



CÔNG TY TNHH LỘC HOÁ DẦU NGHI SƠN
NGHI SON REFINERY AND PETROCHEMICAL LLC

**SCOPE OF WORK FOR PROVIDING STATIONERY, DAILY ITEMS AND OFFICE
EQUIPMENT IN NSRP**

NSRP

Văn phòng Hà Nội:
Tầng 14 Tòa tháp phía Tây, Lotte Center Hanoi
95 54, đường Liễu Giai, phường Cổng Việt, quận Ba Đình, Hà Nội, Việt Nam
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I. GENERAL

Nghi Son Refinery and Petrochemical Limited Liability Company (NSRP), a limited liability company incorporated under the law of Viet Nam and having the registered address at Nghi Son Economic Zone, Mai Lam Ward, Nghi Son District, Thanh Hoa Province, Vietnam and having its Hanoi office address at 14th Floor, West Tower, Lotte Center Hanoi, 54 Lieu Giai Street, Cong Vi Ward, Ba Dinh District, Ha Noi City.

NSRP is seeking for suppliers to provide STATIONERY, DAILY ITEMS AND OFFICE EQUIPMENT (which are listed as in Annex 1) for NSRP employees according to requirements from NSRP for the whole 3 years.

However, to minimize inventory as well as to avoid expiry of those items, the NSRP purchase order for stationery will be sent to supplier monthly and ordered items would be expected to be delivered within 1 week after receiving Purchase Order.

Term of provision of Stationery is tentatively 36 months.

Nghi Son Refinery & Petrochemical LLC Address:

- Refinery: Nghi Son Economic Zone, Mai Lam Ward, Nghi Son District, Thanh Hoa Province, Vietnam.

- Hanoi Office: 14th Floor, West Tower, Lotte Center Hanoi, 54 Lieu Giai Street, Cong Vi Ward, Ba Dinh District, Ha Noi City.

II. DEFINITION

NSRP Nghi Son Refinery & Petrochemical Limited Liability Company

Plant Plant area in NSRP Refinery

Admin Administration, Social & Community and Public Relations

HSSE Health, Safety, Security & Environment Division

III. SCHEDULE

Planned commencement date of supplying: From July 2025 (tentatively). The official Commencement date shall be in accordance with the agreement for provision of stationery/ daily items/ drinking water supplying.



1. Quantity/ Item Name/ Specification of Stationery/Daily Items/ Drinking Water/Office equipment.

- Item name/specification shall be stated as in the Annex 1 as attached.
- The Supplier shall provide goods in accordance with NSRP's schedule as estimation demand with detail quantity for each item is stated in the Purchasing Order quarterly in Refinery & Ha Noi Office.
- Payment method: shall follow NSRP's procedures and be informed after finalizing the contract.

2. Requirement for Qualifications & Capability of Potential Suppliers

2.1 Requirement for Bidder Qualification

- Supplier must have registration business for provision of below items:
 - o Stationery
 - o Daily items and Drinking water
 - o Office equipment.
- Supplier must have at least 3 years' experience in trading & provision of Stationery/Daily Items/Drinking Water/Office equipment
- Supplier must provide evidence to prove that they have been supplying Stationery/ Daily Items/Drinking Water/Office equipment to at least 3 companies in the past 5 years.
- Supplier must have enough manpower (driver, worker, supervisor), vehicle and equipment to deliver stationery, daily item, drinking water, office equipment to Refinery and Ha Noi office. Every year, they must submit health check certificate to prove that their health is good enough to work inside refinery.
- Supplier must comply with safety procedures during delivery time in plant.

2.2 Trading Capability

- Supplier must have their shop/storage location within 100 km from Refinery (or~2 hour-transportation by Car) with necessary equipment to trade stationery, daily item, drinking water and office equipment.

3. Delivery/ Provision

3.1.For Stationery and Daily Item.

NSRP

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- Supplier, at its own cost, shall deliver all items of Stationary & Daily items to designated address in all Buildings such as: Admin Building, Maintenance Building, CCB Building, Lab Building.
- Delivery shall be completed within seven (7) calendar days from the date of receipt of the purchase order signed by NSRP, with goods properly packed in appropriate boxes.
- All freight shall be in seal and within expire date minimum 1 year, except for fresh flower,
- Delivery schedule shall comply with NSRP's plan.
- Supplier shall just deliver during working time (from Monday to Friday) with frequency 1 time per week.
- Supplier shall provide CO, CQ for stationery and daily item when NSRP require.
- All stationeries and daily items must be new and come with a minimum 6-month warranty.

3.2 For Drinking Water (Water Bottle 19L)

- Supplier must deliver with maximum 4 times per week, all goods must be checked with users on quantity, quality and expire date at admin building area before movement into indicated areas in refinery (sometimes it is informed & updated upon user's demands). Supplier shall arrange the water bottles carefully and tidy up.
- Supplier shall follow up and pick up/ collect empty bottles with maximum 4 times per week by themselves. NSRP shall not be responsible for all missing empty bottles as well as collecting empty bottles at area where Supplier delivered water. In case, missing empty bottle, NSRP will not pay for this cost.
- Drinking water must be new and come with a minimum 6-month warranty.
- Supplier shall provide CO and CQ(testing report) issued by Manufacturer every 6 months for drinking water.

3.3 For office equipment

- Supplier, at its own cost, shall deliver and install all items of office equipment at NSRP location in accordance with NSRP requirements.
- Delivery schedule shall comply with NSRP's plan.
- All office equipment must be brand new and come with a minimum 12-month warranty. During the warranty period, if any issues arise due to manufacturing defects, the supplier is



responsible for contacting the manufacturer for resolution upon receiving a request from NSRP.

- Supplier shall provide CO, CQ for office equipment when NSRP require.

3.4 Delivery Method

- **Stationary & Daily Items:** Supplier shall deliver the items to Admin' store in refinery for checking after completing cross-check with PIC of Depts, supplier & Ha Noi Office as well.
- **Printing Paper & Drinking Water:** Supplier shall deliver to Ha Noi office & all specified areas in refinery as follows:

1. *Process Shelter*
2. *Extrusion Shelter*
3. *Parking solid Shelter*
4. *Tank Shelter*
5. *Utility Shelter*
6. *Caustic Shelter*
7. *PTW shelter A200*
8. *Gate 6 Building*
9. *Truck Loading*
10. *Lab Building*
11. *CCB Building*
12. *Main Gate House*
13. *Warehouse*
14. *Canteen*
15. *Locker Building*
16. *Maintenance Building*
17. *Admin Building*
18. *Workshop E100*
19. *Fire Station*
20. *Social satellite office in Hai Yen commune*

- **Office equipment**

Supplier shall deliver the items to Admin' store in refinery and Hanoi office in accordance with NSRP requirements.

4 NSRP's Rights and Responsibilities

NSRP shall conduct random inspections of the provision capacity at the Supplier's store.

5 Others

- Supplier must assign its competent person(s) to the NSRP's address to replace/take back Stationery/ daily item/ drinking water, office equipment within the 2 days in case of items are not as required.

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- All water bottles Lavie 19L delivered will be within 1.5 months from the manufacturing date printed on the bottle.

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NSRP

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LIST OF STATIONERY, DAILY ITEM & DRINKING WATER, OFFICE EQUIPMENT AND PRINTING ITEMS

No	ITEM NAME	Unit	Original	Remark
PART A: STATIONERY				
I	PAPER & COVER			
1	White paper A4/ Giấy Double A4 - ĐL70/m2 độ trắng 90	SET	Thailand	
2	White paper A4 Paper One 100gsm/ Giấy Paper One Red A4- 100gsm	SET	Indonesia	
3	White paper A4 Paper One 70gsm/ Giấy Paper One Blue A4- 70gsm	SET	Indonesia	
4	White paper A3/ Giấy Double A3 - ĐL70/m2 độ trắng 90	SET	Thailand	
5	Paper A0/ Giấy in A0	RLL	Vietnam	
6	White paper A0 (841mmx1189mm) 80 gsm- 500 paper/ Giấy in A0	SET	Vietnam	
7	White paper A0 (841mmx1189mm) 100 gsm - 500 paper/ Giấy in A0	SET	Vietnam	
8	Paper A1/ Giấy in A1	RLL	Vietnam	
9	White paper A1 (594mmx841mm) 80gsm - 500 paper/ Giấy in A1	SET	Vietnam	
10	White paper A1 (594mmx841mm) 100gsm - 500 paper/ Giấy in A1	SET	Vietnam	
11	White paper A1 (594mmx841mm) 120gsm - 500 paper/ Giấy in A1	SET	Vietnam	
12	Paper A2/ Giấy in A2	RLL	Vietnam	
13	White paper A2 (420mmx594mm) 80gsm - 500 paper/ Giấy in A1	SET	Vietnam	
14	White paper A2 (420mmx594mm) 100gsm - 500 paper/ Giấy in A1	SET	Vietnam	
15	White paper A2 (420mmx594mm) 120gsm - 500 paper/ Giấy in A1	SET	Vietnam	
16	Cover paper A4 T&T SCG - 100 sheets/ Bìa ngoại A4 T&T SCG	SET	Vietnam	
17	Cover paper A3 T&T SCG - 100 sheets/ Bìa ngoại A3 T&T SCG	SET	Vietnam	
18	Cover paper duplex A3-100 sheets/ Bìa duplex A3- 100 sheets	SET	Vietnam	
19	Cover paper duplex A4 - 100 sheets/ Bìa duplex A4- 100 sheets	SET	Vietnam	
20	Carbon paper G-Star/ Giấy than các màu G-Star	SET	USA	
21	Cover Glotxy Mica A4 (120pcs/1 set) (1.5mm) /Bìa Mica Glotxy A4 (120pcs/1set) (1.5mm) dày + trong	SET	Vietnam	
22	Cover, Cover Glotxy Mica A4, Mica, 120pcs/set, THK:1.5mm transparent/ bìa mica glotxy A4 (120pcs/set)	SET	Vietnam	
23	Laminated plastic A4 (125 mic)/ Giấy Ep plastic khổ A4 dày 125 mic	SET	Vietnam	
24	Laminated plastic A3 (125 mic)/ Giấy Ep plastic khổ A3 dày 125 mic	SET	Vietnam	

No	ITEM NAME	Unit	Original	Remark
25	Epson A4 Photo Paper 20 pages/set / Giấy in ảnh Epson A4 20 tờ/ tập	SET	Vietnam	
II	FILE			
26	Plus 2 Ring File 3cm / File lồng 3cm Plus	PC	Japan	
27	Tra My 2 Ring File 3cm/ File lồng 3cm Tra My	PC	Vietnam	
28	2 Ring File 3cm Deli 5382/ File lồng 3cm Deli	PC	Vietnam	
29	2 Ring File 3cm kingjim A4S 30mm 622TGSV/ File nhựa 3cm kingjim A4S 30mm 622TGSV	PC	Vietnam	
30	2 Ring File 3cm kingjim 1473GSVA4S/ File kingjim 3cm 1473GSVA4S	PC	Vietnam	
31	Cover file kingjim for file 11 holes/ Bìa thay thế túi kingjim 256GSV	PC	Vietnam	
32	File 5cm/ File Kingjim 2693B	PC	Japan	
33	File 5cm kingjim 1473GSV / File kingjim 5cm cùng ống 1473GSV	PC	Japan	
34	File 7cm/ File Kingjim 7cm 2695B	PC	Japan	
35	File 7cm kingjim 1475GSV/ File kingjim 7cm cùng ống 1475GSV	PC	Japan	
36	File 7cm/ File 7cm Tra My	PC	Vietnam	
37	File 9cm Trà My màu xanh	PC	Vietnam	
38	File 9cm/ File Kingjim 9cm (loại 1)	PC	Japan	
39	File kingjim 9cm 1478GSV/ File kingjim cùng ống 9cm 1478GSV	PC	Japan	
40	File 9cm/ File 9cm Trà My	PC	Vietnam	
41	File A3, 5cm Trà My	PC	Vietnam	
42	File A3/ File Kingjim cùng ống A3 7cm	PC	Japan	
43	File 7cm A3 Trà My	PC	Vietnam	
44	File Clinch 10cm/ File lưu 10cm (buộc dây)	PC	Vietnam	
45	File Kingjim/ File cùng ống A4-8cm (blue)	PC	Japan	
III	POLY BAG & DIVIDER FILES			
46	Clear file (open 2 sides) - size A/ Túi hồ 2 cạnh khổ A Plus loại 1	SET	Japan	
47	File 11 holes Plus (100 pcs/ set)/ File túi 11 lỗ Plus Loại 1	SET	Japan	
48	Clear bag Plus (20pcs/1set)- size A /Túi khay dây khổ A Plus (20pcs/1set)	SET	Vietnam	
49	Clear bag Hong Ha (20pcs/1set)- size A /Túi khay dây khổ A Hồng Hà (20pcs/1set)	SET	Vietnam	

No	ITEM NAME	Unit	Original	Remark
50	Clear bag plastic (20pcs/1set)- size A /Túi khuy dây khô A (20pcs/1set)	SET	Vietnam	
51	Clear bag plastic (20pcs/1 set) - size F /Túi khuy dây khô F (20pcs/1set)	SET	Vietnam	
52	Clear bag Plus (20pcs/1set)- size F /Túi khuy dây khô F Plus (20pcs/1set)	SET	Vietnam	
53	Clear bag Hong Ha (20pcs/1set)- size F /Túi khuy dây khô F Hồng Hà (20pcs/1set)	SET	Vietnam	
54	Plus Acco File Compressor (10pcs/1set)/ Bia acco Plus (10 cái/tập)	SET	Vietnam	
55	Plus divider plastic form 1 to 12pcs/ Chia file nhựa Plus 12 lá	SET	Japan	
56	Divider paper form 1 to 12/Chia file giấy 12 lá bia	SET	Vietnam	
57	Divider plastic form 1 to 10/ Chia file nhựa từ 1 đến 10	SET	Vietnam	
IV	PEN			
58	Click pen (20 pcs/ box)/ Bút bi Click	BOX	India	
59	Double A TriTouch 0,7 pen/ Bút bi Double A TriTouch 0,7	BOX	India	
60	Thien Long pen Tl-08	BOX	Vietnam	
61	Uni- ball pen 153 blue (12pcs/box)/ Ruột bút UM - 153, hàng công ty	PC	Japan	
62	Artline- ball pen 0.2 blue (12pcs/box)/ Bút nước Artline 0.2	PC	Japan	
63	Uni- ball pen 153 blue (12pcs/box)/Bút nước UM - 153, hàng công ty	PC	Japan	
64	UNI UB-200-ball pen (0.8mm) Vision Elite/ bút nước nhật bản	PC	Japan	
65	Pen UB-150/ Bút nước UB-150	PC	Japan	
66	Pen pentel ball 1mm/ Bút nước pentel ball 1mm	PC	Japan	
67	Pen pentel ball 0.7mm/ Bút nước pentel ball 0.7mm	PC	Japan	
68	Pen pentel ball 0.5mm/ Bút nước pentel ball 0.5mm	PC	Japan	
69	Thien Long Brushed Pen/Bút lông dầu Thiên Long	PC	Vietnam	
70	Permanent marker Thien Long (blue)/ 10pcs/ 1box Bút dạ kính Thiên Long PM-04/ PM-01 (xanh)	PC	Vietnam	
71	Whiteboard marker (10pcs/box)/ Bút viết bảng Thiên Long WB- 03/015	PC	Vietnam	
72	Metal Permanent marker (Red)/ Bút sơn viết lên kim loại (Metal đỏ)	PC	Japan	
73	Permanent marker on wood (red)/ Bút sơn viết lên gỗ (Artline đỏ)	PC	Japan	
74	Brush pen Thiên Long PM-09 (blue)/ Bút dạ dầu Thiên Long PM-09 (xanh)	PC	Vietnam	

No	ITEM NAME	Unit	Original	Remark
75	Permanent marker Unit Paint/ Bút son Uni PAINT Marker PX20 nét 2.2 - 2.8mm	PC	Japan	
76	Permanent maker Unit Paint/ Bút son Uni PAINT Marker PX21 nét 0.8 - 1.2mm	PC	Japan	
77	Permanent maker MO120 made in Japan/ Bút MO120 Nhật	PC	Japan	
78	Pencil Classmate 2B CL-PC2020/ Bút chì 2B Classmate có tẩy 2B CL-PC202	PC	Vietnam	
79	Pencil Thien Long GP01 có tẩy	PC	Vietnam	
80	Pencil 777-05mm/ Bút chì kim staedtler 777- 05mm	PC	Germany	
81	Core for pencil 777-05mm/ Ruột chì kim staedtler 777-05mm	BOX	Germany	
82	Pen sticking on desk Thien Long/ Bút dính bàn Thien Long	PC	Vietnam	
83	Japan Pilot Frixion Highlighter/ Bút nhớ dòng xóa được các màu Pilot Frixion made in Japan	PC	Japan	
84	Japan Pilot Pen/ Bút bi xóa được	PC	Japan	
85	Staedtler Highlighter pen STD/ Bút dấu dòng STD	PC	Germany	
86	Thien Long Highlighter pen/ Bút dạ quang Thiên Long	PC	Vietnam	
V	NOTEBOOK			
87	Bảo Kiên Notebook A4 (200 pages)/ Sổ lò xo A4 200Trang Bảo Kiên	PC	Vietnam	
88	Bảo Kiên Notebook A6 (200 pages)/ Sổ lò xo A6 200 trang Bảo Kiên	PC	Vietnam	
89	Bảo Kiên Notebook A5 (200 Pages)/ Sổ lò xo A5 Bảo Kiên 200 trang Grand	PC	Vietnam	
90	Notebook with leather cover paper/ Sổ bìa da cao cấp	PC	Vietnam	
91	Notebook with leather cover paper/ Sổ bìa da cao cấp	PC	Vietnam	
92	Notebook with lock 9228 200 pape/ Sổ bìa còng Hồng Hà A5 200 trang - 9228	PC	Vietnam	
93	Notebook with leather cover Hong Ha/ Sổ bìa da Hồng Hà 160 trang - 4631	PC	Vietnam	
94	3 Deli layers file tray 9206 - Stand tray/Khay Deli 3 tầng 9206	PC	Taiwan	
95	Khay 3 tầng sắt đen Deli E9181	PC	Vietnam	
96	3 shutter file tray Deli E9845/ Khay Đựng Tài Liệu Nhựa Deli 3 Ngăn	PC	Vietnam	
97	1 shutter file tray/ Fine nan 1 ngăn đứng	PC	Vietnam	
98	3 shutters file tray/ File nan 3 ngăn đứng	PC	Vietnam	
99	5 shutters file tray/ File nan 5 ngăn đứng	PC	Vietnam	
100	Pen holder Deli 906/ khay cầm bút deli 906	PC	Vietnam	
101	Pen holder HR/ Giá cầm bút xoay HR	PC	Taiwan	

No	ITEM NAME	Unit	Original	Remark
VI	STAPLER			
102	Stapler No10 Plus/ Dập ghim số 10 Plus (kèm 2 hộp ghim)	PC	Japan	
103	Stapler No10 Deli E0282/ Dập ghim số 10 Deli E0282 (kèm 2 hộp ghim)	PC	Vietnam	
104	Heavy Stapler KW-trio 50 LA/ Dập ghim đại KW-trio 50 LA	PC	Taiwan	
105	Heavy Stapler Deli E0395, 240 pages/ Dập ghim đại Deli E0395 240 Pages	PC	Vietnam	
106	Stapler No.3 Trio 5566 / Dập ghim số 3 Trio 5566	PC	Taiwan	
107	KW-trio Medium Stapler/ Dập ghi trung KW-trio	PC	Taiwan	
108	KW-trio Heavy Stapler 23/23 (210 pages)/ Dập ghim 23/23 (210 tờ) KW-trio	PC	Taiwan	
109	Deli Stapler 23/15 (100 pages)/ Dập ghim 23/15 (100 tờ) Deli	PC	Taiwan	
110	For Stapler 23/23 KW-trio/ Đạn ghim 23/23 KW-trio	BOX	Taiwan	
111	For Stapler No.10 Plus/ Kim bấm số 10 Plus (20 hộp nhỏ)	BOX	Japan	
112	For Stapler Kwtrio 050LA/ Kim bấm dùng cho dập ghim đại Kwtrio 050LA	BOX	Japan	
113	KW-trio Staple Remover/ Nhổ ghim kw-trio	PC	Taiwan	
VII	HOLE PUNCH			
114	2 Hole KW-trio Punch (20 pages)/ Đục 2 lỗ Kw-trio 20 trang	PC	Japan	
115	KW-trio Heavy punch (150 pages)/ Máy đục lỗ KW-trio 150 trang	PC	Taiwan	
116	Deli EO130 heavy punch (100 pages)/ Máy đục lỗ Deli EO130	PC	Vietnam	
117	4 holes punch KW trio 954/ Đục 4 lỗ KW trio 954	PC	Taiwan	
118	1 hole punch/ Kim Bấm 1 lỗ	PC	Genmes	
VIII	PAPER CLIP			
119	Paper Clip/ Gim cài C62 nặng	BOX	Taiwan	
120	Plastic pins for holes/ Ghim cài lỗ nhựa	BOX	Vietnam	
121	Echo Double clip 15mm/ Echo Kẹp sắt đen 15 mm	BOX	Taiwan	
122	Echo Double clip 19mm/ Echo Kẹp sắt đen 19 mm	BOX	Taiwan	
123	Echo Double clip 25mm/ Echo Kẹp sắt đen 25 mm	BOX	Taiwan	
124	Echo Double clip 32mm/ Echo Kẹp sắt đen 32mm	BOX	Taiwan	
125	Echo Double clip 41mm/ Echo Kẹp sắt đen 41 mm	BOX	Taiwan	
126	Echo Double clip 51mm/ Echo Kẹp sắt đen 51 mm	BOX	Taiwan	
IX	STICKY NOTE			

No	ITEM NAME	Unit	Original	Remark
127	Pronoti Yellow note paper 3*2/ Giấy giao việc 3*2 pronoti	SET	Germany	
128	Pronoti Yellow note paper 3*3/ Giấy giao việc 3*3 pronoti	SET	Germany	
129	Pronoti Note plastic 5 colors/ Giấy giao việc 3*2 5 màu nhựa pronoti	SET	Germany	
130	Pronoti Note paper 4 colors/ Giấy giao việc 4 màu giấy pronoti	SET	Germany	
131	Pronoti Color note paper 3*3 (5 colors/ box)/ Giấy giao việc pronoti (3x3) Hộp 5 màu	SET	Taiwan	
132	Pronoti Yellow note paper 3*5/ Giấy giao việc (3x5) màu vàng	SET	Taiwan	
133	Post-it sign here paper/ Giấy dính Singhere Post-it	SET	Germany	
134	A5 Tommy paper/ Giấy dính Tomy A5	SET	Vietnam	
135	A4 Tomy paper/ Giấy dính Tomy A4	SET	Vietnam	
136	Tomy paper A4 (129)/ Giấy dính Tommy A4 (No. 129)	SET	Vietnam	
137	Decan A4 (giấy dính A4)	PC	Vietnam	
X	BATTERY			
138	Battery AA Maxell/ Pin AA Maxell	PAA	Singapore	
139	Battery AA Energizer / Pin AA Energizer	PAA	Singapore	
140	Battery AAA Energizer / Pin AAA Energizer	PAA	Singapore	
141	Battery AAA Panasonic/ Pin 3A panasonic	PAA	Taiwan	
142	Battery 9V Energizer Pin 9V Energiner	PC	Vietnam	
143	Battery (CR2032) for protectors/ Pin điều khiển máy chiếu (CR2032) Maxel	PC	Vietnam	
144	Battery (CR2025) for protectors/ Pin điều khiển máy chiếu (CR2025) Maxel	PC	Vietnam	
145	Battery panasonic LR44 AG13/ Pin tròn LR44 AG13 10 vien/ set	SET	Singapore	
146	Battery LR44/ Pin tròn LR44 Camelion 10 vien/ set	SET	Vietnam	
XI	RULERS			
147	Ruler 30cm/ Thước 30 khắc	PC	Taiwan	
148	Ruler 50cm/ Thước 50cm	PC	Taiwan	
149	Ruler 20cm/ Thước 20cm	PC	Taiwan	
150	Vogel Ruler 5m/ Thước cuộn 5met Vogel	PC	Germany	

No	ITEM NAME	Unit	Original	Remark
151	Vogel Ruler 8m/ Thước cuộn 8met Vogel	PC	Germany	
152	Ruler 7.5m/ Thước cuộn 7.5m	PC	Vietnam	
XII	FILE SIGN			
153	File signed with 2 clips/ Trình ký 2 khóa	PC	Taiwan	
154	File signed with 2 clips Deli / Trình ký 2 khóa Deli	PC	Vietnam	
155	File signed with 1 clip/ Trình ký 1 khóa	PC	Taiwan	
156	File signed with 1 clip Deli 9256 (1 page) / Trình ký 1 khóa 1 mặt Deli 9256	PC	Vietnam	
157	File signed with 2 leather cover papes/ Trình ký da 2 mặt	PC	Vietnam	
158	File signed with 1 leather cover papers/ Trình ký da 1 mặt	PC	Taiwan	
XIII	BINDING SPRINGS			
159	Binding springs No.10/ Vòng xoắn phi 10	PC	Vietnam	
160	Binding springs No.12/ Vòng xoắn phi 12	PC	Vietnam	
161	Binding springs No.20/ Lò xo sắt phi 20	PC	Vietnam	
162	Binding springs No.8/ Vòng xoắn phi 8	PC	Vietnam	
163	Binding springs No.16/ Vòng xoắn phi 16	PC	Vietnam	
164	Binding springs No.6/ Vòng xoắn phi 6	PC	Vietnam	
XIV	ADHESIVE TAPE			
165	Sticking plaster (clear 1cm)/ Băng dính 1cm văn phòng 150Y	RLL	Vietnam	
166	Sticking plaster 2 sides (clear 1cm)/ Băng dính 2 mặt 1cm 150Y	RLL	Vietnam	
167	Sticking plaster 2 sides (clear 2.5cm)/ Băng dính 2 mặt 2.5cm	RLL	Vietnam	
168	Sticking plaster (blue 5cm)/ Băng dính si 5cm 12Y	RLL	Vietnam	
169	Tape, sticking plaster blue, 5cm (width) x12Y (length)/ băng dính si màu xanh rộng 5cm dài 12Y	RLL	Vietnam	
170	Sticking plaster (color sticking) 3cm/ Băng dính si 3cm (các màu)	RLL	Vietnam	
171	Sticking plaster (clear 5cm)/ Băng dính 5cm 200Yar	RLL	Vietnam	
172	Fabric sticking plaster 5cm (White)/ Băng dính vải 5cm trắng	RLL	Vietnam	

No	ITEM NAME	Unit	Original	Remark
173	Fabric sticking plaster 5cm (yellow)/ Băng dính vải 5cm vàng	RLL	Vietnam	
174	Fabric sticking 5cm (yellow)/ Băng dính vải 5cm vàng	RLL	Vietnam	
175	Fabric sticking plaster 5cm (blue)/ Băng dính vải 5cm xanh	RLL	Vietnam	
176	Fabric sticking plaster 5cm (red)/ Băng dính vải 5cm đỏ	RLL	Vietnam	
177	Fabric sticking plaster 5cm (black)/ Băng dính vải 5cm đen	RLL	Vietnam	
178	Fabric sticking plaster 1.8cm (color)/ Băng dính vải 1.8cm (Các màu)	RLL	Vietnam	
179	Fabric sticking plaster 5cm (color)/ Băng dính đục 5cm	RLL	Vietnam	
180	Paper sticking 5cm/ Băng dính giấy 5cm	RLL	Vietnam	
181	Paper sticking 2cm/ Băng dính giấy 2cm	RLL	Vietnam	
182	Sticky tape cutter/ Cắt băng dính Kwtrio	PC	Taiwan	
XV	OTHERS			
183	Eraser pen Plus/ Băng xóa 105 (12 mét) Plus	PC	Japan	
184	Correction pen/Bút xóa Thien Long	PC	Vietnam	
185	Eraser for pencil classmate/ Tẩy classmate Hai Ha	PC	Vietnam	
186	Eraser for pencil Pentel/ Tẩy Pentel	PC	Japan	
187	Pencil sharpener Deli/ Gọt chì Deli	PC	Taiwan	
188	Pencil sharpener Maped/ Gọt chì Maped to	PC	Taiwan	
189	Glue stick Nara/ Hồ khô Nara	BT	Vietnam	
190	Elastic 103g/ Chun vòng 103g/ bịch	PAC	Taiwan	
191	Disk CD-RW/ Đĩa CD -RW maxell	PC	Taiwan	
192	Disk DVD-RW/ Đĩa DVD -RW maxell	PC	Taiwan	
193	Alcohol 90/ Cồn 90 độ	BT	Vietnam	
194	Cleaning liquid Nước lau bảng từ trắng Mungyo (250ml)	BT	Korea	
195	Scissors Shuter Deli 6009/ Kéo cắt giấy Deli 6009	PC	Taiwan	
196	Scissors Shuter Deli 6009/ Kéo văn phòng Deli 6058	PC	Taiwan	
197	Scissors Shuter/ Kéo S008/200	PC	Vietnam	
198	Heavy scissor/ kéo đa năng	PC	Vietnam	
199	Cutter Knife 0423/ Dao đục giấy lớn SDI 0423	PC	Taiwan	

No	ITEM NAME	Unit	Original	Remark
200	Key tag/ Móc chìa khóa	PC	Vietnam	
201	Key tag box/ Túi móc chìa khóa	PAC	Vietnam	
202	Pocket/ Túi miết đầu	PC	Vietnam	
203	Calculator casio DF120BM (Bitex), Original Japan	PC	Japan	
204	Paper cutter Deli 8012 (A3)/ Bàn cắt giấy A3 Deli 8012 (A3)	PC	Taiwan	
205	Muntil paper cutter/ Bàn cắt giấy đa năng	PC	Taiwan	
206	Heavy compass staedtler 553-09/ Compa đại (staedtler 553-09) chuyên dụng	PC	Germany	
207	Compass/ Compa văn phòng	PC	Vietnam	
208	Microscope Nexius/ Kính hiển vi	PC	Korea	
209	Magnifying glass/ Kính lúp	PC	Vietnam	
210	Giỏ đựng văn phòng phẩm/stationery basket	PC	Vietnam	
211	Knife/ Dao thái	PC	Thailand	
212	Folding chair/ Ghế gấp	PC	Vietnam	
213	Paper bag size A4/ Túi giấy đựng quà A4	PC	Vietnam	
214	Paper bag with logo NSRP- landscape / Túi ngang in logo (tiếng anh, tiếng việt)	PC	Vietnam	
215	Paper bag with logo NSRP - portrait/ Túi dọc in logo (tiếng việt, tiếng anh)	PC	Vietnam	
216	Wood frame size 36x50/ Khung gỗ Size 36x50	PC	Vietnam	
217	Leather card cover/ Mặt thẻ da	PC	Taiwan	
218	Card strap/ Dây đeo thẻ lựa	PC	Taiwan	
219	Plastic card cover/ Mặt thẻ da ngang/ dọc 1 mặt trong	PC	Taiwan	
220	Plastic card hanger/ Dây thẻ (củ rút)	PC	Taiwan	
221	Decal roll (150x 100mm)/ Decal cuộn (150 X100 mm) loại 100 mét	RLL	Vietnam	
222	Tape, decal roll, 100mm x 150mm, length:100m/ Decan cuộn (150x100 mm) loại 100m	RLL	Taiwan	
223	Ink for paper decan (300m/1roll)/ Mực in decan giấy (300 mét/1 cuộn)	RLL	Japan	
224	Printer ink, thermal transfer ribbon wax, width: 110mm, length:300m black, ink for barcode printer/ mực in decan giấy (300m/ cuộn)	RLL	Taiwan	
225	Printing label/ Nhãn in TZE-FX631 (12mmx8m)	BOX	Vietnam	
226	Paper Decal/ Decal giấy (28.5 x41.5)	RLL	Vietnam	
227	Printing label size 50*25mm/ Giấy in nhãn (Size 50*25mm)	RLL	Vietnam	

No	ITEM NAME	Unit	Original	Remark
228	Mica small cabinet/ Hộp mica chia ngăn (27x22x5cm)	PC	Vietnam	
XVI	PRINTING SERVICES			
229	A4 Envelope (printing 1,000 to 2,000 pcs/time)/ Phong bì A4 in 4 màu logo NSRP, định lượng 150gr (mỗi đợt in từ 1.000 đến 2.000 chiếc)	PC	Vietnam	
230	A5 Envelope (printing 1,000 to 2,000 pcs/ time)/ Phong bì A5 in 4 màu logo NSRP, định lượng 120gr (mỗi đợt in từ 1.000 đến 2.000 chiếc)	PC	Vietnam	
231	A2 Envelope (printing 1,000 to 2,000 pcs/time)/Phong bì 22x12 4 in màu logo NSRP (mỗi đợt in từ 1.000 đến 2.000 chiếc)	PC	Vietnam	
232	Letter-head English language, logo NSRP (printing 1,000 to 2,000 pcs/time)/ Letter heard in 4 màu logo NSRP, định lượng 100gr (mỗi đợt in từ 1.000 đến 2.000 chiếc)	PC	Vietnam	
233	Letter-head Vietnamese language, logo NSRP(printing 1,000 to 2,000 pcs/time)/ Letter heard in 4 màu logo NSRP, định lượng 100gr (mỗi đợt in từ 1.000 đến 2.000 chiếc)	PC	Vietnam	
234	Decals NSRP Logo stick (printing 200 to 500 pcs/ time)/ Decan logo 4 màu NSRP, Size: 9,5 x cm (mỗi đợt in từ 200 đến 500 miếng)	PC	Vietnam	
235	Tiêu đề thư, kt A4 (3 liên, giấy ĐL 120)	AU	Vietnam	
236	Tiêu đề thư, kt A4 (tiếng anh, giấy ĐL 120)	AU	Vietnam	
237	Tiêu đề thư, kt A4 (tiếng việt, giấy ĐL 120)	AU	Vietnam	
238	Business card printing	BOX	Vietnam	
239	Paper Open file with NSRP logo/ file hở 2 cạnh giấy bìa cứng in logo NSRP	PC	Vietnam	
240	Printing A4 size Black & white - 1 side/ in giấy A4- 1 mặt đen trắng/ giấy Double A	PC	Vietnam	
241	Printing A4 (Double A) size Black & white - 2 side/ In giấy A4 - 2 mặt đen trắng/ giấy Double A	PC	Vietnam	
242	Printing A3 (Double A) size Black & white - 1 side/ in giấy A3 1 mặt đen trắng giấy Double A	PC	Vietnam	
243	Printing A3 (Double A) size Black & white - 2 side/ in giấy A3 2 mặt đen trắng giấy Double A	PC	Vietnam	
244	Printing A4 size colour - 1 side/ in giấy A4- 1 mặt in màu/ in giấy A4 1 mặt màu giấy Double A	PC	Vietnam	
245	Printing A4 size colour - 2 side/ in giấy A4 màu 2 mặt giấy Double A	PC	Vietnam	
246	Printing A3 size colour - 1 side/ in giấy A3 màu 1 mặt giấy Double A	PC	Vietnam	
247	Printing A3 size colour - 2 side/ in giấy A3 màu 2 mặt giấy Double A	PC	Vietnam	

No	ITEM NAME	Unit	Original	Remark
248	Printing internal training certificate (A4 size, thick paper, 1 side color print)/ in chứng chỉ A4 theo mẫu, dày, 1 mặt, in màu	PC	Vietnam	
249	Printing internal training certificates (in chứng chỉ theo mẫu A3, dày, 2 mặt in màu	PC	Vietnam	
250	Book blinder for one book/ đóng sách thành quyển đẹp, chuyên nghiệp cho từng quyển	PC	Vietnam	
XVII	SOCKET			
251	Extension Cord Socket 4 zac (3m)/ Ổ cắm lioa đa năng - 3 chân cắm 4 zắc (3m)	PC	Vietnam	
252	Extension Cord Socket 4 zac - 5m/ Ổ cắm lioa đa năng - 3 chân cắm 4 zắc (5m)	PC	Vietnam	
253	Lioa extension/ Ổ cắm lioa 4D52N2X	PC	Vietnam	
254	Lioa extension/ Ổ cắm lioa 6DN2.52N	PC	Vietnam	
255	Lioa 6DOF33N 6 zac 3m 3 core 3pin socket/ ổ cắm nối dài Lioa 6DOF33N	PC	Vietnam	
256	Panasonic extension 3 zac (3m) WCHG24332W/ ổ cắm nối dài Panasonic WCHG24332W	PC	Vietnam	
257	Panasonic extension 5 zac (3m) 3pin socket WCHG28352/ ổ cắm nối dài Panasonic WCHG28352	PC	Vietnam	
258	Philip extension 5 zac (3m) SPN1348WB/74-3M/ ổ cắm nối dài Philip SPN1348WB	PC	Vietnam	
259	Comet Extension 5 zac (3m) CES4223/ ổ cắm nối dài Comet CES4223	PC	China	
XVIII	OFFICE TOOL			
260	Wastebasket/ Sọt rác 005	PC	Vietnam	
261	Inox wastebasket/ Thùng rác inox vân gỗ	PC	Vietnam	
262	Wastebasket size 250x235x310/ Thùng rác nắp bật Size 250x235x310	PC	Vietnam	
263	Duy tan medium flip-top trash can/ thùng rác nắp lật cỡ trung nhựa Duy Tân	PC	Vietnam	
264	Duy tan big flip-top trash can/ thùng rác nắp lật cỡ lớn nhựa Duy Tân	PC	Vietnam	
265	Duy tan medium foot petal trash can/ thùng rác nắp đạp cỡ trung Duy Tân	PC	Vietnam	
266	Duy tan medium foot petal trash can/ thùng rác nắp đạp cỡ trung Duy Tân	PC	Vietnam	
267	Duy tan big foot petal trash can/ thùng rác nắp đạp cỡ đại Duy Tân	PC	Vietnam	
268	Song long flip-top trash can 45L/ thùng rác nắp lật 45L Song long	PC	Vietnam	
269	Song long flip-top trash can 16L/ thùng rác nắp lật 16L Song long	PC	Vietnam	
270	Song long flip-top trash can 28L/ thùng rác nắp lật 28L Song long	PC	Vietnam	
271	Rag/ Giẻ lau	PC	Vietnam	

No	ITEM NAME	Unit	Original	Remark
272	Plastic bloom/ Chổi nhựa quét nước	PC	Vietnam	
273	Mop/ Cây lau nhà	PC	Vietnam	
274	Bloom/ Chổi quét nhà	PC	Vietnam	
275	Plastic garbage cleaner/ Hót rác nhựa	PC	Vietnam	
276	Rug/ Thảm chùi chân	PC	Vietnam	
277	Trush can/ Thùng rác mái nhà trung	PC	Vietnam	
278	Plastic Buckets/ Xô nhựa	PC	Vietnam	
279	Tissue for hand/Khăn giấy lau tay	PC	Vietnam	
XIX	SEAL			
280	Seal S841/Dấu S841	PC	Vietnam	
281	Seal S842/Dấu S842	PC	Vietnam	
282	Seal S843/Dấu S843	PC	Vietnam	
283	Seal IS-80/Dấu IS-80 (F94130)	PC	Vietnam	
284	Dấu liền mực TET300	PC	Vietnam	
285	Stamp 829D/ Dấu 829D	PC	Vietnam	
286	Stamp/ Dấu N210 (9 cột nhảy-3 dây chữ từ A đến M)	PC	Vietnam	
287	Stamp/ Dấu N210 (9 cột nhảy-4 dây chữ từ A đến M)	PC	Vietnam	
288	Stamp 853/ Dấu 853	PC	Vietnam	
289	Stamp 852/ Dấu 852	PC	Vietnam	
290	Stamp/ Dấu S855	PC	Vietnam	
291	Stamp/ Dấu S854	PC	Vietnam	
292	Stamp/ Dấu S846 (63 x 25 mm)	PC	Vietnam	
293	Stamp/ Dấu liền mực (39x63)	PC	Vietnam	
294	Stamp/ Dấu liền mực (30x50)	PC	Vietnam	
295	Stamp/ Dấu chữ ký	PC	Vietnam	
296	Stamp/ Dấu "Bán hàng qua điện thoại"	PC	Vietnam	
297	Stamp/ Dấu S1200	PC	Vietnam	

No	ITEM NAME	Unit	Original	Remark
298	Ink container/ Khay mực S3	PC	Vietnam	
299	Ink container/ Khay mực S853	PC	Vietnam	
300	Ink container/ Khay mực S852	PC	Vietnam	
301	Shiny Red Toner/ Mực đỏ Shiny	BT	Vietnam	
302	Shiny Blue Toner/ Mực xanh Shiny	BT	Vietnam	
XX	WHITE BOARD & ACCESSORIES			
303	White board/ Bảng từ trắng (KT 120x150 cm)	PC	Vietnam	
304	Magnet for board (12pcs/1set)/ Nam châm dính bảng (12 cái /1 vi)	SET	Taiwan	
305	Deli magnet for board 20mm (12pcs/1set) / Deli Nam châm dính bảng 20mm (12 cái /1 vi)	SET	Vietnam	
306	Deli magnet for board 30mm (6pcs/1set) / Deli Nam châm dính bảng 30mm (6 cái /1vi)	SET	Vietnam	
307	Magnet for board/ Nam Châm dính bảng	PC	Japan	
308	Pooc whiteboard (120x150cm)/ Bảng pooc trắng(KT 120x150 cm)	PC	Vietnam	
309	Portable white board/ Bảng từ có chân 1,2 x 1,8 m 2 mặt	PC	Vietnam	
310	Portable white board 2sides / Bảng từ có chân 2 mặt 1,2 x 1,8 m	PC	Vietnam	
311	Pooc board 80x120cm/ Bảng pooc 80x120 cm phẳng to	PC	Vietnam	
312	Board/ Bảng Flipchat (60x100)	PC	Vietnam	
313	Deli flipchat board 2 sites (60x90)/ Bảng Flipchat Deli 2 mặt (60x90)	PC	Vietnam	
314	Deli flipchat board 2 sites (120x90)/ Bảng Flipchat Deli 2 mặt (120x90)	PC	Vietnam	
315	Deli flipchat board 2 sites (150x90)/ Bảng Flipchat Deli 2 mặt (150x90)	PC	Vietnam	
316	Deli flipchat board 2 sites (180x90)/ Bảng Flipchat Deli 2 mặt (190x90)	PC	Vietnam	
317	white board/ Bảng từ treo (1.2m x1.8m)	PC	Vietnam	
318	White magnet board/ Bảng từ treo 1 mặt (1.2m x 2m)	PC	Vietnam	
319	White magnet board/ Bảng từ treo 1 mặt (1.2m x 2.2m)	PC	Vietnam	
320	White magnet board/ Bảng từ treo 1 mặt (1.2m x 2.6m)	PC	Vietnam	
321	White magnet board/ Bảng từ treo 1 mặt (1.2m x 2.8m)	PC	Vietnam	

No	ITEM NAME	Unit	Original	Remark
322	Board/ Bảng flipchat fb66	PC	Vietnam	
323	Deli Whiteboard Eraser 7810/ Xóa bảng Deli 7810	PC	Taiwan	
324	Magnetic board eraser Artline ERT-MM/ Xóa bảng từ Artline ERT-MM	PC	Japan	
325	Whiteboard/ Xóa bảng nam châm	PC	Taiwan	
326	Magnet 20mm/ Nam châm dính bảng 20mm	SET	Taiwan	
327	Pin/ Đinh ghim bảng Deli	BOX	Taiwan	
328	Small magnetic clip BL Plus/ Kẹp từ tính nhỏ BL Plus	PC	Japan	
329	Large magnetic clip BL Plus/ Kẹp từ tính to BL Plus	PC	Japan	
330	Fabric Notice Board / Bảng ghim tài liệu vải (1.2m x1.8m)	PC	Vietnam	
331	Fabric Notice Board / Bảng ghim tài liệu vải (1m x1.2m)	PC	Vietnam	
PART B: DAILY ITEMS AND DRINKING WATER				
I	DAILY ITEMS			
332	Nescafe/Nescafe 3 in 1 Đậm đà hài hòa 20x17g	BOX	Vietnam	
333	G7 cafe/ Cà phê tan G7 hộp 24x18x16g - trung nguyên	BOX	Vietnam	
334	Lipton yellow label tea/ Trà Lipton (25 gói/ hộp)	BOX	Indonesia	
335	Biên Hòa Extra refined sugar stick Vilitas/ Đường que tinh luyện (50 que/ gói) Biên Hòa	PAC	Vietnam	
336	Biên Hòa luxury sugar (1kg/pack)/ Đường Biên Hòa thượng hạng 1kg	PAC	Vietnam	
337	Dissolve black coffee Nest / Cà phê bột Nest	BOX	Thailand	
338	Coffee hạt Delta V (1kg/pack)/ coffee bean	PAC	Delta- Thương hiệu ý sx tại VN	
339	Coffee hạt rang xay hạng nhất (500g/pack)/ Coffee bean grade 1 Vinacafe	PAC	Vietnam	
340	Coffee hạt Espresso 0.5kg/pack/ cà phê hạt Espresso- Arabica Premium (Trung Nguyên)	BOX	Vietnam	
341	Coffee powder/ cà phê bột Trung Nguyên	PAC	Vietnam	
342	Lotus scented tea Kim Anh/ Chè hương sen Kim Anh 500g	BOX	Vietnam	
343	Đại Gia Tea/ chè Đại gia	BOX	Vietnam	
344	Ginger tea / Trà gừng Vĩnh Tiến (box 20pack*20g)	BOX	Vietnam	

No	ITEM NAME	Unit	Original	Remark
345	Ginger tea/ Trà gừng Traphaco (box 20pack*20g)	BOX	Vietnam	
346	Ginger tea/ Trà gừng Đại Gia (box 20pack*20g)	BOX	Vietnam	
347	Dimah green tea (box 25pack*20g)/ Trà Dimah	BOX	Vietnam	
348	Trà Artichoke Vinh Tien (box 20pack*2g)/ Trà Atiso Vĩnh Tiến	BOX	Vietnam	
349	Trà Artichoke Ladophar (box 20pack*2g)/ Trà Atiso Ladophar	BOX	Vietnam	
350	Trà Artichoke Dalat Tien Phat (box 20pack*2g)/ Trà Atiso Dalat Tiến Phát	BOX	Vietnam	
351	Trà Thái Nguyên Tân Cương hạng 1 (200g/bag)/ Tân Cương green tea	BAG	Vietnam	
352	Trà xanh thái nguyên thượng hạng (loại đặc biệt)/ Luxury tea	BAG	Vietnam	
353	Trà tân cương xanh-trà đỉnh ướp sen ngọc tinh liên 200g- hộp đại việt	BOX	Vietnam	
354	Trà tân cương xanh-trà sen ngọc tinh liên-tiến vua 250g	BAG	Vietnam	
355	Trà Thái Nguyên Cảnh Hoa (200g/bag)/ Cảnh Hoa green tea	BAG	Vietnam	
356	Trà Hoa Cúc Đại Gia/ Chrysanthemum tea Đại Gia	BOX	Vietnam	
357	Trà Hoa Cúc Vĩnh Tiến/ Chrysanthemum tea Vĩnh Tiến	BOX	Vietnam	
358	Sữa tươi không đường Vinamilk (1liter/box) / fresh milk Vinamik without sugar	BOX	Vietnam	
359	Sữa tươi không đường Dutch Lady (180ml/box) / fresh milk Dutch Lady without su	BOX	Vietnam	
360	Sữa tươi không đườn Dutch Lady (1liter/box) Fresh milk Dutch Lady without sugar	BOX	Vietnam	
361	Sunlight 4kg/bottle (floor cleaning)/ nước rửa chén	BT	Vietnam	
362	Gift 4kg/bottle/	BT	Vietnam	
363	Giấy vệ sinh loại 1 (700gr, 300m) (giấy công nghiệp)/ toilet paper big size type 1	RLL	Vietnam	
364	Giấy lau tay/ hand cleaning paper	RLL	Vietnam	
365	Pulppy box tissue. 180 sheets x 2 ply/ Hộp khăn giấy rút Pulppy, 2 lớp, 180 tờ/hộp	BOX	Vietnam	
366	Lifebouy 500ml/ hand cleaner liquip Lifebouy 500ml	BT	Vietnam	
367	Dr Clean 500ml/ hand cleaner liquip 500ml	BT	Vietnam	
368	D030 cốc giấy 155ml (4,6x7x7cm) (1 mặt tráng phủ Polyethylene)/ Paper cup	PC	Vietnam	
369	Sunlight 4kg/bottle (floor cleaning)	BT	Vietnam	

No	ITEM NAME	Unit	Original	Remark
370	Tách pha trà Minh Long 0.10L Jasmine Lys trắng ngà/ tea cup	PCS	Vietnam	
371	Bộ ấm chén Minh Long CAMELLIA TRẮNG 0.5 L/ tea cup set	SET	Vietnam	
372	Bộ ấm chén Minh Long Hoang Cung Sen Vàng 0.8 L/ tea cup set	SET	Vietnam	
373	Bộ ấm chén Ba Chân, Chén Miệng Loe HB171 Bat Trắng - 500ml/ tea cup set	SET	Vietnam	
374	Bộ ấm chén Chuôi Lỗ Xước HB161 - 400ml/ tea cup set	SET	Vietnam	
375	Khăn lau ô vuông 28*28cm (10pcs/pack)/ Towel 28* 28cm	PAC	Thailand	
376	Khăn nhung phủ trap đựng quả (10pcs/pack)/ Towel 60*60cm	PAC	Vietnam	
377	Dao Thái Vàng/ knife	PCS	Thailand	
378	Bộ Cốc Thủy Tinh Ocean San Marino B0041/ Ocean glass cup	SET	Thailand	
379	Bộ cốc thủy tinh ocean New York Hi Ball B07811- 320ml/ Ocean glass cup	SET	Thailand	
380	Bộ cốc ocean cosmo tea cup/ ocean glass cup cosmo tea cup	SET	Thailand	
381	Khay sơn mài 30*30cm/ tray	PCS	Vietnam	
382	D045 rổ đại đựng cốc chén/ Basket	PCS	Vietnam	
383	Đĩa ăn hoa quả inox 13cm/ inox plate 13cm	PCS	Vietnam	
384	Đĩa ăn thường 19.5cm/ Plastic plate 19.5cm	PCS	Vietnam	
385	thìa cà phê inox 12cm / inox spoon 12cm	PCS	Vietnam	
386	thìa inox 14.4cm/ inox spoon 14.4cm	PCS	Vietnam	
387	D050 Aquafina (24bottles/barrel)	BBL	Vietnam	
388	D055 weekly flower	BCK	Vietnam	
389	D056 Condolence flower	BCK	Vietnam	
390	D057 Congratulation flower	BCK	Vietnam	
391	D058 Congratulation flower	BCK	Vietnam	
II	DRINKING WATER			
392	Lavie Mineral water (24 bottle/ box) & (350ml/ bottle)	BOX	Vietnam	
393	Lavie Mineral water (19 liter/bot)	BT	Vietnam	
394	Lavie Glass Bottle (450ml)	BOX	Vietnam	

No	ITEM NAME	Unit	Original	Remark
PART C: OFFICE EQUIPMENT				
395	Logitech Wireless Presenter R400 or equivalent Bút chỉ laser Logitech R400 hoặc tương đương	PC	Japan	
396	Compressor for laminate plastic DSB336 or equivalent Máy ép nhựa DSB Super 336 hoặc tương đương	PC	Germany	
397	Label printer PT-P900W or equivalent Máy in nhãn brother PT-P900W hoặc tương đương	PC	Brother	
398	Vacuum cleaner Panasonic MC-CL305BN46 or equivalent Máy hút bụi Panasonic Panasonic MC-CL305BN46 hoặc tương đương	PC	Panasonic	
399	Compressor for laminated plastic DSB HQ-236 or equivalent Máy ép plastic DSB HQ-236 hoặc tương đương	PC	Taiwan	
400	Shredder Silicon PS-3000C (20 pages/ time) or equivalent Máy hủy tài liệu Silicon PS-3000C (20 tờ/ 1 lần hủy) hoặc tương đương	PC	USA	
401	Shredder Silicon PS - 519LCD (15 papers/time) or equivalent Máy hủy tài liệu Silicon PS-519LCD (15 tờ/ 1 lần hủy) hoặc tương đương	PC	USA	
402	Silicon Springs closing machine Super 23 or equivalent Máy đóng lò xo Super 23 Silicon hoặc tương đương	PC	USA	
403	Microwave Panasonic - 32L NN-ST651M or equivalent Lò vi sóng Panasonic - 32L NN-ST651M hoặc tương đương	PC	Panasonic	
404	Cup dryer Cuckoo 9045 or equivalent Máy sấy cốc chén Cuckoo 9045 hoặc tương đương	PC	Cuckoo	
405	Super electric kettle - philip HD9316 or equivalent Ấm siêu tốc Philips HD9316 hoặc tương đương	PC	Philip	
406	Coffee machine Gaggia classic 30 or equivalent Máy pha cà phê Gaggia classic 30 hoặc tương đương	PC	Gaggia	
407	Coffee residue cleaning liquid or equivalent Dung dịch tẩy cặn máy pha cà phê hoặc tương đương	BT	Vietnam	
408	Projectors - Epson EB-2040 or equivalent Máy chiếu Epson EB-2040 hoặc tương đương	PC	Japan	
409	Projectors - Epson CO-FH02 Full HD or equivalent Máy chiếu Epson CO-FH02 Full HD hoặc tương đương	PC	Japan	
410	Projectors - Panasonic PT-TX440 or equivalent Máy chiếu tầm gần Panasonic PT-TX440 hoặc tương đương	PC	Japan	
411	Projectors - Panasonic PT-LB355 or equivalent Máy chiếu Panasonic PT-LB355 hoặc tương đương	PC	Japan	
412	Projectors - Sony VPL-EX570 or equivalent Máy chiếu VPL-EX570 hoặc tương đương	PC	Japan	
413	Projectors mini - Viewsonic M2 Full HD or equivalent Máy chiếu mini Viewsonic M2 Full HD hoặc tương đương	PC	Viewsonic	
414	Projectors remote Sony PJ8 or equivalent Điều khiển máy chiếu Sony PJ8 hoặc tương đương	PC	Sony	
415	Projectors remote Panasonic or equivalent Điều khiển máy chiếu Panasonic hoặc tương đương	PC	Japan	
416	Projectors remote Epson or equivalent Điều khiển máy chiếu Epson hoặc tương đương	PC	Japan	
417	Projectors remote Viewsonic or equivalent Điều khiển máy chiếu Viewsonic hoặc tương đương	PC	Japan	
418	USB Wireless Epson ELPAP11 or equivalent USB không dây Epson ELPAP11 hoặc tương đương	PC	Japan	
419	USB Wireless Panasonic ET WML100E or equivalent USB không dây Panasonic ET WML100E hoặc tương đương	PC	Japan	
420	Ceiling mounted projectors screen 120 inches - Apollo or equivalent Màn chiếu treo trần 120 inches - Apollo hoặc tương đương	PC	Apollo	

No	ITEM NAME	Unit	Original	Remark
421	Electric projectors screen 120 inches - Apollo or equivalent Màn chiếu điện 120 inches - Apollo hoặc tương đương	PC	Apollo	
422	Stand projectors screen 120 inches - Apollo or equivalent Màn chiếu đứng 120 inches - Apollo hoặc tương đương	PC	Apollo	
423	Tivi Sony 43 inches KD-43X8500 or equivalent	PC	Vietnam	
424	Tivi Sony 49 inches KD-49X8500 or equivalent	PC	Vietnam	
425	Tivi Sony 55 inches KD-55X8500 or equivalent	PC	Vietnam	
426	Tivi Sony 65 inches KD-65X7500H or equivalent	PC	Vietnam	
427	Tivi Sony 75 inches KD-75X86J or equivalent	PC	Vietnam	
428	Tivi Sony 85 inches KD-85X86J or equivalent	PC	Vietnam	
429	Tivi LG 43 inches 43UQ8000PSC or equivalent	PC	Vietnam	
430	Tivi LG 50 inches 50UQ8000PSC or equivalent	PC	Vietnam	
431	Tivi LG 55 inches 55UQ8000PSC or equivalent	PC	Vietnam	
432	Tivi LG 65 inches 65UQ8000PSC or equivalent	PC	Vietnam	
433	Tivi LG 75 inches 75UQ8000PSC or equivalent	PC	Vietnam	
434	Tivi LG 86 inches 86UT8050PSBThinQ AI or equivalent	PC	Vietnam	
435	Projectors remote LG Tivi or equivalent Điều khiển tivi LG hoặc tương đương	PC	Japan	
436	Projectors remote Sony Tivi or equivalent Điều khiển tivi Sony hoặc tương đương	PC	Japan	
437	HDMI Unitek cable (7m) or equivalent Dây HDMI (7m) hoặc tương đương	PC	Taiwan	
438	HDMI Unitek cable (1m) or equivalent Dây HDMI (1m) hoặc tương đương	PC	Taiwan	
439	HDMI Unitek cable (25m) or equivalent Dây HDMI (25m) hoặc tương đương	PC	Taiwan	
440	Ugreen 90909A Wireless HDMI Set 4K@30Hz and 50M VGA Transmission/ bộ HDMI không dây 4K@30Hz và VGA truyền 50M Ugreen 90909A	PC	Taiwan	
441	Mobile Tivi rack NB-AVA1500-60-1P or equivalent Giá treo tivi di động NB-AVA1500-60-1P hoặc tương đương	PC	Vietnam	
442	Wall mounted Tivi rack NB-P40 or equivalent Giá treo tivi tường NB-P40 hoặc tương đương	PC	Vietnam	
443	TV tilt wall mount NORTH BAYOU DF-80T or equivalent Giá Tivi nghiêng gắn tường NORTH BAYOU DF-80T hoặc tương đương	PC	Japan	
444	TV wall mount NORTH NB SP5 50 - 100 inch or equivalent Giá Tivi nghiêng gắn tường NORTH NB SP5 50 - 100 inch hoặc tương đương	PC	Japan	
445	Desk phone NEC SL2100 IP7WW-12TXH-A1 TEL or equivalent Điện thoại bàn NEC hoặc tương đương	PC	Japan	
446	Desk phone NEC DT830L or equivalent Điện thoại bàn NEC DT830L hoặc tương đương	PC	Japan	
447	Water tree Kangaroo KG43F or equivalent Cây nước nóng lạnh Kangaroo KG43F hoặc tương đương	PC	Kangaroo	
448	Karofi water dispenser HCV200 or equivalent Cây nước nóng lạnh Karofi HCV200 hoặc tương đương	PC	Vietnam	
449	Karofi water dispenser HCV206 or equivalent Cây nước nóng lạnh Karofi HCV206 hoặc tương đương	PC	Vietnam	
450	Karofi water dispenser HCV209 or equivalent Cây nước nóng lạnh Karofi HCV209 hoặc tương đương	PC	Vietnam	

No	ITEM NAME	Unit	Original	Remark
451	Rang Dong LED Bulb Model AT04L 115/16W or equivalent Bóng đèn led Rạng Đông mã AT04L 115/16W hoặc tương đương	PC	Vietnam	Includes installation and replacement
452	Rang Dong LED Bulb Model AT04 110/12W or equivalent Bóng đèn led Rạng Đông AT04 110/12W hoặc tương đương	PC	Vietnam	Includes installation and replacement
453	Nanoco (Panasonic) T8 LED Tube Light NT8T106 0.6M or equivalent Bóng đèn led tuýp T8 NT8T106 0.6M Nanoco (Panasonic) hoặc tương đương	PC	Vietnam	Includes installation and replacement
454	Nanoco (Panasonic) T8 LED Tube Light NT8T106 1.2M or equivalent Bóng đèn led tuýp T8 NT8T106 1.2M Nanoco (Panasonic) hoặc tương đương	PC	Vietnam	Includes installation and replacement
455	Clock/ Đồng hồ treo tường Seiko QXA830P or equivalent – Kt: 33cm	PC	Seiko	
456	Clock/ Đồng hồ treo tường SEIKO QXA563K or equivalent – Kt: 51cm	PC	Seiko	
457	Frameless white board 800x1200mm or equivalent Bảng trắng trần viền 800x1200mm hoặc tương đương	PC	Vietnam	
458	Frameless white board 1000x1200mm or equivalent Bảng trắng trần viền 1000x1200mm hoặc tương đương	PC	Vietnam	
459	Frameless white board 1200x1500mm or equivalent Bảng trắng trần viền 1200x1500mm hoặc tương đương	PC	Vietnam	
460	Frameless white board 1200x1600mm or equivalent Bảng trắng trần viền 1200x1600mm hoặc tương đương	PC	Vietnam	
461	Frameless white board 1200x1800mm or equivalent Bảng trắng trần viền 1200x1800mm hoặc tương đương	PC	Vietnam	
462	Frameless white board 1200x2000mm or equivalent Bảng trắng trần viền 1200x2000mm hoặc tương đương	PC	Vietnam	
463	Frameless white board 1200x2400mm or equivalent Bảng trắng trần viền 1200x2400mm hoặc tương đương	PC	Vietnam	
464	Picture frame A4 (composite frame, mica surface, border thickness 2.5cm) or equivalent Khung ảnh A4 (gỗ composite, mặt mica, viền khung 2.5cm) hoặc tương đương	PC	Vietnam	
465	Picture frame A3 (composite frame, mica surface, border thickness 2.5cm) or equivalent Khung ảnh A3 (gỗ composite, mặt mica, viền khung 2.5cm) hoặc tương đương	PC	Vietnam	
466	Picture frame A2 (composite frame, mica surface, border thickness 2.5cm) or equivalent Khung ảnh A2 (gỗ composite, mặt mica, viền khung 2.5cm) hoặc tương đương	PC	Vietnam	
467	Picture frame A1 (composite frame, mica surface, border thickness 2.5cm) or equivalent Khung ảnh A1 (gỗ composite, mặt mica, viền khung 2.5cm) hoặc tương đương	PC	Vietnam	
468	Picture frame A0 (composite frame, mica surface, border thickness 2.5cm) or equivalent Khung ảnh A0 (gỗ composite, mặt mica, viền khung 2.5cm) hoặc tương đương	PC	Vietnam	
469	Cabinet Xuan Hoa CA-3A-LG or equivalent Tủ tài liệu CA-3A-LG hoặc tương đương	PC	Vietnam	
470	Cabinet for keeping keys Hoa Phat TK100 or equivalent Tủ đựng chìa khóa Hoa Phat TK100 hoặc tương đương	PC	Vietnam	
471	Cabinet Hoa Phat TU118-12D or equivalent Tủ tài liệu Hoa Phat TU118-12D hoặc tương đương	PC	Vietnam	
472	Cabinet Hoa Phat CAT-3F or equivalent Tủ tài liệu Hoa Phat CAT-3F hoặc tương đương	PC	Vietnam	
473	Steel Cabinet Hoa Phat TU09ET or equivalent Tủ sắt Hoa Phat TU09ET hoặc tương đương	PC	Vietnam	
474	Wall mounted fan Vinawind QTT-400X-HĐ or equivalent Quạt treo tường Vinawind QTT-400X-HĐ hoặc tương đương	PC	Vietnam	

SCOPE OF WORK FOR PRINTING OF HSSE ITEMS

1. Purpose

This document is to define the scope for printing and supplying HSSE items hereinafter called GOODS for Nghi Son Refinery and Petrochemical LLC (NSRP) which is shown in Appendix-1 of this scope of work

2. General requirements

The Scope of Work (SOW) for the SUPPLIER shall include, but not limited to, the following:

- **Specifications:** The supplier provide the goods that must meet the specifications detailed in Appendix 1: HSSE Printing items – Specifications & Requirements
 - ✧ For each purchase order, NSRP will notify the supplier via the official email (email@nsrp.com.vn) regarding the latest templates of the printing items or any updates to the version intended for printing. These materials will be provided in an Excel file or other native formats for the supplier to review and confirm before printing. The changes will be based on updates of NSRP's procedures.
 - ✧ Upon receiving the template, the supplier must finalize the design of the printing maquette (the Maquette) and submit a trial printed version to NSRP within two days, free of charge, for review and confirmation before proceeding with mass printing.
 - ✧ The supplier must submit the samples of the printing paper to be used for printing items in Appendix 1: HSSE Printing items – Specifications & Requirements for the initial printing attempt and provide with supporting evidence demonstrating the paper quality if requested by NSRP. The supplier must also ensure that the paper quality remains consistent with the accepted samples throughout the contract duration and any failure to meet and maintain the required paper quality as per the requirement will result in a warning, and NSRP reserves the right to refuse the goods without any payment.
 - ✧ The suppliers shall record the serial number of template and submit to NSRP after each purchase order completion through official "email@nsrp.com.vn".
 - ✧ The serial number shall keep continuously running for each purchase order.
- **Condition: The goods must be 100% new and in the best condition.**
- **Experience:** The supplier must have at least two (2) years of experience in providing the printing services and have their printer capable of printing on carbon paper (CPP) and producing multiple copies of the same content of the template with different colored paper. The size of the printing template and the number of copies per template will be determined by the specifications as specified in the Appendix 1: HSSE Printing items – Specifications & Requirements.
- **Delivery Requirements**
 - ✧ Location: The Goods must be delivered to the NSRP warehouse located at Km 5 Road 513 in the Nghi Son Economic Zone, Mai Lam Ward, Nghi Son District, Thanh Hoa Province, Viet Nam
 - ✧ Leadtime: The supplier must ensure the delivery requirements as follows:
 - **Initial delivery:** At least 30 books for each item number (From item number 1 to item number 7 in the Appendix 1: HSSE Printing items – Specifications & Requirements)

must be successfully delivered to NSRP within the first week of each purchase order as requested by NSRP to maintain uninterrupted operations at the site

- **Complete fulfilment:** the entire delivery order must be successfully completed the agreed timeframe, within two weeks are preferable.
- **Warranty:** The supplier must provide a warranty of at least six (6) months from the delivery date to the NSRP site.

Appendix 1: HSSE Printing items – Specifications & Requirements

No	Item Name	Detailed Requirement	Unit
1	TEMPLATE, PTW (MASTER CERTIFICATE)	• Size: A3 • Printing: Full-color • Paper Type: Carbon Paper (CPP) • Paper Weight: 53-55 g/m² • Printing Resolution: At least 1200 DPI • Sheets per Set: 3 • Sets per Book: 50 • Serial Number: Yes, XXXXXXX • Micro-Perforation line for tearing: Applied to all sets • Binding: High-quality adhesive used instead of stapler clips The template is sent & confirmed for each order. After receiving the template, the supplier must finalize the design of the printing maquette (the Maquette) and submit a trial printed version to NSRP within two days, free of charge, for review and confirmation before proceeding with mass printing.	Book
2	Permit To Work (PTW extension certificate)	• Size: A3 • Printing: Full-color • Paper Type: Carbon Paper (CPP) • Paper Weight: 53-55 g/m² • Printing Resolution: At least 1200 DPI • Sheets per Set: 3 • Sets per Book: 50 • Serial Number: Yes, XXXXXXX • Micro-Perforation line for tearing: Applied to all sets • Binding: High-quality adhesive used instead of stapler clips The template is sent & confirmed for each order. After receiving the template, the supplier must finalize the design of the printing maquette (the Maquette) and submit a trial printed version to NSRP within two days, free of charge, for review and confirmation before proceeding with mass printing.	Book

No	Item Name	Detailed Requirement	Unit
3	Electrical Isolation/ De isolation Cert.	• Size: A4 • Printing: Full-color • Paper Type: Carbon Paper (CPP) • Paper Weight: 53-55 g/m² • Printing Resolution: At least 1200 DPI • Sheets per Set: 3, • Sets per Book: 50 • Serial Number: Yes, XXXXXXXX • Micro-Perforation line for tearing: Applied to all sets • Binding: High-quality adhesive used instead of stapler clips The template is sent & confirmed for each order. After receiving the template, the supplier must finalize the design of the printing maquette (the Maquette) and submit a trial printed version to NSRP within two days, free of charge, for review and confirmation before proceeding with mass printing.	Book
4	Isolation/ De isolation Certificate (Extension)	• Size: A4 • Printing: Full-color • Paper Type: Carbon Paper (CPP) • Paper Weight: 53-55 g/m² • Printing Resolution: At least 1200 DPI • Sheets per Set: 3 • Sets per Book: 50 • Serial Number: Yes, XXXXXXXX • Micro-Perforation line for tearing: Applied to all sets • Binding: High-quality adhesive used instead of stapler clips The template is sent & confirmed for each order. After receiving the template, the supplier must finalize the design of the printing maquette (the Maquette) and submit a trial printed version to NSRP within two days, free of charge, for review and confirmation before proceeding with mass printing.	Book

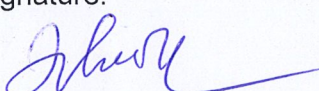
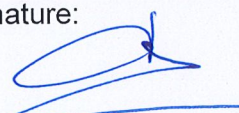
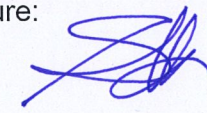
No	Item Name	Detailed Requirement	Unit
5	Isolation/ De isolation Certificate	• Size: A4 • Printing: Full-color • Paper Type: Carbon Paper (CPP) • Paper Weight: 53-55 g/m² • Printing Resolution: At least 1200 DPI • Sheets per Set: 3 • Sets per Book: 50 • Serial Number: Yes, XXXXXXXX • Micro-Perforation line for tearing: Applied to all sets • Binding: High-quality adhesive used instead of stapler clips The template is sent & confirmed for each order. After receiving the template, the supplier must finalize the design of the printing maquette (the Maquette) and submit a trial printed version to NSRP within two days, free of charge, for review and confirmation before proceeding with mass printing.	Book
6	Material Gate Pass Permit In	• Size: A4 • Printing: Full-color • Paper Type: Carbon Paper (CPP) • Paper Weight: 53-55 g/m² • Printing Resolution: At least 1200 DPI • Sheets per Set: 4 • Sets per Book: 50 • Serial Number: Yes, XXXXXXXX • Micro-Perforation line for tearing: Applied to all sets • Binding: High-quality adhesive used instead of stapler clips The template is sent & confirmed for each order. After receiving the template, the supplier must finalize the design of the printing maquette (the Maquette) and submit a trial printed version to NSRP within two days, free of charge, for review and confirmation before proceeding with mass printing.	Book

No	Item Name	Detailed Requirement	Unit
7	Material Gate Pass Permit Out	• Size: A4 • Printing: Full-color • Paper Type: Carbon Paper (CPP) • Paper Weight: 53-55 g/m² • Printing Resolution: At least 1200 DPI • Sheets per Set: 4 • Sets per Book: 50 • Serial Number: Yes, XXXXXXX • Micro-Perforation line for tearing: Applied to all sets • Binding: High-quality adhesive used instead of stapler clips The template is sent & confirmed for each order. After receiving the template, the supplier must finalize the design of the printing maquette (the Maquette) and submit a trial printed version to NSRP within two days, free of charge, for review and confirmation before proceeding with mass printing.	Book
8	HSSE Training Passport	• Size: A6 • Printing: Full-color, double-sided printing (front and back) • Paper Type: Couche, Matt Coated • Paper Weight: 350 g/m² • Printing Resolution: At least 1200 DPI The template is sent & confirmed for each order. After receiving the template, the supplier must finalize the design of the printing maquette (the Maquette) and submit a trial printed version to NSRP within two days, free of charge, for review and confirmation before proceeding with mass printing.	Pc or sheet

No	Item Name	Detailed Requirement	Unit
9	HSSE template or other documentation in A5 printing size	• Size: A5 • Printing: Full-color, double-sided printing (front and back) • Paper Type: Couche, Glossy Coated • Paper Weight: 150 g/m² • Printing Resolution: At least 1200 DPI • Format: Organized into a booklet if necessary The template is sent & confirmed for each order. After receiving the template, the supplier must finalize the design of the printing maquette (the Maquette) and submit a trial printed version to NSRP within two days, free of charge, for review and confirmation before proceeding with mass printing.	Pc or sheet
10	HSSE template or other documentation in A6 printing size	• Size: A6 • Printing: Full-color, single – sided printing • Paper Type: Couche, Glossy Coated • Paper Weight: 150 g/m² • Printing Resolution: At least 1200 DPI • Format: Organized into a booklet if necessary • The template is sent & confirmed for each order. After receiving the template, the supplier must finalize the design of the printing maquette (the Maquette) and submit a trial printed version to NSRP within two days, free of charge, for review and confirmation before proceeding with mass printing.	Pc or sheet
11	HSSE template or other documentation in A4 printing size	• Size: A4 • Printing: Full-color, single – sided printing • Paper Type: Couche, Glossy Coated • Paper Weight: 150 g/m² • Printing Resolution: At least 1200 DPI • Format: Organized into a booklet if necessary • The template is sent & confirmed for each order. After receiving the template, the supplier must finalize the design of the printing maquette (the Maquette) and submit a trial printed version to NSRP within two days, free of charge, for review and confirmation before proceeding with mass printing.	Pc or sheet

No	Item Name	Detailed Requirement	Unit
12	HSSE template or other documentation in A3 printing size	• Size: A3 • Printing: Full-color, single – sided printing • Paper Type: Couche, Glossy Coated • Paper Weight: 150 g/m² • Printing Resolution: At least 1200 DPI • Format: Organized into a booklet if necessary • The template is sent & confirmed for each order. After receiving the template, the supplier must finalize the design of the printing maquette (the Maquette) and submit a trial printed version to NSRP within two days, free of charge, for review and confirmation before proceeding with mass printing.	Pc or sheet
13	HSSE template or other documentation in A2 printing size	• Size: A2 • Printing: Full-color, single-sided printing • Paper Type: Couche, Glossy Coated • Paper Weight: 150 g/m² • Printing Resolution: At least 1200 DPI • Format: Organized into a booklet if necessary • The template is sent & confirmed for each order. After receiving the template, the supplier must finalize the design of the printing maquette (the Maquette) and submit a trial printed version to NSRP within two days, free of charge, for review and confirmation before proceeding with mass printing.	Pc or sheet
14	HSSE template or other documentation in A1 printing size	• Size: A1 • Printing: Full-color, single-sided printing • Paper Type: Couche, Glossy Coated • Paper Weight: 150 g/m² • Printing Resolution: At least 1200 DPI • Format: Organized into a booklet if necessary • The template is sent & confirmed for each order. After receiving the template, the supplier must finalize the design of the printing maquette (the Maquette) and submit a trial printed version to NSRP within two days, free of charge, for review and confirmation before proceeding with mass printing.	Pc or sheet

No	Template Name	Detailed Requirement	Unit
15	HSSE template or other documentation in A0 printing size	• Size: A0 • Printing: Full-color, single-sided printing • Paper Type: Couche, Glossy Coated • Paper Weight: 150 g/m² • Printing Resolution: At least 1200 DPI • Format: Organized into a booklet if necessary • The template is sent & confirmed for each order. After receiving the template, the supplier must finalize the design of the printing maquette (the Maquette) and submit a trial printed version to NSRP within two days, free of charge, for review and confirmation before proceeding with mass printing.	Pc or sheet
16	TEMPLATE, RAFFLE TICKET	• Size: 160 X 50MM • Printing: Full-color, double-sided printing (front and back) • Paper Type: Couche • Paper Weight: 100 g/m² • Printing Resolution: At least 1200 DPI • Serial Number: Yes, XXXXXXX • Format: Organized into a booklet if necessary	Pc or sheet
17	STAMPING MACHINE	• Self-Inking Dater Stamp (39x63) • Approximate Impression Size: 50 x 30 MM. • Features: Single-sided ink pad, Re-inkable, replaceable ink pad, manual adjustment date • Material: Plastic. • Custom design for each order unit	Pc

Prepared by	Reviewed by	Approved by
Signature: 	Signature: 	Signature: 
Ho Thi Huong H&S Staff	Nguyen Hong Duc H&S Section Manager	Saifuddin Shah Bin Sowkkatali HSSE Division Manager
Date: 20 Mar 25	Date:	Date: