**SCHEDULE 5**

**RFQ ACKNOWLEDGMENT LETTER**

Date: [\*]

**NGHI SON REFINERY AND PETROCHEMICAL LLC**

14th Floor, West Tower, Lotte Center Hanoi, 54 Lieu Giai Street, Cong Vi Ward, Ba Dinh District, Ha Noi Vietnam

**Attention: Procurement Section Manager**

**Subject: RFQ Acknowledgment Letter**

**Reference: RFQ No:**

**Title:**

Dear Sirs:

[ ]  We acknowledge receipt of the subject Request for Quotation (“RFQ”).

[ ]  We have received all documents without damage and in usable condition. (Alternatively, please specify any documents that are missing, damaged or unusable).

[ ]  We have read the RFQ and will submit a quotation in accordance with the RFQ requirements.

[ ]  We confirm our adherence to the highest standards of business ethics and, in particular, we will prevent any of our officers, employees, or agents from making, receiving, providing or offering gifts, entertainment, payment, loans or other considerations which may influence individuals related to this RFQ.

We confirm that we will submit the Quotation:

[ ]  as a single company [ ]  as a consortium of companies [ ]  as a single company using one or more sub-contractors

OR

[ ]  We do not wish to provide quotation.

All future communications in respect of the RFQ should be addressed as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Bidder’s Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Telephone: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Attention: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Fax: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Address: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Email: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Signed:

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Printed Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Title: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |