



INVITATION TO BID (“ITB”)

TENDER NO.: PVEPPOC-DHN-2025-010

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

CLOSING TIME & DATE

@ 10:00 HOURS, 2nd December 2025 (GMT+7)

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PART I : ITB INSTRUCTIONS

1. INSTRUCTIONS AND INFORMATION TO BIDDER

INSTRUCTIONS AND INFORMATION TO BIDDER

1.0 GENERAL

1.1 DOMESTIC PETROLEUM OPERATING BRANCH – PETROVIETNAM EXPLORATION PRODUCTION CORPORATION LIMITED (hereinafter referred to as "CLIENT") invites BIDDER to submit proposal for PROVISION OF QUALITY ASSURANCE AND QUALITY CONTROL (QA/QC) SERVICES, DAI HUNG NAM PROJECT, DAI HUNG FIELD DEVELOPMENT, BLOCK 05-1(a), OFFSHORE VIETNAM (hereinafter referred to as "WORKS") under Tender No. PVEPPOC-DHN-2025-010 as details in this ITB.

1.2 In order for CLIENT to fully assess the relative merits of each proposal, BIDDER is requested to furnish CLIENT with all relevant and complete information as set forth in the following items of "INSTRUCTIONS AND INFORMATION TO BIDDER". BIDDER is urged to comply strictly with ITB's requirements.

1.3 Eligibility of BIDDER

BIDDER shall be eligible required as follows:

a. In case of independent BIDDER:

- **Domestic BIDDER** is to provide copy of eligible certificate of business registration in accordance with Vietnamese Laws;
- **Foreign BIDDER** is to provide copy of eligible certificate of business registration in accordance with the country of BIDDER'S nationality;
- 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.

b. In case of Consortium:

- Each Consortium Partner is to provide the documents and to meet the requirements mentioned in paragraph 1.3.a. above.
- Written Consortium Agreement between the consortium partners specifying responsibilities (joint and several) of each Consortium Partner in implementing the Bid, rights and scope of work and respective value of each Consortium Partner, including the Leading Consortium Partner and its responsibility, place and date of signing the Consortium Agreement, signatures and seals (if any) of Consortium Partners. If the Consortium

Partner is authorized as the Leading Partner to sign the Proposal Letter, this effect shall be stated in the Consortium Agreement).

- 1.4. BIDDER must submit its proposal strictly in accordance with the terms of the ITB which consists of the following:

PART I - ITB INSTRUCTIONS

SECTION 1	INSTRUCTIONS AND INFORMATION TO BIDDER
SECTION 2	BIDDING FORMS
SECTION 3	PRELIMINARY AND TECHNICAL EVALUATION CRITERIA

PART II – CONTRACT DOCUMENT

GENERAL TERMS AND CONDITIONS

EXHIBITS:

EXHIBIT I	SCOPE OF WORKS
EXHIBIT II	COMPENSATION
EXHIBIT III	CALL OUT WORK ORDER PROCEDURE
EXHIBIT IV	INVOICING PROCEDURE

- 1.5 As a base case, **BIDDER's proposal should be in full conformity with the requirements as set out in the ITB.** Nothing shall be deemed to change or supplement this basis except revisions or addendum to the ITB issued in writing by CLIENT to BIDDER. If BIDDER wishes to present an alternative **(applicable to Technical Requirement ONLY)**, BIDDER may do so (as an option to CLIENT) only after having duly complied with the requirements of the ITB.
- 1.6 Any queries concerning preparation of the proposal shall be directed in writing to the address given in Item 10.3.
- 1.7 All Bid Proposals must be signed by an officer duly authorized by BIDDER to do so.
- 1.8 Any amendment appearing in the Bid Proposal must be signed or initialed by an officer duly authorized by BIDDER to do so.
- 1.9 BIDDER is to ensure that all prices and other details in the 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 Date.
- 1.10 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 as stated in Item 10.3, irrespective of whether an order is placed or not.
- 1.11 Proposal by BIDDER shall be binding for a minimum period of **one hundred and eighty (180) calendar days from the Bid Closing Date.** BIDDER may assume that

the award for CONTRACT will be made within one hundred and eighty (180) 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 without any BIDDER's exception.

- 1.12 BIDDER is requested to use the term "CONTRACTOR/BIDDER" instead of its specific company business name in their submission of Bid Proposal except for covering letter, header and footer.
- 1.13 At any time prior to Bid Closing Date, CLIENT, for any reason, whether at its own initiative or in response to a clarification requested by BIDDER, may modify the ITB by amendment (including the extension of Bid Closing Date, if necessary) by sending the amendment of ITB in writing to all BIDDERS prior to the Bid Closing Date. These amendments shall be part of ITB. BIDDERS shall notify the CLIENT by email or by fax to acknowledge their receipt of said amendments.
- 1.14 FAILURE TO STRICTLY COMPLY WITH THE INSTRUCTION AS SET FORTH IN THIS DOCUMENT WILL RESULT IN BIDDER'S PROPOSAL BEING DEEMED NON-RESPONSIVE IN WHICH CASE IT MAY BE DROPPED FROM FURTHER CONSIDERATION.

2.0 INTENTION TO BID

- 2.1 BIDDER is advised to thoroughly check the completeness of the ITB upon receipt. BIDDER must inform CLIENT within five (5) working days from the bid issue date if any of the pages are missing.
- 2.2 **BIDDER is required to acknowledge receipt of the ITB** in accordance with the ITB Acknowledgement Letter Form set out in PART 1- SECTION 2 - BIDDING FORMS and intention to submit proposal or otherwise by fax **at least five (5) working days** from bid issuance date or the date BIDDER received the Bid. BIDDER is also advised to confirm its address and name a representative to whom all communications from CLIENT shall be addressed to. BIDDER to note that CLIENT's Supplied Data can only be sent to BIDDER once CLIENT receives BIDDER's confirmation on the Confidentiality Statement.
- 2.3 Should BIDDER decline to submit a proposal, BIDDER shall state in writing the reason(s) for declining and is required to promptly return the ITB to CLIENT, and in all such cases this shall be done not later than the bid closing date.
- 2.4 All ITB returned shall be forwarded to the address as given in Item 10.3 herein, with the following wordings clearly marked on the cover/envelope.
 - (a) "DECLINE TO BID-DOCUMENTS RETURNED"
 - (b) ITB NUMBER and TITLE
 - (c) BIDDER'S NAME

3.0 EXCLUSIVITY OF BID – NOT APPLICABLE

BIDDER is required to submit Bid Proposal in conjunction with the Principal and the Principal MUST be the prime vendor for the total proposal package. BIDDER is also required to submit a support letter from Principal (if any).

4.0 SCOPE OF WORKS

WORKS to be provided under this ITB shall be defined in **EXHIBIT I – SCOPE OF WORKS** of the CONTRACT document.

5.0 PRICE QUOTATION

- 5.1 The Domestic BIDDER's price quotation shall be quoted in Vietnam Dong (VND). In order to have the Price quotation denominated in United State Dollar (USD), Domestic BIDDER must submit together with its price proposal the permission to do so.
- 5.2 The Foreign BIDDER's price quotation shall be quoted in United State Dollar (USD).
- 5.3 Once specified, the unit prices shall prevail throughout the life of the CONTRACT and shall not be subjected to revision by reason of cost escalation nor currency fluctuations.
- 5.4 PRICE OF COMPENSATION
 - 5.4.1 BIDDER's Bid Proposal shall be in full conformity with the requirements as set out in this Bid document.
 - 5.4.2 BIDDER should specifically note that subsequence to the Bid Closing Date, no alteration in price quotation will be permitted whatsoever.
 - 5.4.3 Prices are to be itemized according to the Item numbers in the PART 1- BIDDING FORMS- COMMERCIAL BID FORM attached hereto. Unit price and total price must be clearly stated in the quotation. All discounts, in percentage of total estimated contract value, are to be stated separately.
- 5.5 The proposed CONTRACT PRICE shall indicate whether it is inclusive of Vietnamese taxes (VAT, CIT, etc.) or not. In the event that the quoted prices do not specify this, they shall be treated as inclusive of all taxes.

6.0 BID EXCEPTIONS

- 6.1 In the event BIDDER has any change that is considered of mutual benefit or if there is any exception to ITB document, BIDDER must state the changes or exceptions proposed by using the Exception Form as set out in BIDDING FORMS 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 CONTRACT PRICE if the change or exceptions were to be accepted by CLIENT. CLIENT will review each change or exception on a case-by-case basis, **but in no event shall BIDDER's base quotation be qualified by any such change or exception nor will CLIENT be obligated to accept any such change or exception.**
- 6.2 Changes or exceptions to the ITB document expressed after the Bid Closing Date will not be entertained.

- 6.3 If BIDDER cannot accept CLIENT's wording or any other requirement at any price, and is willing to risk having its proposal rejected on this basis, then BIDDER must include the following statement under the "CHANGE IN BID PRICE/DELIVERY" column of the Exceptions Form:
- "FIRM - WILL NOT ACCEPT CLIENT'S WORDING/REQUIREMENT AT ANY PRICE".
- 6.4 BIDDER shall quote the firm unit price by which the Price will be adjusted (either up or down) should CLIENT not accept BIDDER's proposed changes or exceptions.
- 6.5 BIDDERS shall provide a softcopy of its UN-PRICED EXCEPTIONS using "Track Changes" in native Excel format submitted together with the Technical and Unpriced Package.
- 6.6 Failure to provide exceptions will convey that the terms and conditions in the Contract Form are acceptable and no further negotiations may be accepted by CLIENT
- 6.7 Where exceptions have been provided in the Bid, CLIENT reserves the right to enter into negotiations when CLIENT selects the successful bid.

7.0 BID BOND

Together with the Bid Proposal, BIDDER shall submit a Bid Bond (in a separate sealed envelope) as indicated in **PART 1- SECTION 2- BIDDING FORMS-GBF-06 - Bid Bond Form**. The value of the Bid Bond shall be at a fixed amount of **6,300 USD or 163,800,000 VND (In words: six thousand and five hundred United States Dollar or One Hundred sixty-three million and eight hundred thousand Vietnamese Dong)** and issued by a reputable commercial bank acceptable to CLIENT. Failure to submit such a Bid Bond shall entitle CLIENT to disqualify a Bid.

In case of Consortium, the Bid Bond will be provided by one of the following two methods:

- a) Each Consortium Partner shall provide separately Bid Bond, provided always that the total value of Bid Bond shall not be lower than the amount required hereof; if Bid Bond of any Consortium Partner is invalid the Bid Proposal of such Consortium shall be rejected according to the prerequisite criteria.
- b) The Consortium Partners agree to appoint a Consortium Partner to provide Bid Bond for the whole Consortium. In this case, the Bid Bond may include the name of Consortium or name of the Consortium Partner providing the Bid Bond for the whole Consortium provided always that the total value of Bid Bond shall not lower than the amount required hereof.

This Bid Bond shall remain in force until thirty (30) days after the end of Bid Validity Period and any extension thereto. In the event, the extension of the Bid Validity Period agreed by the CLIENT and BIDDER, BIDDER shall, within seven (7) Days of such agreement, either provide a replacement Bid Bond or extend the Bid Bond for the period mutually agreed upon. In the event that BIDDER fails to comply with such instructions, CLIENT shall, at the expiry of the 7 days' period, be entitled to call upon the Bid Bond without further notice to BIDDER.

Bid Bond shall be considered as not acceptable if its value is lower than the required value, is not in the required currency, with shorter validity period, not submitted to the address by the time required by the ITB, states an incorrect BIDDER'S Name, is not original or without valid signature.

Bid Bond may be returned to the unsuccessful BIDDER within thirty (30) days from the date of announcement of the Bid results. For the successful BIDDER, the Bid Bond will be returned at BIDDER's request when the successful BIDDER provides the Bank Guarantee.

Bid Bond shall be forfeited and shall be disposed if the BIDDER:

- withdraws its Bid Proposal during the Validity Period of the Bid or any extension of validity the BIDDER has agreed to;
- do not commence the contract negotiation, finalization or decline to do so within thirty (30) days after receipt of contract award notice, or have completed the contract negotiation, finalization but refuses to sign the contract without valid reasons;
- in case of the successful BIDDER, fails to furnish the performance bond before signing the contract or before the contract comes into force.

8.0 BANK GUARANTEE - NOT APPLICABLE

BIDDER's attention is drawn to **Article headed as Bank Guarantee** of the CONTRACT FORM whereby the successful BIDDER is requested to provide an irrevocable first call Bank Guarantee issued by a commercial bank in which Bank Guarantee shall be issued by its local branch operated in Vietnam acceptable by CLIENT to guarantee performance of BIDDER's obligation under the CONTRACT.

9.0 PROPOSAL FORMAT

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

9.2 BIDDER is strictly requested to submit its BID PROPOSAL into two (02) separate sealed packages:

- **VOLUME A – TECHNICAL PROPOSAL (UN-PRICED BID);**
- **VOLUME B – COMMERCIAL PROPOSAL (PRICED BID)**

and each volume shall be submitted as below:

- One (01) original;
- One (01) hard copy; and
- One (01) electronic copy and shall be included with the original copy of the Bid submission. BIDDER to note that the USB/ Hard Drive for Technical Proposal should be included in the TECHNICAL PROPOSAL sealed package and USB/ Hard Drive for Commercial Proposal should be included in the COMMERCIAL

PROPOSAL sealed package. Any commercial content included in the Technical Proposal shall be disqualified.

The original volumes shall be marked “ORIGINAL”. The copies shall be numbered “COPY”. An electronic copy shall be provided as Hard Drive/USB memory stick in both scanned/PDF format and **editable format (Word/Excel)**.

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

BIDDER shall ensure that BIDDER’s name and address and the bidding reference number and title are indicated on the cover of each package.

To preclude inadvertent opening by unauthorized parties, all envelopes shall be clearly marked as follows:

<p style="text-align: center;">VOLUME A – TECHNICAL PROPOSAL</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">VOLUME B – COMMERCIAL PROPOSAL – DO NOT OPEN</p> <p style="text-align: center;">“ORIGINAL”, “COPY”</p> <p style="text-align: center;">(AS APPROPRIATE)</p> <p>ITB NO: PVEPPOC-DHN-2025-010</p> <p>PACKAGE: PROVISION OF QUALITY ASSURANCE AND QUALITY CONTROL SERVICES, DAI HUNG NAM PROJECT, DAI HUNG FIELD DEVELOPMENT, BLOCK 05-1(A)</p> <p>SEALED BID PROPOSAL – DO NOT OPEN</p> <p>BIDDER: (BIDDER’S NAME: _____)</p>

9.3 CONTENTS OF TECHNICAL AND UNPRICED PACKAGE (TECHNICAL)

BIDDER is requested to review the PART 1-SECTION 2- BIDDING FORMS carefully before submission

No.	Item No. of the Instruction and Information to BIDDER	Remarks
	Within 5 Working Day After receiving the ITB	

GBF-01	ITB Acknowledge Letter	
GBF-02	Confidentiality Statement	CLIENT's SUPPLIED DATA if any shall be provided once BIDDER submit this form
	Volume A: Technical and Un-priced Proposal	No Commercial Value in these forms
GBF-03	Proposal Letter Form (Unpriced)	
GBF-04	Power of Attorney Form	
GBF-05	Consortium Agreement Form (if applicable)	
GBF-06	Bid Bond Form	
GBF-07	BIDDER's Company Information	
GBF-08	Financial Capability	
TBF-01	Experiences and Abilities	
TBF-02	Project Execution	
TBF-03	Organization Chart and Key Personnel	
TBF-04	Subcontractors	
TBF-05	Unpriced EXHIBIT II Compensation	
TBF-06	Other Information	
TBF-07	Exceptions and Qualifications	

9.4 CONTENTS OF PRICED PACKAGE (COMMERCIAL)

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

	Volume B : Commercial (Priced) Proposal	
GBF-03	Proposal Letter (Priced)	
CBF-01	Schedule of All-inclusive Unite Rate	
CBF-02	Commercial Exceptions/ Qualifications	

10.0 SUBMISSION OF PROPOSAL

10.1 NOT APPLICABLE

- 10.2 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) ITB number and the title.
 - (b) BIDDER's name and return address.
 - (c) "TECHNICAL AND UNPRICED PROPOSAL" or "PRICED PROPOSAL".
 - (d) "PRIVATE AND CONFIDENTIAL"
- 10.3 All communications and correspondence with regards to ITB and clarification shall be made to the following address:

**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

Attention : Mr. Le Duc Tue – Director

Email: trungnn@pvep.com.vn

Copy email: luandv@pvep.com.vn; hann@pvep.com.vn; dovh@pvep.com.vn,
xuannpt@pvep.com.vn; linhnth@pvep.com.vn

All communications with regards to bid clarifications shall be made in writing and must indicate the ITB number and title and send to the address given above. Such bid clarifications shall reach the address given above **at least seven (07) days** prior to the Bid Closing Date. CLIENT shall preserve the right not to respond to bid clarifications received later than the above mentioned time.

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

**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

Attention : Mr. Le Duc Tue – Director

- 10.4 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.
- 10.5 Responsibility for timely delivery of the proposals to the correct address rests fully with BIDDER. CLIENT does not accept late bids submission. Delivery to the wrong address shall not be an excuse for late delivery.
- 10.6 BIDDER must ensure that the proposal is delivered to the address given in Item 10.3 above no later than **10:00 hours** *2nd December* **2025 (Vietnam Time, GMT+7). LATE DELIVERED BIDS WILL NOT BE ENTERTAINED.**

- 10.7 Bid Proposal as well as all correspondences and documents relating to the ITB 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.

11.0 ACCEPTANCE

- 11.1 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.
- 11.2 Award Strategy: the primary award strategy is Multiple Award. CLIENT reserves the right to award CONTRACT for all or a portion of the WORKS to one or more than one BIDDER at its own discretion. All prices and rates quoted must be consistent as per BIDDER's Proposal even if partial award shall be applied.
- 11.3 CLIENT shall not be deemed to have accepted all or any part of a proposal unless and until a written acceptance is issued.
- 11.4 Any award as a result of this ITB 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.
- 11.5 CLIENT reserves the right to declare the Bid process as "void" at any time if it deems to be in the CLIENT's interests.

12.0 PAYMENT

- 12.1 Payments shall be made in accordance to **Article headed as "INVOICING AND PAYMENT"** of CONTRACT FORM attached hereto.
- 12.2 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.

ATTACHMENT 1

CLARIFICATION REQUEST FORMAT (TYPICAL)

From:	Fax Number:
Bidder:	Date:
Number of Pages, cover +	Reference Number:
To:	Clarification Request No.:
Attention: _____	Fax Number: (+84)
	Invitation to Bid Ref:
	Title:

[For clarification questions, the following form shall be used. In addition to sending by fax, Bidders are requested to send electronic copy in native file format – BIDDER is kindly requested to use the Excel format for ease of response by CLIENT]

Item No.	ITB Section Reference	Comment / Response	Question/ Clarification Request
1		BIDDER	
		CLIENT	
2		BIDDER	
		CLIENT	

Project Name: Dai Hung Nam Project, Dai Hung Field Development, Block 05.1(a), Offshore Vietnam.

ITB No.: PVEP-POC-DHN-2025-010

Package: Provision of Quality Assurance and Quality Control Services

PART 1-SECTION 2 – 2.1 GENERAL BIDDING FORMS



PART 1

SECTION 2 - BIDDING FORMS

2.1 GENERAL BIDDING FORMS

Project Name: Dai Hung Nam Project, Dai Hung Field Development, Block 05.1(a), Offshore Vietnam.

ITB No.: PVEP-POC-DHN-2025-010

Package: Provision of Quality Assurance and Quality Control Services

PART 1-SECTION 2 – 2.1 GENERAL BIDDING FORMS



2.1 GENERAL BIDDING FORMS

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GBF-03	Proposal Letter Form
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GBF-05	Consortium Agreement Form
GBF-06	Bid Bond Form
GBF-07	BIDDER's company information
GBF-08	Financial Capability



BIDDING FORM-GBF-01
ITB ACKNOWLEDGEMENT LETTER

Date: _____

Bidder Ref. No.: _____

To: Domestic Petroleum Operating Branch – Petrovietnam Exploration Production Corporation Limited

Attn. : Mr. Le Duc Tue – Director

Fax : (84-028) 543776 2222

Subject : Dai Hung Nam Project, Dai Hung Field Development, Block 05.1(a), Offshore Vietnam

ITB Number : PVEPPOC-DEV-2025-010

Package : Provision of Quality Assurance and Quality Control Services.

- () We acknowledge receipt of the subject ITB and all referenced documents therein.
- () We have read the ITB and all attachments and will submit our bid proposal to CLIENT on or before the bid closing date.
- () We confirm our adherence to the highest standards of business ethics and, in particular, we have established precautions to prevent any of our officers, employees, or agents from making, receiving, providing or offering substantial gifts, entertainment, payment, loans or other considerations which may influence individuals.
- () We will not submit a bid proposal; ITB and all attachments will be disposed / returned upon CLIENT request.

Reason for declining:

.....
.....
.....
.....

This ACKNOWLEDGEMENT OF INTENTION TO BID confirms that we agree to treat the ITB (and any subsequent information provided to us) as confidential and proprietary information; that the ITB (and any subsequent ITB Documents) will not be reproduced without the prior written consent of CLIENT, other than for the purposes of preparing our PROPOSAL (and any subsequent UN-PRICED (TECHNICAL) / PRICED (COMMERCIAL) PROPOSAL); and that we will dispose / return all copies of the ITB Documents to CLIENT at CLIENT's request.

We further confirm that we will complete and deliver our PROPOSAL to CLIENT no later than **10:00 hrs (Vietnam Time) of / / 2025.**



Contact information

Name of Single Point of Contact
Facsimile Number
Telephone Number
Email address
Postal Address
.....
.....

Yours faithfully

.....
(For and on behalf of _____)

EMAIL TO:

Email :
Copy email:

*[Please sign and return these forms promptly by facsimile & email within five (05)
Vietnamese working days upon receipt of this ITB]*

✓

BIDDING FORM - GBF-02

CONFIDENTIALITY STATEMENT

Given by : _____
(hereinafter referred to as “BIDDER”)

To: **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: (84-028) 3776 2222
Fax: (84-028) 3872 1079/1088

ITB No.: **PVEPPOC-DHN-2025-010**

Package: **“Provision of Quality Assurance and Quality Control Services”**

In consideration of BIDDER’s receipt of any part of the documents issued by CLIENT in respect of the subject ITB and any associated information subsequently issued by CLIENT (collectively referred to as “Confidential Information”), BIDDER undertakes and agrees as follows:

1. All Confidential Information shall be kept strictly confidential and shall not be disclosed by BIDDER without CLIENT’s written consent.
2. BIDDER shall not use the Confidential Information for any purpose whatsoever other than to prepare its Bid Proposal for the provision of **Package:** _____.
3. All Confidential Information shall remain the exclusive property of CLIENT, and BIDDER shall promptly return all of it when CLIENT asks BIDDER to do so. At the same time BIDDER shall destroy any further copies or analyses made from the Confidential Information.
4. BIDDER shall not make any public announcement whatsoever relating to the ITB or bidding process.
5. BIDDER shall ensure that its employees and agents, and any consortium partners and their employees and agents, comply with the confidentiality obligations set out in this document.
6. BIDDER will only disclose Confidential Information to any entity mentioned in Item 5 above (including candidate subcontractors and suppliers who are participating in preparing, or providing information for, BIDDER’s proposal or bid) to the extent necessary for each such entity to complete its respective portion of the proposal or bid. BIDDER shall not make such disclosure until it has secured, for the benefit of CLIENT from the entity to which the disclosure is to be made, a confidentiality undertaking in the same form and content as this document. BIDDER undertakes to ensure that all such entities shall comply with their confidentiality undertakings.

BIDDER understands and expressly agrees that a breach of any of the above undertakings will be grounds for CLIENT to eliminate BIDDER from further consideration.

For and on behalf of BIDDER:

Project Name: Dai Hung Nam Project, Dai Hung Field Development, Block 05.1(a), Offshore Vietnam.

ITB No.: PVEP-POC-DHN-2025-010

Package: Provision of Quality Assurance and Quality Control Services

PART 1-SECTION 2 – 2.1 GENERAL BIDDING FORMS



Signature: _____ / Date: _____

Name: _____

Title: _____

Company: _____

*[Please sign and return these forms promptly by facsimile & email within five (05)
Vietnamese working days upon receipt of this ITB]*

BIDDING FORM- GBF-03

1. PROPOSAL LETTER FORM (UN-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

15th Floor, Victory Tower, 12 Tan Trao Street, Tan My Ward,
Ho Chi Minh City, S.R. Vietnam
Tel: (84-028) 3776 2222
Fax: (84-028) 3872 1079/1088

Attn. : Mr. Le Duc Tue – Director

ITB No. : PVEPPOC-DHN-2025-010

Package : “Provision of Quality Assurance and Quality Control Services”

Dear Sir,

We, the undersigned, certify that we have read and understood the subject Invitation to Bid (“ITB”) and all documents forming the ITB 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 ITB documents;
- b. We confirm that we have fully satisfied ourselves as to the extent, the nature of the work to be performed;
- c. We agree to abide by this Bid for the period of **One Hundred And Eighty** (180) days from Bid Submission Deadline specified in ITB and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- d. If our Bid is accepted, we commit to submit a Performance Bond strictly in accordance with the pro-format included in this ITB for the due performance of the Contract and submit it to CLIENT within period required by Contract;
- 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;

Project Name: Dai Hung Nam Project, Dai Hung Field Development, Block 05.1(a), Offshore Vietnam.

ITB No.: PVEP-POC-DHN-2025-010

Package: Provision of Quality Assurance and Quality Control Services

PART 1-SECTION 2 – 2.1 GENERAL BIDDING FORMS



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.

2. 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.

15th Floor, Victory Tower, 12 Tan Trao Street, Tan My Ward,
Ho Chi Minh City, S.R. Vietnam
Tel: (84-028) 3776 2222
Fax: (84-028) 3872 1079/1088

Attn.: Mr. Le Duc Tue – Director

Subject:

ITB No.: PVEPPOC-DEV-2025-010

Package: “Provision of Quality Assurance and Quality Control Services”

We, the undersigned, certify that we have read and understood the subject Request for Quotation (“ITB”) and all documents forming the ITB 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 ITB documents;
- b. The total price considered to cover the scope that we are able to supply shall be _____ USD / 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 **One Hundred and Eighty** (180) days from Bid Submission Deadline specified in ITB and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- e. If our Bid is accepted, we commit to submit a Performance Bond strictly in accordance with the pro-format included in this ITB for the due performance of the Purchase Contract and submit it to CLIENT within period required by the Contract;
- f. We are not participating, as BIDDER, in more than one Bid in this bidding process;
- g. 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;
- h. 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;

- i. 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;
- j. 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.

BIDDING FORM- GBF-04
POWER OF ATTORNEY FORM

Letterhead of BIDDER

Date:

To : 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: (84-028) 3776 2222
Fax: (84-028) 3872 1079/1088

Attn.: Mr. Le Duc Tue – Director

Subject:

ITB No.: PVEPPOC-DHN-2025-010

Package: “Provision of Quality Assurance and Quality Control Services”

I, the undersigned - the Legal Representative of [Name of BIDDER], hereby authorize and empower [name of Authorized Person and Position] to be my true and lawful attorney to

1. Signing Proposal Letter;
2. Signing transaction documents, correspondence with CLIENT during the Bidding Process, including, but not limit to, ITB Clarification Request, Bid Clarification;
3. Participating in Contract Negotiation and Finalization;
4. Signing petitions if the BIDDER has any petitions;
5. Signing contract with CLIENT if we are selected

For the provision of [_____] under the ITB No.: [_____]

This Power of Attorney is effective as from _____ to _____.

Yours faithfully,

For and behalf of [name of BIDDER].

Name of Legal Representative of BIDDER

Position:

The authorized person only performs the tasks within the area of competence of a legal representative of _____ [insert name of BIDDER]. _____ [insert name of BIDDER] is totally responsible for the tasks performed by _____ [name of authorized person] within the authorization scope.

The letter of authorization is effective from _____ [date] to _____ [date] ⁽³⁾ and is made into _____ copies with equal value. _____ copies are kept by the authorizer, and _____ copies are kept by the authorized person.

Authorized person

[insert name, position, signature, and seal
(if any)]

Authorizer

[insert name, position, signature, and seal
of legal representative of BIDDER]

Notes:

- (1) The original copy of the letter of authorization must be sent to PVEP together with the application for Bid Proposal prescribed in Section I, Article III, Clause 4.1. The deputy, subordinate of the BIDDER's legal representative, branch manager, and representative office manager may be authorized by the BIDDER's legal representative to perform one, some, or all of the aforementioned tasks. The seal used in this case may be the BIDDER's or the organization of the authorized person. The authorized person must not authorize another person.
- (2) The authorization covers one, some, or all of the said tasks.

BIDDING FORM- GBF-05
CONSORTIUM AGREEMENT FORM

_____, Date: _____

ITB No.: _____

Package: _____

We, representatives of the Parties of the Consortium Agreement, including:

Name of the Consortium Partner (Name of Each Consortium Partners) _____

Represented by: _____

Title: _____

Address: _____

Power of Attorney No. _____ dated _____ (in case of authorization).

The Parties (hereinafter referred to as Partners) agreed to enter into this Consortium Agreement with the following terms and conditions:

Article 1: General Provisions

1. The Partners are willing to form a Consortium to participate in the ITB No.: _____ for PROVISION OF _____ (hereinafter referred to as “ITB”) to DOMESTIC PETROLEUM OPERATING BRANCH – PETROVIETNAM EXPLORATION PRODUCTION CORPORATION LIMITED (hereinafter referred to as “PVEP-POC” or “CLIENT”).
2. The Partners agree that the name of the Consortium for all correspondences related to TENDER is: _____ [specify name of the Consortium as agreed].
3. The Partners confirm that neither of them will unilaterally participate in the bidding of this ITB as an independent BIDDER of partner of other consortium. If the consortium is awarded the Contract, neither partner will refuse to execute its obligations and duties as agreed in the Contract unless otherwise agreed in writing by the Consortium Partner. If the Consortium Partner refuses to fulfill its own obligations as agreed then such Partner is to:
 - Compensate for all damages to other Consortium Partners;
 - Compensate for all damages to CLIENT as stipulated in the Contract;
 - Other penalty [specify other penalty].

Article 2. Responsibilities of the Partners

The Partners agree that the responsibilities of each Partner for execution of the Tender shall be as follows:

1. Leading Partner of the Consortium:
The Partners agreed to appoint _____ [specify the name of Leading Partner of the Consortium] to be the Leading Partner of the Consortium to act on behalf of the Consortium in the following works:

- 1.1. Signing Proposal Letter;
- 1.2. Signing transaction documents, correspondence with CLIENT during the Bidding Process, including, but not limit to, Tender Clarification Request, Bid Clarification;
- 1.3. Participating in Contract Negotiation and Finalization;
- 1.4. Signing petitions if the BIDDER has any petitions;
2. The Consortium Partners:
[Specify the scope of work, responsibilities of each Partner, including the Leading Partner of the Consortium and, if possible, to specify the percentage of appropriate value].

Article 3: Validity of the Consortium Agreement

1. This Consortium Agreement is valid from the date of signing.
2. This Consortium Agreement will expire in any of the following cases:
 - The Partners completed their obligations, duties and agreed to liquidate the Contract;
 - The Partners agreed to terminate this Agreement and the eligibility of the Consortium for this bidding is no longer valid;
 - Cancellation of Bidding Process of the Tender according to the notification of CLIENT.

This Consortium Agreement is made in ____ originals, each Partner will keep ____ original(s), all originals are equally valid.

LEGAL REPRESENTATIVE OF THE LEADING CONSORTIUM PARTNER

[Specify full name, title, sign and seal]

LEGAL REPRESENTATIVES OF THE CONSORTIUM PARTNERS

[Specify full name, title, sign and seal of each Consortium Partner]

BIDDING FORM - GBF-06

BID BOND FORM *Letterhead OF BANK*

BID BOND TO ITB No.: _____

Package: _____

Date: _____

To: **DOMESTIC PETROLEUM OPERATING BRANCH – PETROVIETNAM EXPLORATION PRODUCTION CORPORATION LIMITED** (hereinafter referred to as the "CLIENT")

Basing on the fact that _____ [*name and registered head office address of the BIDDER*], (hereinafter referred to as "BIDDER"), will participate to the Bidding for your ITB No. for the [_____].

We _____ [*name of the BANK*], having registered office located at _____ [*address of registered office of the BANK*] (hereinafter referred to as "BANK"), pledge to BIDDER to secure for the BIDDER to participate in bidding for said ITB with an amount of _____ VND/USD (In words: _____)

- A. We shall immediately transfer to CLIENT the amount of money mentioned above when CLIENT notifies in writing that BIDDER breaks the requirements specified in the ITB documents⁽¹⁾.
- B. This Bid Bond is valid for 210 days from the bid closing date. Any claim of CLIENT related to this Bid Bond shall be received by [*name of the BANK*] before expiry of above mentioned validity period.
- C. Any payments made upon your request shall be net and free of and without any present and future deductions such as for the payment of any taxes, executions, duties, expenses, fees, deductions or retentions regardless of the nature thereof or the authority levying the same.
- D. The undertakings in this Bid Bond constitute direct, unconditional and irrevocable obligations on our part. We shall not be exonerated from all or any part of such obligations for any reason or cause whatsoever, such as changes in the terms and conditions of the ITB or extension of the Bid Validity Period or changes in the scope of the Project or nature of the WORK required to be executed by the BIDDER or failure to perform or the carrying out of any act or procedure by you or by a third party that would or could exempt or release us from our obligations and liabilities stipulated in this Bid Bond.
- E. All terms capitalized and not otherwise defined in this Bid Bond adopt the definitions set out in the ITB.

- F. Once signed and sealed by an authorised person of us, this Bid Bond is legally binding on us. In case of any doubt or uncertainty as to the authenticity of this Bid Bond, please contact in the address as below for verification:

Address:

Facsimile number:

Telephone number:

Attention:

Legal Representative of the BANK
[Specify name, title, sign and seal]

Notes:

(¹) If the Bidder is a Consortium and the Consortium Partners provide separate Bid Bond or one Consortium Partner provides Bid Bond for the entire Consortium, then this requirement will be amended as follows: "We shall immediately transfer to CLIENT the amount of money mentioned above when CLIENT notifies in writing that BIDDER or any Partner in BIDDER's Consortium breaks the requirements specified in the ITB documents".

BIDDING FORM - GBF-07

BIDDER'S COMPANY INFORMATION

1. BIDDER shall provide a succinct company profile containing as minimum information on the following:
2. 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;
 - a) Provide date of incorporation or registration of Bidding entity (i.e. private company, partnership, joint venture, limited company, etc.);
 - b) Provide number of years established in the industry.
3. Power of Attorney:
4. Power of Attorney for BID signatory authority to bind BIDDER to fulfillment of commitments contained in its BID to perform scope of supply.
5. Policy & Philosophy:
6. A brief statement on the main operating policies/management philosophy adopted for work of this type.
7. Joint Execution Partner: If the BIDDER is submitting the BID as a partnership or joint venture, BIDDER shall provide:
 - a) All above information for each partner or joint venture participant ("Joint Execution Partner");
 - b) Provide relevant draft or final agreement / articles of association outlining the conditions of said agreement and responsibilities of the participants, including statements of Joint and Several Liability.

Project Name: Dai Hung Nam Project, Dai Hung Field Development, Block 05.1(a), Offshore Vietnam.

ITB No.: PVEP-POC-DHN-2025-010

Package: Provision of Quality Assurance and Quality Control Services

PART 1-SECTION 2 – 2.1GENERAL BIDDING FORMS



BIDDING FORM - GBF-08
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 notarized 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]

2.2 TECHNICAL BIDDING FORMS

The nature of the SERVICES requires that the provision, management and control of these SERVICES is a core competency of the CONTRACTOR (or Consortium Leader if applicable) on a global basis with extensive experience in major oil and gas construction projects. **This is not a basic manpower supply type contract, the CONTRACTOR is required to manage and coordinate all aspects of the SERVICES at locations across the globe using its in-house proven management systems.** Accordingly, the eventual CONTRACTOR must have established systems and a global infrastructure to efficiently undertake, supervise and control the SERVICES at those locations across the world, including constructions sites in Vietnam and at vendor premises in Asia, Europe and the Americas. BIDDER must demonstrate that it has such extensive experience in the management and control of similar SERVICES on a world-wide basis.

BIDDER must ensure that there are no monetary amounts included in its Technical (Unpriced) Bid which could lead to disqualification if so included.

Certain parts of the Technical Bid as presented by the successful BIDDER will be included in the Contract where appropriate and will be required to fully describe the obligations and responsibilities of the CONTRACTOR.

2.2	Technical Bidding Forms	
	Bidder's Experience and Abilities	TBF-01
	Execution Plan	TBF-02
	Organization and Key Personnel	TBF-03
	Subcontractors	TBF-04
	Un-priced Commercial Proposal	TBF-05
	Other Information	TBF-06
	Exceptions and Qualifications	TBF-07

Technical Bid Form TBF-01- BIDDER'S Track Records.

2.2.1 BIDDER's experiences (including for any Consortium members)

i. Proven Relevant Experience

- a) BIDDER shall provide details to demonstrate that it is an established company in the business of providing multifaceted QA/QC personnel with a fully established business infrastructure specifically tailored for the provision of QA/QC services, including global coverage, experienced management personnel, and efficient management system (including policies, plans, procedures, protocols, standard documentation (inspection reports, deviation notices, ... etc.) Evidence shall be provided of BIDDER's prior or existing experience including Contract Overview, brief Project Executions Plans, QA/QC Reporting process to demonstrate due capability for efficiently managing a global QA/ QC contract.
- b) BIDDERS and any Consortium members shall provide details to demonstrate a proven track record (e.g. unpriced copies of Contracts) for similar contracts having successfully undertaken similar global QA/ QC contracts of a similar magnitude and scale within the past ten (10) years similar to the requirements now required for the PROJECT.
- c) BIDDER shall provide details to demonstrate its experience at managing and undertaking audits and inspection at onshore and offshore constructions sites in Vietnam. Evidence shall be provided of such broad coverage including documented track record, sample Audit Plan, Audit Procedure and sample Audit & Inspection reports and confirmations (e.g. photos, unpriced copies of Contracts).

ii. Existing Infrastructure

- a) BIDDER shall provide details of its established management system for coordinating and administering QA/QC services on a global basis via established networks and can demonstrate the availability of sufficient (at least 20) competent resources for long term assignments and at short notice on a global basis including for Vietnam, SE Asia, South Korea, Japan, Europe and America. An explanation of the global network shall be provided along with confirmation of availability for PERSONNEL on a global basis, and where they are located.
- b) BIDDER shall demonstrate it has in-house personnel with extensive proven experience in managing and coordinating QA/QC services on a global basis via existing in-house networks. Details of the global network that would be used for the SERVICES shall be provided by Bidder.
- c) BIDDERS shall explain and provide "source indicators" (e.g. organization, location) of all its proposed QA/QC PERSONNEL including staff, regular contractors any proposed Subcontract personnel and freelancers to determine the depth of their resources. This shall be provided on a regional basis including Vietnam, SE Asia, South Korea, Japan, Europe and America.
- d) BIDDER shall provide tables listing all previous QA/QC contracts executed covering the last ten (10) years conducted for offshore developments in Vietnam and other regions as specified in FORM 01.a below, only as are relevant to the SERVICES.

FORM A2.a – BIDDER’S PAST EXPERIENCE

Item No.	Name of contract	Name of project	Name of Client	Project description	Scope of Services as performed by BIDDER	Qty Manpower engaged at a peak of Project	The Effective date of contract	The Expiry date of contract
1								
2								
3								
...								

Technical Bid Form TBF-02 – Execution Plan

2.2.2 Quality Assurance and Health, Safety and Environment (HSE):

Quality Assurance

- i. BIDDER shall provide a comprehensive explanation of its Quality Managements System (QMS) with valid ISO 9001 accreditation from a recognized accreditation body.
- ii. BIDDER shall include a copy of its valid and accredited certificate of registration to ISO 9001 covering the ITB SOS and all the SOS geographic locations and shall provide a copy of latest external audit report of its ISO 9001 QMS including Audit Findings.

Health, Safety and Environment (HSE)

BIDDER is to satisfy itself that all SUBCONTRACTORS who may work under their control will satisfy all aspects of HSE performance and they will have realistic plans in place to execute and monitor this.

The BIDDER will be responsible for ensuring that their personnel and those of their SUBCONTRACTORS are properly trained to meet the safety demands of the Work. Information given in this request will be used to ascertain the BIDDERS ability to meet these HSE requirements and those of the PVEP POC's safety standards.

BIDDER is to provide the following information for review.

- i. Copy of its HSE and Drug & Alcohol Policy
- ii. Copy of its HSE Management System Manual
- iii. Copy of valid certificate of registration to ISO 45001 if applicable.
- iv. Copy of its HSE Procedure Master List
- v. BIDDER is to include a section in the Project Execution Plan (PEP) detailing how HSE will be managed on the project.
- vi. Copies of the following documentation and HSE procedures,
 - ✓ Accident Incident Reporting / Investigation
 - ✓ Copy of your HSE Organization Chart that covers Project and Site HSE organization
 - ✓ Copy of HSE Training Procedure and HSE Training Matrix
 - ✓ Copy of HSE induction material or HSE booklet that is issued to employees.
 - ✓ Provide statistical HSE data for 5 yrs. as per the table below.

<i>Year</i>	<i>LTI</i>	<i>RWDC</i>	<i>TRCF</i>	<i>MTC</i>	<i>FAC</i>	<i>Fatalities</i>
2024						
2023						
2022						
2021						
2020						

Definitions used in this section:

- TRCF: Total Recordable Case Frequency = $TRC \times 1,000,000 / \text{Worked Man-hours}$.
- Lost Time Accident is an accident in which the injured person is unable to continue with normal work the next calendar day. Lost Time Accidents exclude medical casualties; e.g., heart attack.

2.2.3 Project Execution Plan

BIDDERS shall provide a detailed and methodical Project Execution Plan (PEP) as would be applied to efficiently undertake the SERVICES, including a Resource Plan (e.g. including positions, timing, sourcing location, work location) and an ISO 10005 compliant Project Quality Plan for the SERVICES. In this regard, BIDDER shall submit a proposed well-developed PEP (in effect a Method Statement for Scope of SERVICES) in line with the requirements set out under EXHIBIT I – SCOPE OF SERVICES.

BIDDER shall, based on the SCOPE OF SERVICES, detail its execution plan for QA/QC activities for each Call out Work Order.

In particular, the PEP shall address the following aspects

- i. Identify if any additional information required from CLIENT to perform the SERVICES, identifying where appropriate how the gaps will be managed if this information cannot be provided.
- ii. Indicate any SERVICES to be performed at work locations other than the main office. Describe how its QAQC organization and services shall be managed and controlled as per the requirements mentioned in the SCOPE OF SERVICES under SECTION 4, based on the WBS Elements and locations identified therein.
- iii. Indicate any activities or other requirements from CLIENT to ensure the SERVICES completed in accordance with the project schedule.
- iv. Describe the management system that would be used to manage and control the SERVICES across Vietnam, Asia, Europe and the America.
- v. Explain how resources would be sourced, deployed and controlled for the constructions sites in Vietnam.
- vi. Explain how resources would be sourced, deployed and controlled for inspection of the equipment to be procured on a worldwide basis, particularly in Asia, Europe and the America, with the focus on the use of personnel “local” to vendor premises. This shall include an overview of the network that would be in place to coordinate inspections at vendor sites across the globe.
- vii. Explain how BIDDER’s corporate systems and networks would be used to manage and control the SERVICES from the main office(s) used to manage and control the SERVICES across the globe.
- viii. Include all Bidders proposed QA/QC Reporting Process and proposed Report Templates including Weekly and Monthly Progress Reports, and Project Close Out Reports, ... etc.
- ix. Include Bidders proposed Interface Management Process and Interface Management Plan as ITB SOS.

- x. With consideration to Form 04, identify where subcontractors or any Consortium Members would be required to undertake part of the SERVICES, and explain how they would be managed and controlled.
- xi. Indicate any activities or other requirements from CLIENT to ensure the SERVICES completed in accordance with the project schedule.

If applicable, the roles and responsibilities of each member of a Consortium or any Subcontractor must be explicit throughout the PEP.

Technical Bid Form TBF-03 – Organization and Key Personnel

- a) CORPORATE ORGANIZATION (For each Bidding Participant such as Consortium Members)
- i) Corporate Structure - Organizational chart showing BIDDER's corporate structure, including all parent, subsidiary and related companies for the party or parties to the Bid.
 - ii) Ownership – a statement regarding the ownership of the party or parties to the BIDDER, agents, and the like, with particular reference to Vietnamese and international ownership.
 - Consortium/ Partnership Arrangements - Details of any partnership, Consortium, joint venture agreement, agency agreement or the like stating their participation, equity and financial participation.
 - Where consortiums or other formal relationships are being presented, a Memorandum of Understanding (“MOU”), or similar (e.g. Heads of Agreement) signed by all participants shall be provided. The MOU or similar, based on joint and several liability for consortia, shall identify the leader of the Consortium, and the roles and responsibilities of all participants.
 - iii) Ownership – a statement regarding the ownership of the party or parties to the BIDDER, agents, and the like, with particular reference to Vietnamese and international ownership.
- b) PROJECT ORGANIZATION

BIDDER shall follow the instructions hereunder and submit its Project Organization Chart that identifies its Key Personnel (i.e. Project Manager, QA/QC Coordinators, Welding Engineer and Senior Inspectors) base on Scope of Services and WBS elements. BIDDER shall confirm that none of its proposed Key Personnel are Subcontract personnel.

In its proposed Organization Chart, BIDDER shall include the different Levels of all Personnel and including source indicators to identify if its personnel are direct staff personnel, Contract Personnel, Subcontract Personnel, covering all the project QA/QC activities.

The total number of CVs that BIDDER shall submit are;

QA/QC TEAM FOR EACH FACILITIES / LOCATION			QA/QC TEAM FOR PROCUREMENT ACTIVITIES		
Jacket	Topside	Pipeline Coating Yard	ASIA (Other)	EUROPE	AMERICA
xx CVs for Class xx Personnel	xx CVs for xx Class xx Personnel	xx CVs for xx Class xx Personnel	xx CVs Vendor Inspector	xx CVs Vendor Inspector	xx CVs Vendor Inspector

c) PERSONNEL

Provide the list of personnel with clear full names, years of experience in oil and gas projects, CVs and qualified certificates of the PERSONNEL in accordance with the SCOPE OF SERVICES.



A handwritten signature in blue ink, located at the bottom right corner of the page.

Technical Bid Form TBF-04 – Subcontractors

BIDDER proposes to subcontract (if any) to the SUBCONTRACTOR(s) listed hereunder to perform the SERVICES:

If applicable, BIDDER shall complete Forms 04.1 and / or 04.2 including the indicative percentage (in terms of effort, not monetary) of the SERVICES that BIDDER would require to subcontract.

SUBCONTRACTOR Name and Address	Qty of staff (Permanent/ Direct Hire)	Proposed Scope of SERVICES

SUBSIDIARY Name and Address	Qty of staff (Permanent/ Direct Hire)	Proposed Scope of SERVICES

BIDDER shall provide specific details of its Subcontracting/ Subsidiary Plans and Procedures for execution of the Services including for any elements of the scope of Services (if applicable).

BIDDER shall provide detail of its prior or current experience with the Subcontractors listed above, if applicable. Otherwise, BIDDER shall explain why it is proposing the respective Subcontractors.

BIDDER shall confirm any proposed SUBCONTRACTOR scope and that the proposed SUBCONTRACTOR would be subject to CLIENT review and approval prior mobilization.

Technical Bid Form-05 – Unpriced Commercial Proposal

BIDDER to submit an Unpriced Exhibit II – Compensation. Please note that no commercial value to be filled in this form. BIDDER shall use the words “Quoted”, “Inclusive”, “No Quote” or “Not Available” where appropriate to replace the price in this Form

Any changes/ deviation from the format above must be presented to CLIENT in the Technical Bid Form TBF 07.

Technical Bid Form-06 – Other Information

BIDDER to provide herein any other information that BIDDER considers relevant to its Proposal

Technical Bid Form-07 – Exceptions 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 ITB Documents- PART 2 whether contractual, commercial or of technical for CLIENT to review.

Any exceptions/deviations are to be included in this Bid Form No.07 and are not to be raised by BIDDER in other parts of the Proposal. Others raise 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)
1			BIDDER		
			CLIENT		
2			BIDDER		
			CLIENT		
3			BIDDER		
			CLIENT		
4			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-07.

Project Name: Dai Hung Nam Project, Dai Hung Field Development, Block 05.1a, Offshore Vietnam.

ITB No.: PVEP-POC-DHN-2025-010

Package: Provision of Quality Assurance and Quality Control Services

PART 1 – SECTION 2.3 – COMMERCIAL BIDDING FORMS



PART 1

SECTION 2

PROPOSAL BIDDING FORMS

2.3 COMMERCIAL BIDDING FORMS

✓

Project Name: Dai Hung Nam Project, Dai Hung Field Development, Block 05.1a, Offshore Vietnam.

ITB No.: PVEP-POC-DHN-2025-010

Package: Provision of Quality Assurance and Quality Control Services

PART 1 – SECTION 2.3 – COMMERCIAL BIDDING FORMS



INSTRUCTIONS FOR PROPOSAL – BID FORMS

COMMERCIAL PROPOSAL

TABLE OF CONTENTS

1. General Compensation Principals
2. Bid Forms
 - Bid Form CBF1 - Schedule of All-inclusive Manhour Unit Rates
 - Bid Form CBF2 - Commercial Exceptions / Qualifications

✓

1. General Instruction:

1.1 Prices format and basis of pricing

- a. BIDDER is fully understanding the required Scope of Work – Exhibit 1, General Terms and Conditions, Compensation – Exhibit II and others requirements of the DRAFT CONTRACT. BIDDER's proposal is based on all the requirements to complete the Work; BIDDER is to ensure that price breakdown provided (CBF1) by CLIENT shall represent the compensation for the full scope required in this ITB. Any missing items in the breakdown is considered included somewhere in the other items (lumpsum part).
- b. As part of its Commercial Proposal, BIDDER shall submit a fully detailed and complete Compensation Proposal as described herein. BIDDER shall prepare and submit its prices in the format of forms provided hereunder based on CLIENT's schedule of payment proposed in to Exhibit II of the Draft Contract (Part II of the ITB), which once approved by the CLIENT shall form the basis of the prices to be included in Exhibit II - COMPENSATION of the Contract.
- c. BIDDER is to propose such prices and rates based on terms and conditions of DRAFT CONTRACT with the basis of compensation and reimbursement as specified in Exhibit II COMPENSATION thereof.
- d. All day rates are to apply pro-rata to part of a day.
- e. BIDDER shall submit its prices in United States Dollars (For Foreign Bidders) or Vietnamese Dong for Vietnamese Bidders. Escalation due to currency fluctuation will not be considered.
- f. BIDDER warrants that the rates, fees and prices contained herein are inclusive of all costs incurred by BIDDER in discharging its obligations under the Contract, both those which are expressly identified and those which may be reasonably inferred from the Contract.
- g. Provision of an item or service, as required by the Contract, shall mean at BIDDER's cost, unless expressly stated otherwise.
- h. BIDDER is requested to carry out a detailed arithmetic check on all extensions, sub totals and totals to satisfy itself of the accuracy of the Compensation Proposal. BIDDER is also requested to check there is consistency between the pricing tables and that sub totals and totals have been correctly carried forward.
- i. All the blank spaces in the pricing tables shall be filled in and no revisions to the text or format of the pricing tables will be accepted. If any space is left blank, this shall mean the price is zero or included elsewhere. Regarding Rates for Resources, if the resource description is not applicable, BIDDER can include in the blank space "N/A", denoting "Not Applicable".

Form CBF 1.1 - Daily Unit Rate for Procurement Activities:

No	Region	Countries	Flat Daily Rate (VND or USD/ person)-Local Rate	Flat Daily Rate (VND or USD/ person)-Expat Rate
1	Asia Pacific	Malaysia		
		Singapore		
		Japan		
		Korea		
		Indonesia		
		India		
		Thailand		
		China		
		Taiwan		
		Philippines		
		UAE		
		Qatar		
		Oman		
		Kuwait		
		Saudi		
		Vietnam		
2	Europe	UK		
		Ireland		
		Hungary		
		France		
		Germany		
		Holland		
		Spain		
		Norway		
		Sweden		
		Belgium		
		Italy		
		Luxemburg		
		Switzerland		
		Austria		
		Finland		
		Portugal		
		Denmark		
3	America	USA		
		Mexico		
		Brazil		
		Canada		
		Argentina		
4	Others	Australia		
		South Africa		

* Note:

Local: Vietnamese

Expat: Others

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Package: Provision of Quality Assurance and Quality Control Services
PART 1 – SECTION 2.3 – COMMERCIAL BIDDING FORMS



Form CBF 1.2 - Unit Rates for Construction Activities in Vietnam

Personnel Categories			All Construction SERVICES							
			Daily Unit Rates (VND or USD/person) -Local		Daily Unit Rates (VND or USD/person) -Expat		Monthly Unit Rates (VND or USD/person)-Local		Monthly Unit Rates (VND or USD/person)-Expat	
							Vietnam Onshore	Vietnam Offshore	Vietnam Onshore	Vietnam Offshore
Item	Job Title	Class Level	Vietnam Onshore	Vietnam Offshore	Vietnam Onshore	Vietnam Offshore	Vietnam Onshore	Vietnam Offshore	Vietnam Onshore	Vietnam Offshore
1.										
2.										
3.										
4.										
GENERAL NOTES										
1. The Unit Rates in this Exhibit shall apply to the SERVICES duly performed by CONTRACTOR at the location at which they are performed, unless otherwise approved by CLIENT.										
2. Class (Job) Levels are as described in Exhibit I – Scope of SERVICES.										
3. All Unit Rates are on an all-inclusive flat rate; no overtime will be paid.										
4. The Unit Rates are fixed until the end of 2027.										
5. All prices are exclusive of VAT.										

FORM CBF 2 - COMMERCIAL EXCEPTION FORM (PRICED)

Bidder shall specify its qualification of, exception to, or deviation from, the ITB and the Draft Contract in the form (priced) provided hereunder:

Item No.	Reference (i.e. Section, Clause No., etc.)	Proposed Clarification, Exception or Deviation	Justification for Proposed Clarification, Exception or Deviation	Cost Impact, if exception is rejected by CLIENT

CLIENT shall assume Bidder's acceptance to the CLIENT's requirements, terms and conditions of the Bid document should there is no qualifications/ exceptions are submitted in accordance with the above provided forms.

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PART 1- SECTION 3 – DETAILED PRELIMINARY AND TECHNIAL EVALUATION CRITERIA



PART 1

SECTION 3

DETAILED PRELIMINARY AND TECHNIAL EVALUATION CRITERIA

PROVISION OF QUALITY ASSURANCE AND QUALITY CONTROL SERVICES, DAI HUNG NAM PROJECT, DAI HUNG FIELD DEVELOPMENT, BLOCK 05-1(a), OFFSHORE VIETNAM

1. PRELIMINARY EVALUATION

The Preliminary Criteria is defined as "MUST" Criteria. Therefore, Non-compliance / deviations / exceptions to any of these criteria will cause the Bid disqualified. BIDDERS will be requested to comply with the following requirements:

No.	Criteria	Bidder		
		A	B	C
1	Place and time of Bid submission			
2	Eligibility of BIDDER			
3	Original Bid Proposal			
4	Eligibility of Consortium agreements if applicable			
5	Eligibility of Proposal Letter			
6	Validity of Bid Proposal (at least 180 days of Bid Closing Date)			
7	Original Bid Bond			
8	Financial Capacity			
	Final Assessment			

Note: These above requirements are evaluated according to “qualified or disqualified” as result.

- “Qualified”: meet all requirements
- “Disqualified”: not meet any of these above requirements

Table 1-A: Financial Capacity:

Financial Year End Currency	Requirement (%) in at least one of the last three year	2022 (%)	2023 (%)	2024 (%)
1. Current Ratio	> 100			
2. Net profit margin	> 0			

- Current Ratio = Current assets/Current Liabilities >100
- Net profit margin = Profit after tax/ Turnover > 0

The Preliminary Criteria will be categorized under “ACCEPTABLE” or “NOT ACCEPTABLE” only. Any Bid which passed Preliminary Evaluation shall be accepted to Technical Evaluation.

2. TECHNICAL EVALUATION

Technical Evaluation uses point criteria as follows

No.	Item Description	Compliance	Technical Requirements	Evaluation Criteria		
				Technically Not Accepted	Technically Accepted With Minor Concern(s)	Technically Accepted
I	Detailed Technical Evaluation					
1	BIDDER to submit projects experience track record over the past ten (10) years for Third Party inspection and expediting services or equivalent service.	A/NA	Bidder to provide track record over the past ten (10) years for Third Party inspection and expediting services or equivalent service with at least three (03) contracts.	No information provided over the past ten (10) years for Third Party inspection and expediting services.	Not Applicable	Information provided track record over the past ten (10) years for Third Party inspection and expediting services or equivalent service and fully meet the requirements with at least three (3) contracts.
2	BIDDER to provide HSE Manual and Certified Quality System such as QMS / EMS / OHSAS for the operation in compliance with ISO 9001 / ISO 14001 / OHSAS 45001 or equivalent.	A/NA	BIDDER to provide HSE Manual and Certified Quality System such as QMS / EMS / OHSAS for the operation in compliance with ISO 9001 / ISO 14001 / OHSAS 45001 or equivalent.	No information provided for HSE Manual and Certified Quality System such as QMS / EMS / OHSAS for the operation in compliance with ISO 9001 / ISO 14001 / OHSAS 45001 or equivalent.	Not Applicable	Full Information provided for HSE Manual and Certified Quality System such as QMS / EMS / OHSAS for the operation in compliance with ISO 9001 / ISO 14001 / OHSAS 45001 or equivalent.
3	BIDDER to submit its current, forecast workload and resources to demonstrate that it can provide sufficient qualified man-power to perform the Third Party inspection and expediting services.	A/NA/A/W/C	Bidder to provide its current and forecast workload and resources to demonstrate that it can provide sufficient qualified man-power to perform the Third Party inspection and expediting services.	No current and forecast workload and resource is provided to demonstrate that it can provide sufficient qualified man-power to perform the Third	Partially its current and forecast workload is provided to demonstrate that it can provide partially sufficient qualified man-power to perform the inspection and expediting services perform the Third	Its current and forecast workload is provided to demonstrate that it can provide sufficient qualified man-power to perform the inspection and expediting services perform the Third expediting services.



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PART 1- SECTION 3 – DETAILED PRELIMINARY AND TECHNICAL EVALUATION CRITERIA



No.	Item Description	Compliance	Technical Requirements	Evaluation Criteria		
				Technically Not Accepted	Technically Accepted With Minor Concern(s)	Technically Accepted
				Party inspection and expediting services.	Party inspection and expediting services.	
4	BIDDER to submit the detailed proposed project organization chart.	A/NA/AWC	Bidder to provide detailed proposed project organization chart.	Detailed proposed project organization chart did not provided.	Detailed proposed project organization chart provided and partially meet the requirements with minor concern(s).	Detailed proposed project organization chart provided and fully meet the requirements.
	TECHNICAL FINAL RESULT					