có xác nhận của cảng vụ;
The original license for ship operation along a fixed route or its copy, certified by the port authority;
 - + Bản chính hoặc bản chụp giấy phép tàu vào cảng có xác nhận của cảng vụ
The original port entry permits or its copy, certified by the port authority
 - + Bản chính giấy xác nhận của cảng vụ về các tàu của hãng vào cảng Việt Nam
The port authority's original certificate of the carrier's ships entering a Vietnamese port
 - + Các tài liệu khác
Other documents
- xii) Giấy uỷ quyền (trong trường hợp uỷ quyền);
Letter of attorney (in case of authorization)
- xiii) Tài liệu khác (nếu có);
Other document (if any)

Tôi cam kết các thông tin và tài liệu đã cung cấp là trung thực và đầy đủ và xin chịu trách nhiệm trước pháp luật về các thông tin và tài liệu này./.

I pledge hereby that the supplied information and documents are true and complete and I shall take responsibility before law for these information and documents./.

NHÂN VIÊN ĐẠI LÝ THUẾ
CERTIFIED TAX AGENT

Họ và tên:

Full name

Chứng chỉ hành nghề số:

Profession licence No.:

....., ngày.....thángnăm

....., day.....monthyear

NGƯỜI NỘP THUẾ hoặc

ĐẠI DIỆN HỢP PHÁP CỦA NGƯỜI NỘP THUẾ

TAXPAYER or

LEGAL REPRESENTATIVE OF TAXPAYER

Ký tên, ghi rõ họ tên, chức vụ và đóng dấu

Sign, full name, title, and seal

Note:

1. Đề nghị đánh dấu (x) vào ô trống thích hợp.

Please tick off (x) in the relevant box.

2. Trường hợp người nộp thuế uỷ quyền cho đại diện hợp pháp thực hiện thủ tục áp dụng Hiệp định, bên được uỷ quyền phải kê khai đầy đủ các thông tin tại phần 1 và 2 của Thông báo này.

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In cases where the taxpayer authorizes his/her legal representative to carry out procedures for the application of the Agreement, the authorizer must declare all information in part 1 and 2 of this Notice.

3. Đối với từng loại thu nhập, tài liệu gửi kèm như sau:

For each type of income, attach the following documents:

3.1. Đối với cá nhân là đối tượng cư trú nước ngoài có thu nhập từ hoạt động làm công tại Việt Nam: i); v); vi) và ix).

For individuals who are foreign residents having income from employment in Vietnam: i); v); vi) and ix).

3.2. Đối với cá nhân nước ngoài là đối tượng cư trú của Việt Nam được hưởng các quy định miễn, giảm thuế đối với thu nhập quy định tại các Điều khoản thu nhập từ phục vụ Chính phủ, thu nhập của sinh viên, học sinh học nghề và thu nhập của giáo viên, giáo sư và người nghiên cứu: i); x); xii) và xiii).

For foreign individuals being residents of Vietnam entitled to tax exemption or reduction for incomes provided in the Agreement's provisions on incomes from government service, incomes of students, job trainees, teachers, professors and researchers: i); x); xii) and xiii).

3.3. Đối với vận động viên và nghệ sĩ là đối tượng cư trú của nước ngoài có thu nhập từ biểu diễn văn hoá, thể dục thể thao tại Việt Nam: i); viii); và xii).

For athletes and artists being residents of foreign countries and having incomes from cultural performance, sports or physical training activities in Vietnam: i); viii); and xii).

3.4. Đối với nhà thầu nước ngoài thực hiện chế độ kế toán Việt Nam, có thu nhập từ hoạt động sản xuất kinh doanh: i); ii); xii) và xiii).

For foreign contractors applying the Vietnamese accounting system and having incomes from production or business activities: i); ii); xii) and xiii).

3.5. Đối với nhà thầu nước ngoài thực hiện chế độ kế toán Việt Nam, có thu nhập từ hoạt động ngành nghề độc lập: i); iv); vii); ix); xii) và xiii).

For foreign contractors applying the Vietnamese accounting system and having incomes from independent professional services: i); iv); vii); ix); xii) and xiii).

3.6. Đối với nhà thầu nước ngoài không thực hiện chế độ kế toán Việt Nam, có thu nhập từ vận tải hàng không quốc tế tại Việt Nam: i); iii); xii) và xiii).

For foreign contractors that does not apply the Vietnamese accounting system and have incomes from international air transportation in Vietnam: i); iii); xii) and xiii).

3.7. Đối với nhà thầu nước ngoài không thực hiện chế độ kế toán Việt Nam, có thu nhập khác (thu nhập từ kinh doanh, lãi cổ phần, lãi tiền vay, tiền bản quyền, phí dịch vụ kỹ thuật, chuyển nhượng tài sản, thu nhập khác): i); ii); xii) và xiii).

For foreign contractors that do not apply the Vietnamese accounting system and have other income (business profits, dividends, interest, royalties, technical fees, alienation of property, other income): i); ii); xii) and xiii).

3.8. Đối với hãng vận tải nước ngoài có thu nhập từ hoạt động vận tải quốc tế: i); xi) và xii).

For foreign carriers having income from international transport activities: i); xi) and xii).

3.9. Đối với nhà thầu nước ngoài có thu nhập từ chuyển nhượng vốn: i); ii); và xii).

For foreign contractors having income from capital gains: i); ii); and xii).

APPENDIX V-4
SPECIMEN FORM OF INVOICE

TO: PVEP-KHANH MY
Finance Manager

ATTN:

Contract Title:
Contract No.:

Invoice No.:
Invoice Date:

Brief description on type of invoice, location (well & rig), month and year and etc.

Description of charges itemized in accordance with the rates set forth in the SERVICES ORDER.

Total amount of the invoice

CONTRACTOR's Bank
And Account Number as per

Verify and sign by

ke *ml*

APPENDIX V-5
BILLING STATEMENT
PVEP-KHANH MY

BILLING STATEMENT AS OF _____

CONTRACTOR: _____

SERVICE ORDER No. : _____

Invoice No.	Invoice Date	Invoice Amount	Brief Description of the Invoice	Cumulative Amount	Date Submit to CLIENT	Amount Paid	Date Paid	Remark



APPENDIX V-6

INVOICE CHECKLIST

ITEM	DESCRIPTION	ORIGINAL	SCAN/ COPY	CERTIFIED TRUE COPY	ISSUED BY (*)	REMARKS
A	GENERAL					
1	Payment request	X			CONTRACTOR	
2	Commercial Invoice in USD/VND	X			CONTRACTOR	
3	Transfer official exchange rate for VND and USD announced by VIETCOMBANK on the date of invoice(s) issuance		X		CONTRACTOR	
4	Billing of statement	X			CONTRACTOR	
5	Schedule of rates of signed Contract/Purchase Order/ Service Order		X		CONTRACTOR and CLIENT	
6	Signed Release Order (Where applicable)		X		CONTRACTOR and CLIENT	
7	Bank Guarantee for 1st invoice (Where applicable)		X		AUTHORIZED ORGANIZATION	
8	Performance Guarantee for 1st invoice (Where applicable)		X		AUTHORIZED ORGANIZATION	
9	Invoice checklist		X		CONTRACTOR and CLIENT	
10	Others (to be clearly specified as required by SERVICE ORDER)					
B	SERVICES					
1	Certificate of Origin/ Quality/ Inspection for materials/ equipment as required by SERVICE ORDER		X		AUTHORIZED ORGANIZATION	
2	Mill Test/ Certificate of Materials		X		MANUFACTURER	
3	Delivery ticket/ note and/or return ticket of machines/ equipment & tools/ materials/ consumables rented/ purchased for the works	X			Head of VTSB	
4	List of personnel required for the works	X			CONTRACTOR and CLIENT Representative	
5	Approved time sheet for equipment rental	X			CONTRACTOR and CLIENT Representative	
6	Approved time sheet for personnel	X			CONTRACTOR and CLIENT Representative	

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ITEM	DESCRIPTION	ORIGINAL	SCAN/ COPY	CERTIFIED TRUE COPY	ISSUED BY (*)	REMARKS
7	Overtime for unplanned/ emergency activities upon receipt of request from Site Supervisor/ Wellhead operator/ Field Supt.	X			CONTRACTOR and CLIENT Representative	
8	Personnel replacement approved by CLIENT		X		CLIENT Representative	
9	Insurance for 1st invoice		X		AUTHORIZED ORGANIZATION	
10	Warranty certificate	X			CONTRACTOR/ MANUFACTURER	
11	Working statement for routine rental equipment i.e. Topaz VRC, RBB GLC	X			CONTRACTOR and CLIENT Representative	
12	Work completion certificate/Acceptance Protocol for services	X			CONTRACTOR and CLIENT Representative	
13	Final Service Report	X			CONTRACTOR Representative	
14	Contract close-out certificate for final invoice	X			CONTRACTOR	
15	Approved Changes to Contract/ Change Order		X		CONTRACTOR and CLIENT	
16	Supporting documents and invoices for third-party services/ reimbursable items, etc. as required by SERVICE ORDER			X	CONTRACTOR	
17	Others (to be clearly specified as required by CONTRACT)					

Notes: CONTRACTOR means the authorized person who signs the SERVICE ORDER

CLIENT means the authorized person who signs the SERVICE ORDER

CONTRACTOR's Representative means the person to be named and identified in Part V-1.1

CLIENT's Representative means the person to be named and identified in Part V-1.2

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FORM A
CHECK LIST FORM

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FORM A
CHECK LIST FORM

	REQUIREMENT	C or X **	BIDDER'S OPTION/COMMENTS/EXCEPTION
A. ARTICLES			
1. Article 1	Definition		
2. Article 2	Form of Service Order and Amendments		
3. Article 3	Commencement and Completion of Works		
4. Article 4	Acceptance of Works		
5. Article 5	Service Order Prices		
6. Article 6	Liquidated Damages		
7. Article 7	Warranty		
8. Article 8	Invoicing and Payment		
9. Article 9	Taxes and Customs Charges		
10. Article 10	Liabilities, Release and Indemnification		
11. Article 11	Health, Safety and Environment		
12. Article 12	Patent Indemnity		
13. Article 13	Limitation of Liability		
14. Article 14	Force Majeure		
15. Article 15	Suspension		
16. Article 16	Termination		
17. Article 17	Actions on Behalf of Client		
18. Article 18	Liens and Claims		
19. Article 19	Insurance		
20. Article 20	Law		
21. Article 21	Arbitration		
22. Article 22	Amendments and Inconsistencies		
23. Article 23	Inspection, Access and Audit		
24. Article 24	Confidentiality		
25. Article 25	Sub-contractor(s) and Assignment		
26. Article 26	Entire Agreement		
27. Article 27	Special Conditions		
B. EXHIBIT			
28. Exhibit I	Scope of Works		
29. Exhibit II	Schedule of Rates		
30. Exhibit III	Health, Safety and Environment Requirements		
31. Exhibit IV	Consequence Management for HSE Non-compliances		
32. Exhibit V	Administrative Procedures		
33. Exhibit VI	Works Completion Certificate		

C: Comply

X: Not comply

FORM B
EXCEPTION FORM

92 24

PART I OF FORM B: TO BE SUBMITTED IN TECHNICAL SUBMISSION ONLY – DO NOT STATE ANY VALUE IN THIS PART I

ARTICLE NO. or EXHIBIT NO.	EXACT NEW WORDING PROPOSED BY BIDDER	REASON (S) FOR EXCEPTION	EFFECT ON DELIVERY OF PURCHASER ORDER	PLEASE STATE (YES OR NO) IN THE APPROPRIATE COLUMN AND PLEASE DO NO <u>SPECIFY ANY VALUE.</u>	
				THIS EXCEPTION HAS NO COST IMPACT	THIS EXCEPTION HAS COST IMPACT

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PART II OF FORM B: TO BE SUBMITTED IN COMMERCIAL SUBMISSION ONLY

ARTICLE NO. or EXHIBIT NO.	EXACT NEW WORDING PROPOSED BY BIDDER	REASON (S) FOR EXCEPTION	EFFECT ON DELIVERY OF PURCHASER ORDER	PLEASE STATE THE ADDITIONAL (+) OR REDUCTION (-) IN THE BID RATES IF EXCEPTION IS REJECTED/ACCEPTED BY THE COMPANY

FORM C
TECHNICAL PROPOSAL FORM

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FORM C
TECHNICAL PROPOSAL FORM

(BIDDER'S LETTER HEAD)

Date :

To : PVEP-KHANH MY
Planning & Procurement Management Department,
19th Floor, Victory Tower, 12 Tan Trao Street
Tan My Ward, Ho Chi Minh City

Attention : Tender Secretariat

Dear Sir

TENDER NO. : _____
TENDER TITLE : _____

We, the undersigned, certify that we have read and understood the subject Invitation to Bid and all documents forming the above-mentioned tender.

We acknowledge that we have thoroughly reviewed the ITB and satisfied ourselves to all conditions and requirements affecting the supply and hereby submit our Bid Proposal attached hereto. We shall be solely responsible for the supply in accordance with good engineering and oilfield practice.

We offer to perform the supply as detailed in the ITB for the prices stated in our proposal attached hereto. This offer is valid for ninety (90) days from the Bid Closing Date and shall be binding upon us if accepted by CLIENT at any time before expiration of the aforesaid validity date.

If our proposal is accepted, we undertake that, pending the execution of a formal contract, this Bid Proposal, together with CLIENT's written acceptance shall constitute a binding contract between us.

Thank You.

FOR AND ON BEHALF OF _____

COMPANY'S SEAL/STAMP

Signature :
Printed Name :
Position :
Company :
Date :

FORM D
COMMERCIAL PROPOSAL FORM

1 2

FORM D
COMMERCIAL PROPOSAL FORM

(BIDDER'S LETTER HEAD)

Date :

To : PVEP-KHANH MY
Planning & Procurement Management Department,
19th Floor, Victory Tower, 12 Tan Trao Street
Tan My Ward, Ho Chi Minh City

Attention : Tender Secretariat

Dear Sir

TENDER NO. : _____
TENDER TITLE : _____

We, the undersigned, certify that we have read and understood the subject Invitation to Bid and all documents forming the above-mentioned tender.

We acknowledge that we have thoroughly reviewed the ITB and satisfied ourselves to all conditions and requirements affecting the supply and hereby submit our Bid Proposal for the tender with the price stated and attached hereto. We shall be solely responsible for the supply in accordance with good engineering and oilfield practice.

We offer to perform the supply as detailed in the ITB for the prices stated in our proposal attached hereto. This offer is valid for ninety (90) days from the Bid Closing Date and shall be binding upon us if accepted by CLIENT at any time before expiration of the aforesaid validity date.

If our proposal is accepted, we undertake that, pending the execution of a formal contract, this Bid Proposal, together with CLIENT's written acceptance shall constitute a binding contract between us.

Thank You.

FOR AND ON BEHALF OF _____

COMPANY'S SEAL/STAMP

Signature :
Printed Name :
Position :
Company :
Date :

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FORM E
INVITATION TO BID DOCUMENT (ITBD) QUESTIONNAIRES

1/1

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE ATTEMPTING THE QUESTIONS STATED IN THIS FORM E.

1. BIDDERS SHALL PROVIDE ALL THE INFORMATION REQUIRED ACCORDINGLY AND ADHERE TO FORMATS ESTABLISHED WHENEVER REQUIRED.
2. BIDDERS ARE STRICTLY PROHIBITED TO SUBMIT PARTIAL OR INCOMPLETE INFORMATION AND LEAVE ANY OF CLIENT'S REQUIREMENT UNANSWERED.
3. BIDDERS MUST WHERE REQUIRED SUBMIT/ENCLOSE ACCORDINGLY ALL THE SUPPORTING DOCUMENTS REQUESTED TO SUBSTANTIATE THE INFORMATION PROVIDED.
4. BIDDERS ARE ENCOURAGED TO SEEK WRITTEN CLARIFICATION PRIOR TO BID CLOSING TO CLARIFY AREAS OF CONCERN IN THIS FORM AS CLIENT WILL NOT ISSUE ANY FURTHER CLARIFICATION SHOULD ANY OF THE QUESTION (S) ARE LEFT UNANSWERED.
5. BID SUBMISSION AND SUBSEQUENT CORRESPONDENCE MUST BE IN ENGLISH.
6. BIDDERS SUBMISSION SHALL BE CLEARLY TYPED. HAND WRITTEN SUBMISSION WILL BE REJECTED FROM FURTHER CONSIDERATION.

BIDDER'S FAILURE TO COMPLY WITH THE ABOVE INSTRUCTION WILL BE DEEMED AS NON-COMPLIANCE TO THE TENDERING EXERCISE AND CLIENT AT ITS OWN PREROGATIVE WILL REJECT THE BID SUBMISSION FROM FURTHER CONSIDERATION.

CONTRACT NO.: _____
SUPPLY OF _____

FORM E
Page 1 of 4

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BIDDER'S/PRINCIPAL'S PROFILE

A.1.0 BIDDER'S PROFILE

NO	DESCRIPTION	BIDDER TO SPECIFY/PROVIDE
1.1	Name of BIDDER	
1.2	Registered address	
1.3	Business address	
1.4	Correspondence address	
1.5	Telephone no.	
1.6	Fax no.	
1.7	Contact person	
1.8	E-mail address	
1.9	Mobile no.	

A.2.0 PROFILE OF THE PARENT/PRINCIPAL/PARTNER BIDDER

NO	DESCRIPTION	BIDDER TO SPECIFY/PROVIDE
2.1	Is BIDDER an Affiliate/Agent of a Parent/Principal/Partner involved in a similar nature of work as the tender? If Yes, please proceed to item 2.2 – 2.8. If No, please skip item 2.2 – 2.8 and state Not Applicable.	Yes / No
2.2	Name of BIDDER	
2.3	Registered address	
2.4	Business address	
2.5	Correspondence address	
2.6	Telephone no.	
2.7	Fax no.	
2.8	Contact person	

A.3.0 CONTRACT PERFORMANCE

NO	DESCRIPTION (BIDDER TO SPECIFY/PROVIDE)	
3.1	If awarded this tender, will your BIDDER perform the work as <u>self-operated</u> or with <u>the support of a Parent/Principal/Partner</u> ? If BIDDER will perform the work under self-operated basis with no Parent/Principal/Partner support, please skip item 3.2 - 3.6. If your Parent/Principal/Partner supports your execution of this tender related work, please proceed to item 3.2 – 3.6.	
3.2	If awarded for this tender, please specify the portion of work done by your BIDDER and your Parent/Principal/Partner BIDDER.	BIDDER :% Parent/Principal/Partner :% Please provide detail write-up of the work portion to be done by each party.
3.3	How long has your Parent/Principal/Partner been in this nature of business?	
3.4	How many years of experience do your Parent/Principal/Partner has?	

NO	DESCRIPTION (BIDDER TO SPECIFY/PROVIDE)																									
3.5	List active projects and work currently being performed by your Parent/Principal/Partner BIDDER:- <table border="1"> <thead> <tr> <th>BIDDER's Name</th><th>Client's Name</th><th>Description of Project / Work</th><th>Value</th><th>% Completion</th></tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	BIDDER's Name	Client's Name	Description of Project / Work	Value	% Completion																				
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3.6	List projects of similar nature to the tender performed by your Parent/Principal/Partner BIDDER in the past: <table border="1"> <thead> <tr> <th>BIDDER's Name</th><th>Client's Name</th><th>Description of Project / Work</th><th>Value</th><th>% Completion</th></tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	BIDDER's Name	Client's Name	Description of Project / Work	Value	% Completion																				
BIDDER's Name	Client's Name	Description of Project / Work	Value	% Completion																						

A.4.0 BIDDERS EXPERIENCE IN PROVIDING THE TENDER RELATED SERVICES/WORK

NO	DESCRIPTION (BIDDER TO SPECIFY/PROVIDE)																				
4.1	List active projects and work currently being performed:- <table border="1"> <thead> <tr> <th>Client's Name</th><th>Description of Project / Work</th><th>Value</th><th>% Completion</th></tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Client's Name	Description of Project / Work	Value	% Completion																
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Client's Name	Description of Project / Work	Value	% Completion																		

A.5.0 TECHNICAL QUESTIONAIRS

NO	PVEP-KHANH MY'S TECHNICAL REQUIREMENTS	BIDDER TO SPECIFY/PROVIDE
5.1	Compliance to SOW as stated in Section II, Appendix I - SOW	Bidder to confirm and specify your compliance
5.2	Availability as stated in Section I, Appendix I - SOW	Bidder to confirm and specify your compliance
5.3	Personnel as stated in Section III-02, Appendix I - SOW	Bidder to confirm and provide full list of Service Engineers together with their information such as CV, valid training certificates in bid proposal.

CONTRACT NO.: _____
SUPPLY OF _____

FORM E
Page 3 of 4

5.4	Company experience as stated in Section III-01, Appendix I - SOW	
5.5	Contractual Terms & Conditions	Bidder to confirm and specify your compliance

I, FOR AND BEHALF OF HEREBY CONFIRM AND CERTIFY THAT ALL THE INFORMATION AND DOCUMENTS FURNISHED IN THIS FORM E ARE ACCURATE AND TRUE.

I HEREBY ALSO CONFIRM THAT, I HAVE ANSWERED ALL THE QUESTIONS AND ATTACHED ALL THE RELEVANT SUPPORTING DOCUMENTS.

CLIENT CAN DEEM OUR INABILITY TO PROVIDE THE REQUIRED SERVICES OR DOCUMENTS SHOULD THE REQUIRED ANSWER OF A PARTICULAR QUESTION OR THE REQUIRED DOCUMENTS ARE NOT DULY FURNISHED OR ATTACHED AND NO FURTHER CLARIFICATION IS REQUIRED IN THIS REGARD.

I HEREBY ALSO AUTHORISE CLIENT TO UNDERTAKE A PHYSICAL AUDIT EXERCISE AT OUR OFFICE PREMISES TO VERIFY AND ASCERTAIN THE SUBMISSION WITHOUT ANY PRIOR APPROVAL FROM US.

NAME	
DESIGNATION	
SIGNATURE	
DATE	
COMPANY'S STAMP/SEAL	

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