

BID SUBMISSION FORMAT FOR

**SUPPLY OF VISA SERVICES, DAI HUNG NAM PROJECT,
DAI HUNG FIELD DEVELOPMENT, BLOCK 05-1(a), OFFSHORE VIETNAM,**

RFQ No.: PVEP-POC-DHN-2025-012

1. PROPOSAL FORMAT

1.1 BIDDER is to strictly adhere to the proposal format as set out below. **BIDDER must ensure that the "TECHICAL UNPRICED (TECHNICAL)" does not contain any pricing or cost.** *Failure to comply with these instructions may render BIDDER's proposal invalid.*

1.2 BIDDER is to submit the proposal in One (01) separate sealed package, with two (02) parts as follows:

a) Technical Unpriced (Technical)

b) Priced (Commercial)

1.3 CONTENTS OF TECHNICAL UNPRICED (TECHNICAL)

Unpriced package shall include but not limited to the following:

SECTION	CONTENT
Section 1	<p>PROPOSAL LETTER</p> <p>The Proposal Letter shall be prepared and fully filled by BIDDER and must be signed by the authorized representative of BIDDER (the representative at law of the BIDDER or the authorized person with legal Power of Attorney). In case of authorization, BIDDER shall enclose the following instruments and documents to prove the legitimacy of the authorized person:</p> <p>a. In case of independent BIDDER:</p> <p style="padding-left: 40px;">Power of Attorney signed by the Representative at law of BIDDER authorizing the authorized person to sign the Proposal Letter;</p> <p style="padding-left: 40px;">BIDDER participates in bid must be legally and financially independent with Investor and/or Procuring Entity. Failure to comply with such requirement may be considered as disqualified.</p> <p>b. In case of Consortium (Not applicable):</p> <p style="padding-left: 40px;">Proposal Letter shall be signed by the Representative at law of each Consortium Partner, unless the Consortium Agreement stated that the Consortium Partners have authorized the representative at law of Leading Partner of the Consortium to sign Proposal Letter. If each Consortium Partner has authorized such Representative, the same requirements as independent BIDDER shall be applied.</p>
Section 2	<p>BIDDER'S ELIGIBILITY, EXPERIENCES & CAPACITY</p> <p>BIDDER shall provide the following documents proving BIDDER's eligibility, experiences, and capacity:</p> <p style="padding-left: 40px;">(i) BIDDER's Organization</p> <p style="padding-left: 40px;">(ii) BIDDER's Experience;</p> <p style="padding-left: 40px;">(ii) Company Profile;</p> <p>BID BOND (Not applicable for this RFQ).</p>
Section 3	<p>TECHNICAL PROPOSAL</p>



SECTION	CONTENT
	<p>BIDDER shall provide the following documents to prove the suitability (compliance) of WORKS/SERVICES:</p> <ol style="list-style-type: none"> 1. BIDDER is to provide (i) the detailed description of the working procedures, BIDDER's capability of the WORKS proposed and (ii) the relevant guidelines, drawings, certificates, records to provide the Scope of Works as specified in Request for Quotation; 2. BIDDER is to submit the information as – EQUIPMENT, MATERIALS, SUPPLIES AND SERVICES TO BE PROVIDED BY CONTRACTOR (if any); 3. Curriculum Vitae (CV) of Proposed Manpower as set out in BIDDING FORMS (not applicable);
Section 4	<p>BIDDER'S UNPRICED EXCEPTIONS AND ALTERNATIVES</p> <ol style="list-style-type: none"> a. If BIDDER has no exception and alternative proposal, BIDDER shall have the following statements prominently displayed in capital letters under this section: "THIS PROPOSAL COMPLIES WITH ALL TERMS AND CONDITIONS OF THIS CONTRACT, EXHIBITS AND REQUIREMENTS IN THIS RFQ" or b. If BIDDER has alternative proposal on this bid documents, BIDDER shall display the following statement in capital letters under this section: "THIS PROPOSAL INCLUDES EXCEPTIONS AND ALTERNATIVES WHICH ARE LISTED ON THE FOLLOWING PAGES." c. BIDDER shall present a complete and detailed listing of non-compliance to the RFQ in total indicating the delivery impact only, if any, but without indicating the cost impact. The format of presentation shall be as per the attached BIDDER's EXCEPTION TO TERMS AND CONDITIONS and BIDDER's EXCEPTION TO EXHIBITS.

1.4 CONTENTS OF PRICED (COMMERCIAL)

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

SECTION	CONTENT
Section 1	<p>PROPOSAL LETTER As attached here-with.</p>
Section 2	<p>BIDDER is requested to submit the following with prices & schedule attached Request For Quotation No. PVEP-POC-DHN-2025-012.</p>
Section 3	<p>BIDDER'S PRICED EXCEPTIONS AND ALTERNATIVES.</p> <ol style="list-style-type: none"> a. If BIDDER has no exception and alternative proposal, BIDDER shall have the following statements prominently displayed in capital letters under this section: "THIS PROPOSAL COMPLIES WITH ALL TERMS AND CONDITIONS OF THIS CONTRACT, EXHIBITS AND REQUIREMENTS IN THIS RFQ" or



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

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

- a) **One (1) original and one (1) copy** of each part wrapped separately and clearly marked with the word "TECHNICAL UNPRICED" or "COMMERCIAL PRICED" on the cover of the respective wrapping and All put together in one (1) big package with title in item 2.7.
- b) (Not applicable for this RFQ) 01 native copy containing Technical Unpriced (Technical) and 01 native copy containing Priced (Commercial) with label having BIDDER name, Tender title and number (if any). The native copy shall be wrapped and sealed separately and marked with the word "**UNPRICED PACKAGE**" or "**PRICED PACKAGE**" on the covers of the packages. The soft Proposal documents shall be in native file format (Microsoft Word® and Microsoft Excel®).

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

2.2 BIDDER shall ensure that all proposals or submissions to CLIENT, pertaining to the enquiry are properly sealed and that the cover of each package is clearly marked in **bold letters** with the following wordings:

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

2.3 **All communications and correspondence with regard to RFQ and clarification shall be made to the following address:**

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

15th Floor, Victory Tower
 12 Tan Trao Street, Tan My Ward, Ho Chi Minh City, S.R Vietnam
 Tel: (84-28) 3776 2222 Fax : (84-28) 3872 1079/1088

Attention : Mr. Le Duc Tue

Email: trungnn@pvep.com.vn
Copy email: luandv@pvep.com.vn; dovh@pvep.com.vn; xuannpt@pvep.com.vn;
tuannm2@pvep.com.vn

All communications with regard to bid clarifications shall be made in writing and must indicate the RFQ number and title and send to the address given above. Such bid clarifications shall reach the address given above **at least five (05) days** prior to the Bid Closing Date. CLIENT shall preserve the right not to response to bid clarifications received later than the above

mentioned time.

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

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

15th Floor, Victory Tower,
12 Tan Trao Street, Tan My Ward, Ho Chi Minh City, S.R Vietnam
Tel: (84-28) 3776 2222 Fax : (84-28) 3872 1079/1088

Attention : Mr. Le Duc Tue

Email: trungnn@pvep.com.vn

Copy email: luandv@pvep.com.vn; dovh@pvep.com.vn; xuannpt@pvep.com.vn;
tuannm2@pvep.com.vn

- 2.4 BIDDER is strongly advised to deliver the proposals by hand in order to assure timely receipt by CLIENT. If BIDDER elects to mail the proposal, BIDDER is advised to use a fast and reliable delivery service e.g. courier. BIDDER should advise CLIENT by fax the date on which the proposal was mailed and details of the delivery service (if applicable).
- 2.5 Responsibility for timely delivery of the proposals to the correct address rests fully with BIDDER. CLIENT does not accept late bids submission. Delivery to the wrong address/E-mail address shall not be an excuse for late delivery.
- 2.6 BIDDER must ensure that the proposal is delivered to the address given in Item 2.3 above no later than the **bid closing date specified on the website “muasamcong.mpi.gov.vn” for this RFQ, LATE BIDS WILL NOT BE ENTERTAINED.**
- 2.7 BIDDER’s proposal shall be submitted in a **separate sealed envelope or package** bearing the name of your company, clearly addressed and marked on the outside as follows:

"STRICTLY CONFIDENTIAL"

**SUPPLY OF VISA SERVICES, DAI HUNG NAM PROJECT, DAI HUNG FIELD
DEVELOPMENT, BLOCK 05-1(a), OFFSHORE VIETNAM
RFQ No.: PVEP-POC-DHN-2025-012”**

- 2.8 Bid Proposal as well as all correspondences and documents relating to the RFQ exchanged by BIDDER and CLIENT shall be written in English. Supporting documents and printed literature furnished by BIDDER may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Bid Proposal, the translation shall govern.
- 2.9 Proposal by BIDDER shall be binding for a minimum period of **90 calendar days from the Bid Closing Date**. BIDDER may assume that the award for Contract will be made within 45 calendar days from the Bid Closing Date and BIDDER can assume that it has not been successful if no notification is received within the bid validity period. BIDDER shall state the precise date of validity in the proposal. CLIENT shall be entitled to request BIDDER to extend Bid Validity for maximum of 60 calendar days (if any) without any BIDDER’s exception.

3. ACCEPTANCE

- 3.1 CLIENT may, at CLIENT option, reject all proposals received or may accept any proposal which, in CLIENT's sole judgment, is the most advantageous to CLIENT. CLIENT reserves the right to accept or reject all or part of the proposal at CLIENT's discretion and will be under no obligation to explain the reasons thereof.



- 3.2 CLIENT reserves the right to award the CONTRACT at its own discretion. Award strategy: Single award.
- 3.3 CLIENT shall not be deemed to have accepted all or any part of a proposal unless and until a written acceptance is issued.
- 3.4 Any award as a result of this RFQ will be through a properly executed contract issued by CLIENT. Prior to this, CLIENT may send the BIDDER a Letter of Award in order to initiate immediate placement of order. Upon receipt of the Letter of Award, BIDDER shall proceed immediately with the work mentioned in the Letter of Award.
- 3.5 BIDDER with any contract performance failure record with PVEP-POC within 24 previous months from the date of issuance of this RFQ shall be excluded from the bidding of this RFQ.

4. PAYMENT

- 4.1 Payments shall be made in accordance to **Article headed as INVOICING AND PAYMENT** of Contract Form attached hereto.
- 4.2 Any proposal on progress payments shall be based on "value received" or verifiable milestones and not merely the passage of time and not for merely placing the Contract.

END OF SECTION



BIDDING FORMS

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2.1	Technical Bidding Forms
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GBF-02	BIDDER's company information
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TBF-02	Exception and Qualification Form
2.2	Commercial Bidding Forms
CBF-1	Proposal Letter Form (Priced)
CBF-2	Schedule of Rates and Prices



GENERAL AND TECHNICAL (UN-PRICED) BIDDING FORMS

These Forms shall be submitted in a separate sealed envelope.



GENERAL BIDDING FORM-GBF-01
PROPOSAL LETTER FORM (UN-PRICED)

Letterhead of BIDDER

Ref Number: [BIDDER TO INSERT REF. NUMBER OF ITS BID PROPOSAL]

From: [BIDDER TO INSERT NAME OF BIDDER],

Date:

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

Attn: Director

Subject: RFQ for the Provision of Visa Services, Dai Hung Nam Project, Dai Hung Field
Development, Block 05-1(a)

RFQ No.: PVEP-POC-DHN-2025-012

Dear Sir

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

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

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

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

Yours faithfully

Correspondence from CLIENT should be
addressed to:

Signature :

Address :

Printed Name :

Attn :

Position :

Telephone :

Company:

Telex :

Date :

Fax:

(*) This form must be signed by the BIDDER's General Director. Otherwise, an Authorization letter signed by BIDDER's General Director is required.

GENERAL BIDDING FORM - GBF-02

BIDDER'S COMPANY INFORMATION

BIDDER shall provide a succinct company profile containing as minimum information on the following:

Certification:

- a) Form and copies of company's certification including but not limited to business registration certificate or investment certificate issued pursuant to law, or a decision on establishment in the case of a domestic BIDDER which is an organization without business registration. A foreign BIDDER must have registration for its operation issued by the competent authority of the country of nationality of the BIDDER;
- b) Provide date of incorporation or registration of Bidding entity (i.e. private company, partnership, joint venture, limited company, etc.);
- c) Provide number of years established in the industry.

Power of Attorney:

Power of Attorney for BID signatory authority to bind BIDDER to fulfillment of commitments contained in its BID to perform scope of supply



GENERAL BIDDING FORM - GBF-03

FINANCIAL CAPABILITY (*)

No.	Description	2022	2023	2024	Remark
1	Turnover				
2	Profit before tax				
3	Profit after tax				
4	Current Assets				
5	Current Liabilities				
6	Total Assets				
7	Total Liabilities				

(*) BIDDER is requested to submit a copy of the BIDDER's Annual Audited Financial Report for the years of 2022, 2023, 2024 which is audited by authorized organization in accordance with the regulation to certify the above statistics.

General Director

(or Authorized representative of the BIDDER)

[Name, title, signature and stamp if any]



TECHNICAL REQUIREMENTS AND EVALUATION CRITERIA

A - TECHNICAL REQUIREMENTS

1. Objective

CONTRACTOR shall deliver comprehensive visa application services/ visa extension or relevant services for CLIENT's employee (Vietnamese citizens) traveling to countries requiring a visa. CONTRACTOR must ensure timely and accurate advice throughout the process, guaranteeing that all applications are submitted and processed within the required timeframes while adhering to the immigration and consular regulations of the destination country.

2. CONTRACTOR's responsibilities

2.1 Overall

CONTRACTOR shall:

- Conduct an initial consultation with the CLIENT to understand:
 - The purpose of travel (e.g., business, tourism, study, etc.).
 - The destination country and visa category.
 - Travel dates and duration of stay.
- Provide clear and detailed guidance on the visa application process, requirements, and timelines for each destination.
- Assist CLIENT in preparing all required documents, including but not limited to:
 - Valid passport (with sufficient validity and blank pages for visas).
 - Passport-sized photographs (as per destination country's specifications).
 - Completed visa application form(s).
 - Supporting documents, such as:
 - Proof of employment or business registration.
 - Invitation letters (if applicable).
 - Proof of financial stability (bank statements, sponsorship letters, etc.).
 - Travel itinerary (flight tickets and accommodation bookings).
 - Evidence of ties to Vietnam (e.g., property ownership, family ties, etc.).
 - Additional documents specific to the destination country.
- Review submitted documents to ensure they are accurate, complete, and meet the requirements of the destination country.

2.2 Visa Application Assistance

- Complete and submit visa applications on behalf of the applicant.
- Schedule appointments for in-person submissions, interviews, or biometric data collection (if required).
- Coordinate with consulates, embassies, or visa application centers to track the progress of visa applications.
- Provide details of visa application fees, service charges, and other relevant costs.
- Facilitate the payment of visa fees on behalf of the applicant and provide receipts for all transactions.
- Prepare applicants for visa interviews, including:
 - Guidance on commonly asked questions.
 - Advising on appropriate behavior and document presentation.



- Accompany applicants to the embassy or consulate (if allowed by the destination country's regulations).
- Collect visas on behalf of the applicant once approved (if authorized to do so by the applicant and destination country).
- Deliver to the team members securely and confirm receipt.
- Verify the accuracy of issued visas (e.g., dates, spelling of names, and visa category) to avoid errors before travel.

2.3 Advisory and Related Services

CONTRACTOR shall provide advice and support for services that complement the visa application process, including but not limited to:

- Guidance on booking flight tickets and accommodation to meet visa application requirements.
- Assistance in planning travel itineraries that comply with visa regulations (e.g., proof of round-trip tickets or confirmed hotel bookings).
- Advising on travel insurance policies suitable for the destination country, including medical coverage, trip cancellations, and emergency evacuation.
- Assistance in obtaining apostille, notarization, or legalization of documents required for visa applications.
- Coordinating with relevant government agencies or embassies to authenticate educational, employment, or personal documents if required.
- Providing translation services for required documents (e.g., bank statements, birth certificates, or educational transcripts) into the language mandated by the destination country if required.
- Ensuring that translations are certified and accepted by consulates or embassies.
- Advising on medical tests or vaccinations required for visa applications or entry into specific countries.
- Coordinating with approved medical facilities for mandatory health screenings or reports.
- Advising on proof of financial stability requirements, such as bank statements, sponsorship letters, and income proof.
- Guidance on tax-related matters for individuals traveling for work purposes.
- Offering pre-departure briefings to ensure applicants are fully prepared for their travels, including:
 - Entry requirements (e.g., customs regulations, arrival declarations, etc.).
 - Local laws and cultural practices in the destination country.
 - Emergency contact information for local embassies or consulates.
- Advising on visa cancellation processes for individuals who need to exit a country permanently.
- Assistance with exit permits or other requirements mandated by certain countries.
- Providing regular updates on changes to visa policies, immigration laws, or travel restrictions for specific countries.
- Advising on alternative travel routes or visa types in case of new restrictions or geopolitical changes.

2.4 Additional Services

- Provide support for expedited or urgent visa applications (if applicable).
- Assist in handling rejected visa applications by advising on reapplication or appeal processes.
- Offer guidance on additional entry requirements, such as travel insurance, vaccination certificates, etc.

3. CLIENT's responsibilities

- Provide accurate and complete personal information and supporting documents as requested by the visa service provider.



- Ensure timely submission of documents to avoid delays in the visa application process.

4. Exclusions

- Legal representation in case of disputes with immigration authorities.
- Assistance with post-travel immigration issues in the destination country.

B - TECHNICAL REQUIREMENTS AND EVALUATION CRITERIA

No.	Description	Requirement	Acceptable/ Not Acceptable
1	Eligibility of BIDDER	<ul style="list-style-type: none"> - BIDDER to provide copy of eligible certificate of business registration in accordance with Vietnamese Laws. - BIDDER is an independent cost accounting entity. - There is no decision by a competent authority concluding that the BIDDER has an unhealthy financial status; BIDDER is not in bankrupt or insolvent status, and BIDDER is not in the process of dissolution. - BIDDER participates in bid must be legally and financially independent with Investor and/or Procuring Entity. Failure to comply with such requirement may be considered as disqualified. 	Acceptable/ Not Acceptable
2	Validity of Bid Proposal	Bidder submitted its proposals valid for at least 90 days of Bid Closing Date.	Acceptable/ Not Acceptable
3	Financial Capacity	Turnover > 0 in at least one of the last three years	Acceptable/ Not Acceptable
4	Experience Track record	Bidder to provide the experience track record showing at least three (03) Contracts for supplying visa services in the most recent years.	Acceptable/ Not Acceptable
5	Unit Price	BIDDER to provide full services as required as detailed in CBF-2 and EXHIBIT II - COMPENSATION (any missing proposed price shall be disqualified)	Acceptable/ Not Acceptable



BIDDING FORM TBF-02

EXCEPTION AND QUALIFICATIONS

BIDDER to provide herein details of any BIDDER's exceptions/qualifications to the contents and requirements of the DRAFT CONTRACT contained within the RFQ Documents whether contractual, commercial or technical for CLIENT to review.

Any exceptions/deviations are to be included in this Bid Form and are not to be raised by BIDDER in other parts of the Proposal. Others raised by BIDDER in other parts of the Proposal will not be entertained

Item No.	Section / Clause	Date	Comment By	Exception / Qualification / Reason / Alternative	Status (Open/Closed)	Cost Impact	
						Yes	No
1			BIDDER				
			CLIENT				
2			BIDDER				
			CLIENT				

(*) No price to be quoted in Technical (Un-price) proposal but in the Commercial (Price) proposal. BIDDER shall use the words "Quoted", "Inclusive", "No Quote" or "Not Available" where appropriate to replace the price in this Form TBF-02.



COMMERCIAL BIDDING FORMS

These Forms shall be submitted in a separate sealed envelope.



**COMMERCIAL BIDDING FORM CBF-1
PROPOSAL LETTER FORM (PRICED)**

Ref Number: [BIDDER TO INSERT REF. NUMBER OF ITS BID PROPOSAL]

From: [BIDDER TO INSERT NAME OF BIDDER],

To : Domestic Petroleum Operating Branch - Petrovietnam Exploration Production Corporation Limited (PVEP-POC).

15th Floor, Victory Tower, 12 Tan Trao Street, Tan My Ward, Ho Chi Minh City, S.R. Vietnam
Tel: (84-28) 3776 2222 Fax : (84-28) 3872 1079/1088

Attn.: Mr. Le Duc Tue – Director

Subject:

RFQ No.: PVEP-POC-DHN-2025-012

Package: “Provision of Visa Services for Dai Hung Nam Project, Dai Hung Field Development, Block 05-1(a)”

We, the undersigned, certify that we have read and understood the subject Request for Quotation (“RFQ”) and all documents forming the RFQ package.

- a. We, the undersigned, offer the supply of **Package:** _____ as quoted in our bid proposal on the term and subject to the conditions as detailed in the said RFQ documents;
- b. The total price considered to cover the scope that we are able to supply shall be _____ VND [*insert the amount both in word and in number, the currency to bid*]
- c. We confirm that we have fully satisfied ourselves as to the extent, the nature of the work to be performed
- d. We agree to abide by this Bid for the period of **Ninety** (90) days from Bid Submission Deadline specified in RFQ and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- e. We are not participating, as BIDDER, in more than one Bid in this bidding process;
- f. We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed;
- g. We understand that you are not bound to accept the lowest bid and agree that you retain the right to reject any or all bids;
- h. We agree to bear all and any costs incurred by us in connection with the preparation and submission of this bid whether it is successful or not and agree that you are not liable in any way whatsoever for such costs;
- i. We certify/confirm that we are eligible to perform and execute this scope of supply.

Dated this day of _____ 2025.

_____ [General Director's signature, name & stamp] (*)

In the capacity of _____ [position]

Duly authorized to sign this bid for and on behalf of _____ [name of BIDDER]

Note: (*) This form must be signed by the BIDDER's General Director. Otherwise, an Authorization letter signed by BIDDER's General Director is required.



COMMERCIAL BIDDING FORM - CBF-2
SCHEDULE OF RATES & PRICES

1. Visa Fee

1.1 The visa fee shall be paid by CLIENT based on the net amount incurred for the visa application process.

1.2 Any visa fees paid to government agencies or third parties shall be supported with relevant receipts or invoices provided by CONTRACTOR to CLIENT.

2. Service Fee

2.1 The service fee for visa application/ extension services and other relevant services shall be charged in accordance with the list of specified countries below:

No	Description	Estimated quantity	Unit Price (VND/person)	Total Service Fee (VND) (exclusive of VAT)
1	Assisting CLIENT's employee at the immigration (fast track services) (if required)	20		
2	Visa Services			
2.1	United States (US)			
a.	New Visa	10		
b.	Extension Visa	3		
2.2	United kingdom (UK)	4		
2.3	Schengen Zone Countries	10		
2.4	Australia	4		
2.5	Canada	4		
2.6	India	6		
2.7	China	28		
2.8	Korea	14		
2.9	Japan	6		
2.10	Other European countries (*)	10		
2.11	Other Asian countries (*)	10		
	TOTAL (Exclusive of VAT)			

Note: () The unit price shall be quoted in fixed price.*

2.2 The service fee (exclusive of VAT) shall cover:

- Document preparation and review.
- Submission to relevant authorities.
- Follow-up and status updates.
- Advices
- Translation of documents, notarization if required.
- Collecting passports and returning passports to CLIENT.

2.3 Any additional service requests not specified above shall be subject to mutual written agreement between the Parties with prior confirmation of the fee.





GENERAL TERMS AND CONDITIONS

Between

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

And

<<CONTRACTOR>>

For

**PROVISION OF VISA SERVICES, DAI HUNG NAM PROJECT,
DAI HUNG FIELD DEVELOPMENT,
BLOCK 05-1(a), OFFSHORE VIETNAM**

CONTRACT No. : PVEP-POC-DHN-2025-012



This Contract (hereinafter referred to as "CONTRACT") is made and entered into this day of 2025 effective as of the day of 2025 ("Effective Date") between:

DOMESTIC PETROLEUM OPERATING BRANCH – PETROVIETNAM EXPLORATION PRODUCTION CORPORATION LIMITED, a company organized and existing under the Laws of S.R Vietnam and having its registered address at 15th Floor, Victory Tower, 12 Tan Trao Str., Tan My Ward, Dist. 7, Ho Chi Minh City, S.R. Vietnam, (hereinafter referred to as "CLIENT") of the first part;

And

<<CONTRACTOR>> _____, a company incorporated under the laws of _____ having its registered office at _____ and place of business at _____ (hereinafter referred to as "CONTRACTOR") of the second part. (Hereinafter the parties of the first and second parts shall be referred to singularly as "Party" and collectively as "Parties").

WHEREAS : CLIENT requires PROVISION OF VISA SERVICES, DAI HUNG NAM PROJECT, DAI HUNG FIELD DEVELOPMENT, BLOCK 05-1(a), OFFSHORE VIETNAM (hereinafter referred to as the "SERVICES") as described in the **EXHIBITS** (attached hereto and made a part hereof) and in accordance with the terms of this CONTRACT;

WHEREAS : CONTRACTOR represents that it is able and willing to provide the aforementioned and that it has the experience and capability to do so expeditiously.

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements set forth herein, the Parties hereto agree as follows:

Article 1: Scope of Services

1.1 CONTRACTOR agrees to provide CLIENT with visa application/extension services or other related services (hereinafter collectively referred to as the "Services") as specified in **EXHIBIT I**, which forms an integral part of this Contract.

1.2 Any additional services required outside the scope of EXHIBIT I must be mutually agreed upon in writing by both Parties.

Article 2: Service Execution

2.1 All service requests must be submitted by CLIENT to CONTRACTOR in writing at least three (3) days prior to the expected service date. In urgent cases, verbal requests may be accepted but must be confirmed in writing immediately thereafter.

2.2 CONTRACTOR shall perform the Services in a professional, timely, and lawful manner, adhering to the laws of Vietnam and other applicable regulations.

2.3 Upon delivery of documents or completion of any task, representatives of both Parties shall sign a **Handover Record** to confirm the scope of work and timelines.

2.4 Upon completion of the Services, both Parties shall sign a **Service Value Confirmation Record**, which will serve as the basis for invoicing and payment.

Article 3: Contract Term

Subject to termination provision, this CONTRACT shall commence on the Effective Date stipulated in the preamble and shall remain valid for a period of time until 31 December 2027.

Either Party may terminate this Contract by providing at least thirty (30) days' written notice to the other Party. Early termination may also occur upon mutual written agreement between the Parties.

Article 4: Service Fees

CLIENT agrees to pay Party B service fees as follows:

1. CLIENT agrees to pay all service fees as detailed in EXHIBIT II- COMPENSATION when using related services. Unless otherwise specified in the CONTRACT, these fees shall remain fixed throughout the contract term.
2. For payment items not listed in EXHIBIT II, the service fee must be mutually agreed upon and confirmed in writing before CONTRACTOR performs the service.
3. CONTRACTOR shall notify CLIENT of actual costs incurred for third-party services, such as translation fees, visa fees, etc. In cases where CONTRACTOR pays these costs on behalf of CLIENT, CLIENT shall reimburse CONTRACTOR the net amount.

Article 5: Legal Liability

Both parties shall bear legal responsibility and indemnify the other party against any claims, lawsuits, losses, costs, and expenses, including but not limited to court and attorney fees, related to:

- a. Personal injury, death, or property damage not caused by negligence.
- b. Third-party personal injury, death, or property damage not caused by negligence.

Article 6: Invoicing and Payment

1. Payment currency shall be Vietnamese Dong (VND).
2. CLIENT shall pay CONTRACTOR 100% of the value of each service package via bank transfer within forty-five (45) days of receiving a complete payment dossier, including:
 - o An original written payment request.
 - o VAT invoice.
 - o Handover Record and Service Value Confirmation Record as per Clauses 2.3 and 2.4 of Article 2 where applicable.
 - o All relevant documents related to the services provided under Article 4.
3. Invoices will be sent to the following address:

- Company Name: **DOMESTIC PETROLEUM OPERATING BRANCH – PETROVIETNAM EXPLORATION PRODUCTION CORPORATION LIMITED (Block 05-1(a))**
- Attn: Finance and Accounting Department
- Address: 15th Floor, Victory Tower, No. 12 Tan Trao Street, Tan My Ward, Ho Chi Minh City.
- Tax Code:

CLIENT shall pay CONTRACTOR's invoices within forty-five (45) days of receipt of valid invoices. If CLIENT disputes any invoice item, CLIENT must notify CONTRACTOR within thirty (30) days of receiving the invoice, clearly stating the dispute.

CONTRACTOR shall issue invoices based on actual services rendered after both parties sign the Handover Record. Payment details provided by CONTRACTOR are as follows:

- Account Name:
- Account Number:
- Bank Name:

Article 7: Arbitration

1. Any disputes arising from this contract that cannot be resolved through negotiation shall be referred to the Vietnam International Arbitration Center (VIAC) in Ho Chi Minh City.
 - Arbitration costs shall be borne by the losing party, and the arbitrator's decision shall be final and binding.
2. This contract is governed and construed in accordance with the laws of the Socialist Republic of Vietnam.

SIGNATORIES

This CONTRACT shall inure to the benefit of and be binding upon the legal representatives, successors and assigns of the Parties hereto.

IN WITNESS WHEREOF, the Parties have caused this CONTRACT to be executed in two (02) originals in their respective corporate names by their respective officers, thereunder duly authorised, as of the date and year first above written.

For and on behalf of CLIENT

For and on behalf of CONTRACTOR

EXHIBIT I

SCOPE OF WORK

1. Objective

CONTRACTOR shall deliver comprehensive visa application services/ visa extension or relevant services for CLIENT's employee (Vietnamese citizens) traveling to countries requiring a visa. CONTRACTOR must ensure timely and accurate advice throughout the process, guaranteeing that all applications are submitted and processed within the required timeframes while adhering to the immigration and consular regulations of the destination country.

2. CONTRACTOR's responsibilities

2.1 Overall

CONTRACTOR shall:

- Conduct an initial consultation with the CLIENT to understand:
 - The purpose of travel (e.g., business, tourism, study, etc.).
 - The destination country and visa category.
 - Travel dates and duration of stay.
- Provide clear and detailed guidance on the visa application process, requirements, and timelines for each destination.
- Assist CLIENT in preparing all required documents, including but not limited to:
 - Valid passport (with sufficient validity and blank pages for visas).
 - Passport-sized photographs (as per destination country's specifications).
 - Completed visa application form(s).
 - Supporting documents, such as:
 - Proof of employment or business registration.
 - Invitation letters (if applicable).
 - Proof of financial stability (bank statements, sponsorship letters, etc.).
 - Travel itinerary (flight tickets and accommodation bookings).
 - Evidence of ties to Vietnam (e.g., property ownership, family ties, etc.).
 - Additional documents specific to the destination country.
- Review submitted documents to ensure they are accurate, complete, and meet the requirements of the destination country.

2.2 Visa Application Assistance

- Complete and submit visa applications on behalf of the applicant.
- Schedule appointments for in-person submissions, interviews, or biometric data collection (if required).

- Coordinate with consulates, embassies, or visa application centers to track the progress of visa applications.
- Provide details of visa application fees, service charges, and other relevant costs.
- Facilitate the payment of visa fees on behalf of the applicant and provide receipts for all transactions.
- Prepare applicants for visa interviews, including:
 - Guidance on commonly asked questions.
 - Advising on appropriate behavior and document presentation.
- Accompany applicants to the embassy or consulate (if allowed by the destination country's regulations).
- Collect visas on behalf of the applicant once approved (if authorized to do so by the applicant and destination country).
- Deliver to the team members securely and confirm receipt.
- Verify the accuracy of issued visas (e.g., dates, spelling of names, and visa category) to avoid errors before travel.

2.3 Advisory and Related Services

CONTRACTOR shall provide advice and support for services that complement the visa application process, including but not limited to:

- Guidance on booking flight tickets and accommodation to meet visa application requirements.
- Assistance in planning travel itineraries that comply with visa regulations (e.g., proof of round-trip tickets or confirmed hotel bookings).
- Advising on travel insurance policies suitable for the destination country, including medical coverage, trip cancellations, and emergency evacuation.
- Assistance in obtaining apostille, notarization, or legalization of documents required for visa applications.
- Coordinating with relevant government agencies or embassies to authenticate educational, employment, or personal documents if required.
- Providing translation services for required documents (e.g., bank statements, birth certificates, or educational transcripts) into the language mandated by the destination country if required.
- Ensuring that translations are certified and accepted by consulates or embassies.
- Advising on medical tests or vaccinations required for visa applications or entry into specific countries.
- Coordinating with approved medical facilities for mandatory health screenings or reports.
- Advising on proof of financial stability requirements, such as bank statements, sponsorship letters, and income proof.
- Guidance on tax-related matters for individuals traveling for work purposes.
- Offering pre-departure briefings to ensure applicants are fully prepared for their travels, including:
 - Entry requirements (e.g., customs regulations, arrival declarations, etc.).

- Local laws and cultural practices in the destination country.
- Emergency contact information for local embassies or consulates.
- Advising on visa cancellation processes for individuals who need to exit a country permanently.
- Assistance with exit permits or other requirements mandated by certain countries.
- Providing regular updates on changes to visa policies, immigration laws, or travel restrictions for specific countries.
- Advising on alternative travel routes or visa types in case of new restrictions or geopolitical changes.

2.4 Additional Services

- Provide support for expedited or urgent visa applications (if applicable).
- Assist in handling rejected visa applications by advising on reapplication or appeal processes.
- Offer guidance on additional entry requirements, such as travel insurance, vaccination certificates, etc.

3. CLIENT's responsibilities

- Provide accurate and complete personal information and supporting documents as requested by the visa service provider.
- Ensure timely submission of documents to avoid delays in the visa application process.

4. Exclusions

- Legal representation in case of disputes with immigration authorities.
- Assistance with post-travel immigration issues in the destination country.

EXHIBIT II

COMPENSATION

1. Visa Fee

1.1 The visa fee shall be paid by CLIENT based on the net amount incurred for the visa application process.

1.2 Any visa fees paid to government agencies or third parties shall be supported with relevant receipts or invoices provided by CONTRACTOR to CLIENT.

2. Service Fee

2.1 The service fee for visa application/ extension services and other relevant services shall be charged in accordance with the list of specified countries below:

No	Description	Service Fee (VND) (exclusive of VAT)
1	Assisting CLIENT's employee at the immigration (fast track services)	
2	Visa Services	
2.1	United States (US)	
a.	New Visa	
b.	Extension Visa	
2.2	United kingdom (UK)	
2.3	Schengen Zone Countries	
2.4	Australia	
2.5	Canada	
2.6	India	
2.7	China	
2.8	Korea	
2.9	Japan	
2.10	Asian countries	

2.2 The service fee (exclusive of VAT) shall cover:

- Document preparation and review.
- Submission to relevant authorities.
- Follow-up and status updates.
- Advices
- Translation of documents, notarization if required.
- Collecting passports and returning passports to CLIENT.

2.3 Any additional service requests not specified above shall be subject to mutual written agreement between the Parties with prior confirmation of the fee.