

INVITATION FOR PROPOSAL

WWF-Vietnam would like to invite your submission for a Proposal for '**FSC Certified Bamboo cups and bottles**' with the following information:

1. Technical specifications for FSC bamboo gifts

- Types of gift: water bottle (500ml) and cup (350ml)
- Made of FSC-certified bamboo
- Have a suitable design for WWF branded gifts (laser burned)
- Quantity: 300 water bottles and 300 cups

Sample images:



Bottle



Cup

2. Delivery address:

WWF-Vietnam office in Hanoi

Address: No.6, Lane 18 Nguyen Co Thach Street, Nam Tu Liem District, Hanoi

3. Delivery time:

To be discussed

4. Conditions for participating in bidding process:

- Bidder shall fully meet the conditions and capabilities in above-mentioned equipment items according to the provisions of Vietnamese law;
- Bidder can prove that the products are made of FSC-certified bamboo;
- Having a representative office in Vietnam and ensuring the fulfillment of after-sales obligations such as the warranty as prescribed by the manufacturer;
- Experiences in making sufficient FSC-certified is an advantage;



for a living planet®

- The FSC gift package shall meet the quality, quantity and technical specifications of WWF-Vietnam;

5. Bidding principle:

Bidder will be selected based on technical specification, competitive price, bidder's profile and other conditions, including transportation and warranty conditions provided by bidder.

6. Bidder's Proposal:

Bidder's Proposal shall include:

1. Company's Profile (Copy of Business Registration, FSC Certificate with sufficient number, etc...);
2. Product's brand, technical specifications;
3. Quotation as the form in Appendix (in VND and shall include other related costs: VAT, transportation costs etc...);
4. Term & method of payment (advance payment, if needed);
5. Discount policy, guaranty conditions (if applicable);
6. And other relevant products/samples (if applicable).

How to submit: The following contents should be clearly indicated the tender reference:

"Ref 09: Proposal for FSC-Certified Bamboo cups and bottles"

Proposal shall be sealed and sent directly or via EMS to below address:

TO: WWF – Vietnam

#6, lane 18 Nguyen Co Thach Street, Nam Tu Liem District, Hanoi

Attn: Ms. Nguyen Thi Thuy, Procurement Admin Officer

OR: email to procurement@wwf.org.vn

Deadline for submission is before 17h30, 10th Oct 2019



Appendix - Form for submitting the vendor's quotation¹

We, the undersigned, hereby accept in full THE CLIENT's Request for Quotations' requirements, and hereby offer to supply the items listed below in conformity with the specification and requirements of THE CLIENT.

Item number	Description	Quantity	Unit price (VND)	Total Price (VND)
1	FSC-certified bamboo water bottles			
2	FSC-certified bamboo cups			
Total Cost in VND				
Estimated Time of Delivery (weeks)				

Note: Include any other components based on design by adding rows on the table above.

¹ This serves as a guide to the Supplier in preparing the quotation and price schedule.