

Form 1. Document requesting the approval of contractor selection plan
ORGANIZATION NAME THE SOCIALIST REPUBLIC OF VIETNAM
Independence – Freedom – Happiness

Ref.:/.....

.....,day....month... year.....

APPLICATION

Approving contractor selection plan

Project:.....(*specify the project name*)

To:.....(*specify name of competent person*)

Pursuant to(*Bidding Law No. 43/2013/QH13 dated 26/11/2013*);

Pursuant to(*Decree No. 63/2014/NĐ-CP dated 26/6/2014 of the government detailing provisions of Bidding Law on contractor selection*);

Pursuant to ...(*specify number, approving date and document title which serve as a basis to develop contractor selection plan, including:*

- *Decision approving the project or Investment Registration Certificate and other relevant documents;*
- *Decision approving the design and cost estimation (if any);*
- *Decision allocating or distributing budget for the project;*
- *International treaties and agreements for projects funded by ODA or concessional loans*
- *Relevant lawful documents.*

(*Investor's name*) requests (*authorized person's name*) to consider and approve the contractor selection plan on the basis of following information:

I. Project's brief description:

This part introduces project's overall information:

- Project name;
- Total investment capital;
- Project owner;
- Capital resources;
- Project implementation time;
- Project location and scope;
- Other information (if any).

II. Completed work

Table 1

No.	Work content or bid name ⁽¹⁾	Implementer ⁽²⁾	Value ⁽³⁾	Approving documents ⁽⁴⁾
1				
2				
...				
Total value (transfer to Table 5)				

Notes:

(1) Summary of work or bids undertaken.

(2) Specify implementing agency.

(3) Specify value of work and currency.

(4) Name the approving documents (decision approving contractor selection, decision assigning work, etc.).

III. Work not applying one of the contractor selection modalities

Table 2

No.	Work description ⁽¹⁾	Implementer ⁽²⁾	Value ⁽³⁾
1			
2			
...			
Total value done (transfer to Table 5)			

Notes:

(1) Summary of works that are not listed in Table 1.

(2) Specify implementing agency (if any).

(3) Specify value of work and currency.

IV. Work under the contractor selection plan:

1. Summary table of work under the contractor selection plan:

(Investor fill out bid package's information in **Table 3** as instructions in Article 5 of the Circular).

Table 3

No.	Bid name	Bid value	Capital resources	Contractor selection form	Contractor selection modality	Starting time to select contractor	Contract type	Contract implementing time
1								
2								
....								

Total bid value <i>(transfer to Table 5)</i>							
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2. Explanation on contractor selection plan::

This provides explanation for Table 3, specifically:

a) Basis for division of bidding packages: ... *(explaining the basis for dividing the project into bidding packages. The division must be based on the project content, the nature of work, and timeline implementation and in the following principles:*

+ *Ensure the technical and technological synchronization of the project, not to divide the project's works into too small bidding packages which lose the consistency and synchronization in technique and technology;*

+ *Ensure the project implementation progress;*

+ *Ensure a reasonable scale (suitable to the project's conditions, the current contractor's capacity and to the development of the domestic market);*

Dividing the project into bidding packages contrary to regulations in order to appoint contractors or create opportunities for certain contractors to participate is not in accordance with the provisions of the law on bidding.

b) Price of bid package;

c) Capital resources;

d) Form and modality selecting the contractor;

đ) Time starting to select the contractor;

e) Contract type;

g) Contract implementation time.

V. Work ineligible to develop a contractor selection plan (if any)

Table 4

No.	Description	Value
1		
2		
3		
...		
N		
Total value of works <i>(transfer to Table 5)</i>		

VI. Total values of works

Table 5

No.	Description	Value
1	Total value of work done	
2	Total value of work not applying one of contractor selection forms	
3	Total value of work under contractor selection plan	
4	Total value of work ineligible to develop a contractor selection plan (if any)	
Total value of works		
Project total investment budget		<i>[specify project total investment value]</i>

VII. Recommendations:

On the basis of above analysis, (*investor*) requests ... (*authorized person*) to consider and approve the contractor selection plan for the project (*project name*).

This is submitted for (*authorized person*) to consider and approve.

INVESTOR LEGAL REPRESENTATIVE***Recipient:***

- As above;
- Appraising agency;
- Filing.

[name, position, sign and stamp]