

Request for quotation (RFQ) number: 2024-Admin-01

For: PATH Vietnam Office Strategic Meeting (31st March – 01th April, 2025)

1. Summary of deadlines

Activity	Deadline (Hanoi time)
Release of RFQ	December 9, 2024
Confirmation of interest due	December 13, 2024
Quotations due	December 19, 2024, 5:00PM
Bidders notified of decision	December 27, 2024

Note: PATH reserves the right to modify this schedule as needed. All parties will be notified simultaneously by email of any changes.

2. PATH statement of business

PATH is a global nonprofit dedicated to a mission to advance health equity through innovation and partnerships. With more than 40 years of experience forging multisector partnerships, and with expertise in science, economics, technology, advocacy, and dozens of other specialties, PATH develops and scales up innovative solutions to the world's most pressing health challenges. Learn more at www.path.org.

3. Purpose of the request for quotations

Purpose of the RFQ: To provide accommodation and meeting package for Vietnam PATH Vietnam Strategic Meeting on 31st March - 01th April, 2025.

For more information, please refer to Appendix A of the RFQ.

4. Quotation requirements, pricing, and costs

Please insert your costs in the table below. The costs should be broken down into components and include a full description of each component and its associated time and costs.

Line item no.	Component/Item [insert name]	Component/Item description	Delivery date [by when?]	Unit cost [VND]	Total line item cost [VND]
Quotation price					

- Note:**
- Indicate associated services for service delivery, as applicable, including travel insurance, taxes, any other associated costs, payment terms (if not standard; that is, payment after delivery), or any other costs not listed.
 - The supplier is expected to submit a profile of corporate qualification, a summary of experience in similar/related work carried out in the past 24 to 36 months, number of years in business, annual revenue for the last three financial periods, clarification regarding which specific company legal entity is bidding, and any other relevant justification for qualification.
 - By submitting a quotation, the supplier consents for PATH to carry out further due diligence, responsibly and in line with relevant General Data Protection Regulation provisions.

5. Instructions for responding

A. PATH contacts

Procurement contact: Vietnam Procurement team (vietnam.procurement@path.org; htnguyen@path.org)

B. Confirmation of interest

Please send a statement acknowledging receipt of this solicitation and your intent to respond or not respond no later than **December 13, 2024**. Send the confirmation to the contacts listed above.

C. Quotations due: **December 19, 2024 cob 5:00PM Hanoi time**

Completed quotations should be submitted by email to the contacts listed above. The subject line of the email should read: **RFQ #2024-Admin-01** Your Company Name.

D. Conclusion of process

Applicants will be notified of PATH's decision by **December 27, 2024**. Final award is subject to the terms and conditions included in this solicitation, as well as successful final negotiations of all applicable terms and conditions affecting this work.

6. Terms and conditions of the solicitation

A. Notice of nonbinding solicitation

PATH reserves the right to reject any and all bids received in response to this solicitation and is in no way bound to accept any proposal.

B. Confidentiality

All information provided by PATH as part of this solicitation must be treated as confidential. In the event that any information is inappropriately released, PATH will seek appropriate remedies as allowed. Proposals, discussions, and all information received in response to this solicitation will be held as strictly confidential, except as otherwise noted.

C. Conflict of interest disclosure

Suppliers bidding on PATH business must disclose, to the procurement contact listed in the RFP, any actual or potential conflicts of interest. Conflicts of interest could include a personal relationship with a PATH staff member that constitutes a significant financial interest; board memberships or other employment; and/or ownership or rights in intellectual property that may be in conflict with the supplier's obligations to PATH. Suppliers and PATH are protected when actual or perceived conflicts of interest are disclosed. When necessary, PATH will create a management plan that provides mitigation of potential risks presented by the disclosed conflict of interest. Contacting third parties involved in the project, the review panel, or any other party may be considered a conflict of interest and could result in disqualification of the proposal. All communications regarding this solicitation shall be directed to appropriate parties at PATH indicated in Section 5 A.

D. Acceptance

Acceptance of a proposal does not imply acceptance of its terms and conditions. PATH reserves the option to negotiate on the final terms and conditions. We also reserve the right to negotiate the substance of finalists' proposals, as well as the option of accepting partial components of a proposal if appropriate.

E. Proposal validity

Proposals submitted under this request shall be valid for 90 days from the date the proposal is due. The validity period shall be stated in the proposal submitted to PATH.

APPENDIX A

Team size: 80 pax

Duration: 2 days (31st March – 01th April, 2025)

Venue: Flamingo Đại Lải

Services	Details	Time
Accommodation	80 rooms for 01 night	CI: 31 March 2025 CO: 01 April, 2025
Meeting Rooms	Half day with tea break	Morning, 01 April 2025
Team building Venue	Half day with parasol and sound system	Afternoon, 31March, 2025
Lunch	2 x Lunch with Set menu	31 March and 01 April 2025
Dinner and Gala Dinner Venue	1 x Dinner with Set menu Gala Dinner venue in private room, with sound and light system for performance show	01 April 2023
Transportation	3 x 45 seats car	Hanoi – Flamingo- Hanoi