Date: 26th Apr 2025

**To:**  **Esteemed company,**

Our Ref Number: PS/RFQ/260425/116

Our Fax No: +84 (0) 237 8738 557

**SUBJECT:** **Request for quotation for supply Stationery, Daily items, Office equipment and Printing items.**

Dear Sir,

Nghi Son Refinery & Petrochemical LLC (***NSRP***) is a joint-venture company between Idemitsu Kosan Co., Ltd., Kuwait Petroleum Europe B.V., Vietnam Oil & Gas Group, and Mitsui Chemicals Inc.

NSRP intends to procure Goods, details of which are described in SOS, Schedule 2a and Schedule 2b – Quotation form of this RFQ. NSRP is pleased to invite prospective Bidders (***Bidder***) to provide your quotation for the Goods (***Quotation***), strictly in compliance with the requirements in this RFQ and its Attachments. Supplier is required to adhere strictly to the instructions listed below:

1. **Quotation submission**
2. Kindly submit your Quotation to [**bidding.procurement@nsrp.com.vn**](mailto:bidding.procurement@nsrp.com.vn) no later than 9th May 2025 (closing date).

Submission after the Bid Closing Time shall not be considered.

1. The Quotation shall be submitted into two (02) parts: Technical Part (comprising the documents as listed in Item 2.1) and Commercial part (comprising the documents as listed in Item 2.2) with locked passwords.
2. Quotation shall include Technical and Commercial parts separately with the following requirements:
   1. **Technical Part**

The Bidder is required to provide the following documents and information in English. In case the documents or evidence are in Vietnamese, English translation shall be required:

The technical part of the Quotation comprises the following documents and information:

Bidder shall confirm quote in the form set out in Schedule 2a – Quotation form (Unpriced).

Information and documentation showing experience, qualifications, and capability of Bidder to supply the Goods, including:

* **Regarding scope of supply for Stationery, daily item and office equipment:**
* Notarized copy of the business/enterprise registration certificate and/or an extract from the national portal for enterprise registration showing the relevant business lines to provide Stationery, daily item and drinking water, Office equipment.
* Rental contract/ Certificate of Bidder or any document showing their store/storage location within 100 km from Refinery (or~2 hour transportation by Car).
* The technical documents (datasheet, catalogue, drawing…) which show the Specifications of each item specified in schedule 1 - Scope of service. If required material is obsoleted and confirmed officially by manufacturer, Supplier shall provide recommendation with equivalent material (with letter of interchangeable from manufacturer). Any technical deviation between required material and proposed material shall be clearly specified.
* The detail execution plan for delivery for below categories as requirement in the Scope of Service:
* Stationary
* Daily items & drinking water
* Office equipment

The Execution plan at least includes in delivery timeline and step by step to deliver goods from receiving the PO to handover goods to each location in NSRP.

* Bidders submit executed contract as many as possible (but not less than two for each category) within the 5 recent years (2020-2025) showing experience in supplying stationary, daily items & drinking water, office equipment as required in the Scope of Service.
* Bidders submit commitments (based on the category they quote) as below:
  + a commitment that bidder will provide Warranty time at least 6 months for stationery, daily item, at least 12 months for office equipment.
  + a commitment that bidder provide CO and CQ (testing report) issued by Manufacturer every 6 months for drinking water.
* **Regarding scope of work for Part B. Printing (HSSE printing items), the bidder must provide the followings:**
  + The bidder is required to provide all technical documents that indicates the information of the Goods meet the requirement as specified in scope of work: HSSE Printing Templates – Specifications & Requirement. Besides that,
  + The bidders must provide samples of the printing papers to be used for all printing items No. 1 to No. 16 (in Appendix 1 of the scope of work) together with supporting evidence demonstrating the paper quality
  + The bidder is required to provide the commitment letter ensuring the quality of paper for all printing items that meeting the required paper quality and remains consistent with the accepted samples throughout the contract duration.
  + The bidder is required to provide the evidence to demonstrate that they have at least two years These contracts must demonstrate the bidder’s capability in delivering similar services as required in the scope of work:
    - demonstrating experience in printing on carbon paper with producing multiple copies of the same content on different coloured paper.
    - demonstrating experience in printing on any other type of paper, including but not   
      limited to couche paper.
  + The bidder is required to the detail execution plan for delivery covering both the initial delivery (if requested by NSRP) and the complete order fulfilment, as specified in the scope of work. The plan must include the following details:
    - Initial delivery: Within the first week of each purchase order issuance, the bidder shall successfully print, supply simultaneous delivery of a minimum quantity of books for each item (item numbers 1 to 7) to NSRP The minimum number of printed books for each item in the initial delivery shall be proposed by each bidder in their submission and evaluated by NSRP.
    - Complete fulfilment: The bidder must provide a clear timeline for printing, packaging, and delivering the entire order quantity of all items. The total duration for full delivery shall be proposed by the bidder and will be assessed by NSRP.
  + The bidder is required to provide their’ offer for a minimum order quantity of printed books for items number 1 to 7 which will be printed on Carbon paper – CPP with multiple copies of the same content on different coloured paper.).

Delivery term: NSRP at Mai Lam Ward, Nghi Son District, Thanh Hoa Province

Delivery point: NSRP’s Warehouse, Nghi Son Refinery and Petrochemical Complex, Road 513, Nghi Son Economic Zone, Nghi Son District, Thanh Hoa Province.

* 1. **Commercial Part**

1. Bidder shall quote the price in the form set out in **Schedule 2b – Quotation form (Priced).**
2. Bidder shall estimate the Lead time (time from Buyer issue PO to Goods delivery at Buyer’s site) to provide the product.
3. Bidder shall propose the unit price of the Goods. This unit price shall be inclusive of all government taxes (excluding VAT), fees and duties, custom duties and import taxes incurred in relation to provision of the Goods to Purchaser’s warehouse.
4. The unit price shall be in Vietnamese Dong.
5. Any discount(s) shall be expressed separately from the unit price.
6. **Validity Period of the Quotation**

The Quotation shall be valid for acceptance by NSRP for a period of 90 calendar days from the Deadline for Quotation Submission.

1. **Language of quotations**

All quotations, information, documents and correspondence exchanged between NSRP and the Bidders in relation to this RFQ process shall be in English.

1. **Evaluation**

NSRP has the sole right to cancel or proceed with the procurement process, evaluate the Quotations, qualify or disqualify any Quotations for any reason, award the contract to any Supplier, award multiple or partial contracts as a result of the procurement process.

At any time during the evaluation process NSRP may request clarification or further information in writing form Bidders. The Bidder’s responses shall not contain any changes regarding the substance, including the technical and commercial part of their quotation. NSRP may use such information in interpreting and evaluating the relevant quotation.

1. **Conflict of interest**

As a matter of policy, any bidder which participates in a procurement package in NSRP:

1. must not submit more than one bid (or one base bid in case an alternative bid is permitted) for that procurement package, and
2. must not participate / involve in that procurement package in any other capacity either as a member of a consortium bidder or as a sub-contractor of another bidder.
3. **Contract**

The contract for providing the Services will be entered into between NSRP and the preferred Bidder(s) following the template as set out in Schedule 9 – Contract Template.

Bidder shall complete and submit Bidder's proposed deviations from the Contract Template together with their Quotation.

1. **By submitting the Quotation, Bidder agrees to comply with all the requirements and conditions in this RFQ, including the Schedules and any Attachments thereof.**
2. **By submitting the Quotation, Bidder agrees, undertakes and confirms to NSRP that:**

(i) no payments or any other advantages or benefits have been or will be made or given directly or indirectly by it, or any of its affiliates, subcontractors, or its or their respective owners, directors, officers, employees, agents and representatives to any person, for the purpose of obtaining any improper advantage or improper purpose in connection with this RFQ or any contract entered into pursuant to this RFQ.

(ii) no violation of the laws relating to anti-corruption and bribery has been or will be committed by it, or any of its affiliates, subcontractors, or its or their respective owners, directors, officers, employees, agents and representatives in connection with this RFQ or any contract entered into pursuant to this RFQ; and

(iii) no challenge or dispute will be raised by Bidder in relation to this procurement process.

Bidder is requested to submit the RFQ Acknowledgement Letter in Schedule 3, Disclosure of Relationship in Schedule 4 and Confidentiality Undertaking in Schedule 5 by **5.00 PM (Hanoi time) on 29th Apr 2025**.

Failure to return these Attachments in accordance with this provision may result in disqualification or rejection of the Quotation.

1. **If Bidder has any enquiries on this RFQ, please send the Request for RFQ Clarification in Schedule by 5.00 PM on 6th May 2025 (Hanoi time) on at the latest.**
2. **This RFQ does not constitute a contractual offer, nor does it constitute a guarantee of business.**

Approved by,

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**PSM**

**Attachments**

Schedule 1: Scope of Supply

Schedule 2a: Quotation form (Unpriced)

Schedule 2b: Quotation form (Priced)

Schedule 3: RFQ Acknowledgement Letter

Schedule 4: Disclosure of Relationship

Schedule 5: Confidentiality Undertaking

Schedule 6: Request for RFQ Clarification

Schedule 7: Purchase Order Template

Schedule 8: Letter of Indemnity

Schedule 9: Contract template