

Request for Pre-Qualification
RFP # 2025-038
For
Pre-Qualification of Vendors/Suppliers for
Vietnam Country Program



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Request for Pre-Qualification number: RFP # 2025-038

For: Pre-Qualification of Vendors/Suppliers for Vietnam Country Program

1. Request for prequalification of vendors/ suppliers' schedule

Activity	Date and time
Request for prequalification (RFP) released	19 August 2025
Confirmation of interest in submitting a prequalification	21 August 2025
Deadline for fact-finding questions	25 August 2025
PATH to respond to fact-finding questions	27 August 2025
Deadline for submission of quotation/details/prequalification in response to the RFP	05 September 2025

Note: PATH may change the dates at its discretion. Changes will be communicated to those who confirmed their intent to submit a prequalification.

2. PATH statement of business

PATH is a global nonprofit dedicated to achieving health equity. 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. Prequalification requirements

- 3.1 The prequalification authority shall be PATH or any one of its affiliates either directly or on behalf of operations countries or programs.
- 3.2 By submitting a prequalification, the supplier confirms that they will abide by the RFP terms and PATH policies, especially our Code of Ethics (<https://www.path.org/about/code-ethics/>), and general good practices regarding inclusivity, diversity, fair trading, health and safety, records management, anti-fraud and corruption, and environmental policy, among others.

- 3.3 The duration of the pre-qualification is 3 years before a refresh, with a performance review to be conducted after 18 months.
- 3.4 Pre-qualification of vendors/suppliers will only include them in PATH's vendor database, pre-qualification does not guarantee an award. Based on the requirement and nature of the work, PATH will request quotation from the pre-qualified vendors/suppliers.

4. Prequalification terms and conditions

Note: Most of these will apply to specific opportunities for which a prequalified vendor/supplier will be invited to submit specific quotation or proposal.

- 4.1 **Notice of nonbinding solicitation:** PATH reserves the right to reject any and or all submission received in response to this prequalification announcement and is in no way bound to accept any prequalification.
- 4.2 **Confidentiality:** Suppliers shall treat all information provided by PATH as part of this solicitation as confidential. If any information is inappropriately released, PATH may seek appropriate remedies as allowed under applicable law.
- 4.3 **Conflict of interest disclosure:** Suppliers bidding on PATH business (also referenced herein as "bidders") must disclose, to the procurement contact listed in the RFP, any actual or potential conflicts of interest. Conflicts of interest could be present if there is a personal relationship with a PATH staff member that constitutes a significant financial interest, a board membership, other employment, or ownership or rights in intellectual property that may 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.
- 4.4 **Acceptance:** Vendor's submission of a prequalification means the vendor accepts all terms and conditions set forth in the RFP..
- 4.5 **Third-party limitations:** PATH does not represent, warrant, or act as an agent for any third party because of this solicitation. This solicitation does not authorize any third party to bind or commit PATH in any way without our express written consent.
- 4.6 **Limitation of liability:** The terms and conditions set forth in this RFP do not exclude or limit the liability of PATH or the supplier in relation to fraud or in other circumstances giving rise to liability under any applicable law.
- 4.7 **Prequalification costs and liability:** Vendors are responsible for obtaining all information necessary for preparation of their prequalification and for all costs and expenses incurred in preparation of the prequalification. Subject to the "Limitation of liability" section in this RFP (section 4.6), the vendor accepts by their participation in response to this RFP, including without limitation the submission of the prequalification, that it will not be entitled to claim from PATH any costs, expenses, or liabilities that it may incur in tendering a response to this RFP, irrespective of whether their prequalification is successful.

- 4.8 **PATH's variation or termination rights:** PATH reserves the right to vary or terminate this RFP process with written notice to all suppliers from which it has received prequalification. It is intended that this solicitation process will take place in accordance with the provisions of this RFP, but PATH reserves the right to terminate, amend, or vary (to include, without limitation, in relation to any time scales or deadlines) the solicitation process by notice to all suppliers from which it has received prequalification. Subject to section 4.6, "Limitation of liability," PATH will have no liability for any losses, costs, or expenses caused by its termination, amendment, or variation to this RFP.
- 4.9 **Joint venture or consortium or subcontractors:** Any lead supplier that submits a prequalification in response to this RFP takes responsibility and accountability for enforcing the RFP requirements set forth herein among the members of the joint venture or consortium, and each of their advisers, subcontractors, and staff.

5. Instructions for responding

- 5.1 **PATH contacts:** All communication regarding this solicitation shall be directed to the contacts below. 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 prequalification. All documents required as part of the prequalification must be submitted to the contacts listed by the deadline for submission:

Google Forms: <https://forms.gle/tTiy6FiW9T9hq9hE6>

Or Email to: Vietnam Procurement team (vietsam.procurement@path.org; htnguyen@path.org)

INSTRUCTIONS FOR SUBMITTING THE PREQUALIFICATION:

- Please submit your prequalification documents via Google Forms, ensuring all required information is completed and relevant documents are attached.
 - Google Forms link: <https://forms.gle/tTiy6FiW9T9hq9hE6>
 - The Item Code is listed in Annex A, which outlines the categories of goods and services.
 - Detailed instructions and required contents are provided in **Annex B**.
 - Submissions via Google Form can be made in English or Vietnamese.
 - Each attachment must be under 10MB. If any file exceeds this limit, please send it via email to: vietsam.procurement@path.org and htnguyen@path.org with the subject line: RFP #2025-038 – Your Company Name
 - Name the attachment file as follows: **Company Short Name – Document Title**
- 5.2 **Confirmation of interest:** Please send a statement acknowledging receipt of this prequalification invitation and your intent to respond or not respond no later than the date noted in the schedule in section 1. Send the confirmation to the contacts listed above.
- 5.3 **Prequalification submission content:** Bidders are advised to provide only what is required as captured in Annex B. The prequalification must be clear, concise, unambiguous, and directly address the requirements stated.
- 5.4 **Selection of prequalification list:** PATH reserves the right to select a prequalified list from the submission received.

6. Specifications/Scope

PATH Vietnam office intends to establish a database of prequalified suppliers for various goods, works and services for the period of September 2025-September 2028. Interested, eligible suppliers are invited to apply for pre-qualification, indicating the category of goods, works or services they wish to supply.

The category of goods and services are mentioned in Annex A.

7. Fact-finding questions

- 7.1 Fact-finding questions should be sent to the contacts listed in Section 5.1 by the date in the RFP schedule (section 1). Fact-finding questions received after this deadline cannot be accommodated.
- 7.2 It is advisable that any fact-finding questions refer to a specific section of the RFP; and to the extent possible, be aggregated rather than sent individually.
- 7.3 In line with transparency principles, all fact-finding questions and all of PATH's responses to these questions will be shared with all those who confirmed their intent to prequalification. Questions will be anonymized and answered if PATH reasonably determines that such fact-finding questions do not disadvantage any potential supplier and are not commercially in confidence. If such are commercially in confidence, they shall be handled in line with PATH's policy on information and data.
- 7.4 PATH may request from a vendor additional information at any time ahead of completion of prequalification process, and the bidder will be expected to provide the requested information within the time frame given. Failure by a bidder to provide supplementary information to PATH in a timely manner may lead to the prequalification being rejected in full or disqualification from the procurement process.

8. Qualifications, evaluation criteria, and selection

- 8.1 **Vendor/Supplier qualifications:** In relation to the scope, please provide information on your overall qualifications, including:
 - Profile of relevant corporate qualifications.
 - Profile of relevant experience and examples of related work.
 - Number of years in business.
 - Annual revenue. (it would be recommended to confirm but not a mandatory requirement)
 - If your company has more than one location, please indicate these qualifications for the site that is responding.
 - Minimum of 3 references of delivered goods, services, or works for the category submitted for in the last 36 months.
 - Indication whether they are a small business or minority, or women owned enterprise in line with Laws of Vietnam provisions.

Annex A. ITEM CODE (CATEGORY – GOODS/SERVICES)

ITEM CODE	CATEGORY	SUB-CATEGORY
		Office service for Hanoi and Ho Chi Minh City only
	Office service/supplies	
PATH VN/Pre-Q/2025-01-01	Office service/supplies	Lavie water
PATH VN/Pre-Q/2025-01-02	Office service/supplies	Postage, courier
PATH VN/Pre-Q/2025-01-03	Office service/supplies	Storage service
PATH VN/Pre-Q/2025-01-04	Office service/supplies	Photocopy/ Printing service
PATH VN/Pre-Q/2025-01-05	Office service/supplies	Stationery
PATH VN/Pre-Q/2025-01-06	Office service/supplies	Office co-working space
PATH VN/Pre-Q/2025-01-07	Office service/supplies	Noterization service
PATH VN/Pre-Q/2025-01-08	Office service/supplies	Training on Fire prevention and fire fighting
PATH VN/Pre-Q/2025-01-09	Office service/supplies	Voucher Gotit
PATH VN/Pre-Q/2025-01-10	Office service/supplies	Token e-signature
PATH VN/Pre-Q/2025-01-11	Office service/supplies	Office furniture
PATH VN/Pre-Q/2025-01-12	Office service/supplies	Software issue certificate of PIT withholding
PATH VN/Pre-Q/2025-01-13	Office service/supplies	Photocopier rental service
PATH VN/Pre-Q/2025-01-14	Office service/supplies	Outdoor/indoor catering services
PATH VN/Pre-Q/2025-01-15	Office service/supplies	Office fitting-out, architectural and interior designing
PATH VN/Pre-Q/2025-01-16	Office service/supplies	Office security systems, CCTV, and other safety-related items
	IT equipment/services	
PATH VN/Pre-Q/2025-02-01	IT equipment/services	Software development service
PATH VN/Pre-Q/2025-02-02	IT equipment/services	Cloud Server rental
PATH VN/Pre-Q/2025-02-03	IT equipment/services	Physical server rental, supply of new server & RAM
PATH VN/Pre-Q/2025-02-04	IT equipment/services	Barcode generator, Barcode scanners
PATH VN/Pre-Q/2025-02-05	IT equipment/services	Laptops, desktop, screen, keyboard
PATH VN/Pre-Q/2025-02-06	IT equipment/services	Camera, recorder, projector, scanner, headphones
PATH VN/Pre-Q/2025-02-07	IT equipment/services	Apple products
PATH VN/Pre-Q/2025-02-08	IT equipment/services	Office equipment Repair & Maintenance
PATH VN/Pre-Q/2025-02-09	IT equipment/services	Website, domain, hosting
PATH VN/Pre-Q/2025-02-10	IT equipment/services	Cyber Security Assessment
PATH VN/Pre-Q/2025-02-11	IT equipment/services	Lenovo Support Service Center in Hanoi and HCMC
PATH VN/Pre-Q/2025-02-12	IT equipment/services	Laboratory Information Management System
PATH VN/Pre-Q/2025-02-13	IT equipment/services	Access point
	Telecommunication	
PATH VN/Pre-Q/2025-03-01	Telecommunication	Online video conferencing connection package
PATH VN/Pre-Q/2025-03-02	Telecommunication	Teleconference Equipment (including Camera, Audio and visual technology products, microphone, speaker)

ITEM CODE	CATEGORY	SUB-CATEGORY
PATH VN/Pre-Q/2025-04-01	Medical equipment/Supplies and services	Test kits (HIV, HCV, HBV, STI, Syphilis,...)
PATH VN/Pre-Q/2025-04-02	Medical equipment/Supplies and services	Health equipment (Blood pressure monitor, Blood sugar monitor,
PATH VN/Pre-Q/2025-04-03	Medical equipment/Supplies and services	STI testing services
PATH VN/Pre-Q/2025-04-04	Medical equipment/Supplies and services	PPE, labor protection
PATH VN/Pre-Q/2025-04-05	Medical equipment/Supplies and services	Vaccine storage (refrigerator, ultra low temperature freezer...)
PATH VN/Pre-Q/2025-04-06	Medical equipment/Supplies and services	Lab equipment, supplies, thermometers Consumerable reagents for quality control, biological products and medical supplies, Randox reagents
PATH VN/Pre-Q/2025-04-07	Medical equipment/Supplies and services	
Marketing and Communication		
PATH VN/Pre-Q/2025-05-01	Marketing and Communication	Printing, design (poster, leaflet, business card, checklist, handbook,...)
PATH VN/Pre-Q/2025-05-02	Marketing and Communication	Photoshooting, Videography
PATH VN/Pre-Q/2025-05-03	Marketing and Communication	Video production (filming & animation) Promotional products (T-shirt, bags, umbrellas, notebooks, clock trophy, jacket, bottle,...)
PATH VN/Pre-Q/2025-05-04	Marketing and Communication	E-learning lectures, SCORM, interactive slide, minigames
PATH VN/Pre-Q/2025-05-05	Marketing and Communication	Media Ads (Page post engagement, Video views, Click to Messenger, Google Search, Zalo, Instagram, Youtube)
PATH VN/Pre-Q/2025-05-06	Marketing and Communication	
Meeting & event		
PATH VN/Pre-Q/2025-06-01	Meeting & event	Meeting/conference/workshop package
PATH VN/Pre-Q/2025-06-02	Meeting & event	Accommodation Event decoration (booth, photoshooting, backdrop, standee)
PATH VN/Pre-Q/2025-06-03	Meeting & event	
Program services		
PATH VN/Pre-Q/2025-07-01	Program services	First aid training course
PATH VN/Pre-Q/2025-07-02	Program services	Drug and medical practice liability insurance
PATH VN/Pre-Q/2025-07-03	Program services	Survey (Market survey, consumer survey...)
PATH VN/Pre-Q/2025-07-04	Program services	Training on IT, AI, soft skills, team building
PATH VN/Pre-Q/2025-07-05	Program services	Proofreading services
HR Services		
PATH VN/Pre-Q/2025-08-01	HR Services	Human resource outsourcing
PATH VN/Pre-Q/2025-08-02	HR Services	Health check and vaccination
PATH VN/Pre-Q/2025-08-03	HR Services	Job posting

ITEM CODE	CATEGORY	SUB-CATEGORY
PATH VN/Pre-Q/2025-09-01	Travel/Transportation	Car rental
PATH VN/Pre-Q/2025-09-02	Travel/Transportation	Travel insurance
PATH VN/Pre-Q/2025-09-03	Travel/Transportation	Import-export, clearing, and forwarding services
PATH VN/Pre-Q/2025-09-04	Travel/Transportation	Specimen transportation services
Legal services		
PATH VN/Pre-Q/2025-10-01	Legal services	Audit and Tax advisory service
PATH VN/Pre-Q/2025-10-02	Legal services	Legal advisory service
Others		
PATH VN/Pre-Q/2025-11-01	Others	Visa application

Annex B. Google Form Instructions

<https://forms.gle/tTiy6FiW9T9hq9hE6>

No.	Documents/ Details	Instruction
	Company profile	
1	ITEM CODE	Fill in item code for goods/services category as per Annex A
2	Company's Name	Registered company name
3	Company legal status	State own/ Private/ Joint Venture/100% foreign owned/ small business or minority, or women owned enterprise in line with Laws of Vietnam provisions
4	Tax ID #	Number only
5	Year of establishment	Year only
6	Registered Address	
7	Scope of business	List out main scope of business
8	Annual revenue in 2024	It would be recommended to provide this information but not a mandatory requirement
9	Business partners/clients	List out at least 3 references of delivered goods, services, or works for the category submitted for in the last 36 months.
	Contact person	
1	Contact person's name	Full name of contact person
2	E-mail	
3	Contact number	Mobile number and office number (if any)
	Attachment	
1	Business Registration Certificate	Most updated version
2	Product catalog (if any)	Uploaded file less than 10MB
3	Others (Letter of authority, ISO certificate...)	Uploaded file less than 10MB
4	Company profile of relevant experience and examples of related work.	Uploaded file less than 10MB