



# **BID DOCUMENT**

**TENDER NO.: PVEP-HCM/ADM/2026-018**

**FOR**

**PROVISION OF OFFICE FITOUT AND  
INTERIOR INSTALLATION**

**HCMC, March, 2026**

## INSTRUCTIONS

### I. GENERAL

- A. PETROVIETNAM EXPLORATION PRODUCTION CORPORATION LTD – HO CHI MINH CITY BRANCH) (hereinafter referred to as "CLIENT or PVEP-HCM") invites BIDDER to submit proposal for Provision of Office Fit out and Interior Installation (Hereinafter referred to as “WORKS”) under ITB No.: PVEP-HCM/ADM/2026-018 as details in this ITB.
- B. 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.
- C. *In order to access full ITB documents, Bidder shall download FROM 01-ACKNOWLEDGEMENT LETTER AND CONFIDENTIALITY STATEMENT and signed and certified by an officer duly authorized by BIDDER and send to CLIENT.*
- D. Your quotation must be delivered by **hand/courier** to CLIENT's office not later than **stipulated date on Muasamcong (“Bid Closing Time and Date”)** and shall be binding for a period of at least **sixty (60) calendar days (“Bid Validity Period”)** from the Bid Closing Date. Bidder may assume that the award for CONTRACT will be made within sixty (60) calendar days from the Bid Closing Date and Bidder can assume that it has not been successful if no notification is received within the Bid Validity Period. Bidder shall state the precise date of validity in the bid proposal.
- E. Bidder is to ensure that all prices and other details in the bid proposal are correct at the time of submission. CLIENT will not entertain any changes or addenda due to typing or calculation errors after the Bid Closing Time and Date.
- F. CLIENT’s Terms and Conditions shall be applied. Any submission of Bidder's terms and conditions shall be considered NULL and VOID for this tender.
- G. Should Bidder decline to submit a proposal, Bidder shall state in writing the reason(s) for declining, and in all such cases this shall be done not later than the Bid Closing Date and Time.
- H. BIDDER’s Bid Proposal must be signed and certified by an officer duly authorized by BIDDER.
- I. Any amendments appearing in the BIDDER’s Bid Proposal must be signed or initialed by the BIDDER's authorized officer.

### II. PRICE QUOTATION

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

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

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

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

- B. Taxes and Duties: Please refer to ARTICLE 9 for more details.
- C. **Once specified, the unit prices shall prevail throughout the life of the CONTRACT and shall not be subject to revision by reason of cost escalation nor currency fluctuations.**

### III. PROPOSAL FORMAT

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

BIDDER is to submit the proposal in two (2) separate packages, as follows:

Technical and Unpriced Package (Technical): **one original proposal and two copies**

Priced Package (Commercial): **one original proposal and two copies**

Your bid proposal shall also include electronic version save in CD ROM in Acrobat (.pdf), Microsoft Word (.doc) and Microsoft Excel (.xls) format.

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

#### B. CONTENTS OF TECHNICAL AND COMMERCIAL PROPOSAL

##### B.1 PROPOSAL FORM: FORM C

Bidder is required to confirm Bidder's understanding of the ITB and agreement to bid by executing **PART II – FORM OF BID PROPOSAL**, to be submitted together with the Bidder's proposal.

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

## B.2 TECHNICAL PROPOSAL

SECTION	IN FORM OF PART II	CONTENT
Section 1	<p><b>FORM 2 - TECHNICAL PROPOSAL LETTER</b></p> <p><b>FORM 3 – POWER OF ATTORNEY FORM</b></p>	<p>The Proposal Letter shall be prepared and fully filled by BIDDER as set out in FORMS OF BID PROPOSALS 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>Power of Attorney signed by the Representative at law of BIDDER authorizing the authorized person to sign the Proposal Letter if any;</p>
Section 2	<b>FORM 4 – FORM OF BIDDER INFORMATION</b>	<p>BIDDER shall provide the following documents proving BIDDER’s eligibility, experiences, and capacity:</p> <ol style="list-style-type: none"> <li>1. BIDDER is requested to submit a completed BIDDER’s QUESTIONNAIRE</li> <li>2. Copies of at least 3 similar Contracts</li> </ol>
Section 3	<p><b>FORM 5 – LIST OF WORK ITEMS</b></p> <p><b>FORM 6 - LIST OF OFFICE EQUIPMENT TO BE TRANSPORTED AND INSTALLED AT THE NEW OFFICE</b></p> <p><b>FORM 7 - BIDDER’S PROPOSED PERSONNEL</b></p>	<p>BIDDER shall submit completed technical requirements in accordance with <b>Exhibit I - SCOPE OF WORK AND TECHNICAL REQUIREMENTS of Part III – Draft Contract</b></p> <p>BIDDER to fill in required information in Form 5-Part II-Form of bid proposal</p> <p>BIDDER to provide Curriculum Vitae (CV) of Proposed Manpower as set out in BIDDING FORMS;</p>
Section 4	<p><b>FORM 8 - IMPLEMENTATION PROGRESS SCHEDULE</b></p> <p><b>FORM 9 - CONSTRUCTION PLAN AND METHODS</b></p> <p><b>FORM 10 - EXCEPTIONS AND QUALIFICATIONS</b></p>	<p><b>BIDDER’S UNPRICED EXCEPTIONS AND ALTERNATIVES</b></p> <ol style="list-style-type: none"> <li>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 ITB" or</li> <li>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."</li> <li>c. BIDDER shall present a complete and detailed listing of non-compliance to the ITB 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</li> </ol>

		EXHIBITS as set out in BIDDING FORMS.
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### B.3 COMMERCIAL PROPOSAL

SECTION	IN FORM OF PART II	CONTENT
Section 1	<b>FORM 11 – COMMERCIAL PROPOSAL LETTER</b>	To be attached a similar letter as in Section 1.
Section 2	<b>FORM 12 - CONTRACT PRICE</b>	BIDDER shall submit under this Form all the prices and rates requested using the format as Exhibit II – Schedule of Rate of the Part III-Draft Contract

#### IV. SUBMISSION OF PROPOSAL

- A. Bidder shall ensure that bid proposal or submission to CLIENT, pertaining to the enquiry are properly sealed and that the cover of each package is clearly marked in bold letters with the following wordings:
- (a) Tender Number and Title.
  - (b) Bidder's Name and Return Address
  - (c) "PRIVATE AND CONFIDENTIAL"
- B. **All communications and correspondence with regard to proposal preparation and clarification shall be made to the following address:**

**PETROVIETNAM EXPLORATION PRODUCTION CORPORATION LTD – HO CHI MINH CITY BRANCH (PVEP-HCM)**

Head Office: 21<sup>st</sup> Floor, Victory Tower, 12 Tan Trao Str., Tan My Ward, Ho Chi Minh City, S.R. Vietnam.

Tel: +84 28 54122133 Fax: +84 28 54133144

Attn: Mr. Vu Viet Hung –Director

Email to: [hungv1@pvep.com.vn](mailto:hungv1@pvep.com.vn); [lamtv@pvep.com.vn](mailto:lamtv@pvep.com.vn); [binhnt@pvep.com.vn](mailto:binhnt@pvep.com.vn) ; [tungvm@pvep.com.vn](mailto:tungvm@pvep.com.vn) :

All communications with regard to bid clarifications or any other request from Bidder shall be made in writing and forwarded to CLIENT at least two (02) days before the Bid Closing Date and Time and must indicate the tender number and title and send to the address given above. The same written correspondence can be scanned and sent via email for fast receipt.

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

**PROVISION OF OFFICE FITOUT AND INTERIOR INSTALLATION**

**PETROVIETNAM EXPLORATION PRODUCTION CORPORATION LTD – HO CHI MINH CITY BRANCH (PVEP-HCM)**

Head Office: 21<sup>st</sup> Floor, Victory Tower, 12 Tan Trao Str., Tan My Ward, Ho Chi Minh City, S.R. Vietnam.

Tel: +84 28 54122133 Fax: +84 28 54133144

Attn: Mr. Vu Viet Hung –Director

- C. Bidder is strongly advised to deliver the bid proposal by hand in order to assure timely receipt by CLIENT. If Bidder elects to mail the proposal, Bidder is advised to use a fast and reliable delivery service e.g. courier. Bidder should advise CLIENT by fax the date on which the proposal was mailed and details of the delivery service.
- D. Responsibility for timely delivery of the proposal to the correct address rests fully with Bidder. CLIENT does not accept late submission. Delivery to the wrong address shall not be an excuse for late delivery.
- E. Bidder must ensure that the proposal is delivered to the address given above no later than **speculated date on Muasamcong**. LATE BIDS WILL NOT BE ENTERTAINED.
- F. Bidder's bid proposal shall be submitted in a **sealed envelope** or package bearing the name of Bidder's company, clearly addressed and marked on the outside as follows:

#### V. ACCEPTANCE

- A. CLIENT may, at its option, reject all proposals received or may accept any proposal which, in CLIENT's sole judgment, is the most advantageous to CLIENT. CLIENT reserves the right to accept or reject all or part of the proposal at CLIENT's discretion and will be under no obligation to explain the reason thereof.
- B. CLIENT shall not be deemed to have accepted all or any parts of a proposal unless and until written acceptance is issued. Any award as a result of this ITBD will be through a properly executed CONTRACT issued by CLIENT. Prior to this, CLIENT may send Bidder a Letter of Award in order to initiate immediate placement of order. Upon receipt of the Letter of Award, Bidder shall proceed immediately with the works mentioned in the Letter of Award.
- C. CLIENT, at its option, has the right to award all or partial of CONTRACT to the successful Bidder or Bidder(s).
- D. The successful Bidder, if any, will be required to enter into a formal CONTRACT with CLIENT as contained in the ITBD.

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



**PETROVIETNAM EXPLORATION PRODUCTION CORPORATION LTD – HO  
CHI MINH CITY BRANCH (PVEP-HCM)**

# **BID DOCUMENT**

**TENDER NO.: PVEP-HCM/ADM/2026-018**

**FOR  
PROVISION OF OFFICE FITOUT AND INTERIOR  
INSTALLATION**

**PART II**  
**FORMS OF BID PROPOSAL**

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**FORM- 01**

**ITB ACKNOWLEDGEMENT LETTER AND CONFIDENTIALITY STATEMENT**

**Date:** \_\_\_\_\_

Bidder Ref. No.: \_\_\_\_\_

**Attn.** : **Mr. Vu Viet Hung – Director**

**Fax** : **84 28 54133144**

**Subject** : Provision of Office Fit out and Interior Installation

**ITB Number** : **PVEP-HCM/ADM/2026-018**

- ( ) We acknowledge receipt of bid invitation of the subject ITB and ask for full ITB document from CLIENT by sending us via email.....(BIDDER to file email address).
- ( ) 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:

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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 **speculated date on Musamcong.**

**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*