



PTT Oil and Retail Business Public Company Limited

Announcement Number 1210005297

Title Procurement of Bakery Bag to be used in Café Amazon coffee shops

PTT Oil and Retail Business Public Company Limited (OR) intends to organize a bidding process

Title Procurement of Bakery Bag to be used in Café Amazon coffee shops

The details and supporting documents are attached to the announcement as follows:

- Qualification of bidder and Technical specifications (Attachment 1)

Procedure for participating in the bidding with OR (Bidders are required to have a "Registered" status in SAP Ariba before submitting a quotation to OR.)

#### 1) Event schedule

1	Please inform us of your intention to participate between <u>15-Jan-2026</u> 09:00 A.M. (UTC+7) until <u>22-Jan-2026</u> 03:00 P.M. (UTC+7) Kindly send your company name and the bidding project name via email to <a href="mailto:SUTIMA.JI@PTTOR.COM">SUTIMA.JI@PTTOR.COM</a> MISS. SUTIMA will invite your company to participate in the bidding event.
2	No meeting for further explanations will be held. (If you have any questions, please contact MISS. PARINDA RUDTANASUDJATUM)
3	You're able to submit quotation via Ariba system between <u>23-Jan-2026</u> 09:00 A.M. (UTC+7) until <u>30-Jan-2026</u> 03:00 P.M. (UTC+7) Bidders are required to complete all mandatory information and attach all necessary documents. The submission in the system must be completed within the specified timeframe.
4	<b>Submission of product samples is required.</b> Location: Café Amazon Distribution Center, No. 88/9, Moo 6, Sanab Thub Sub-district, Wang Noi District, Phra Nakhon Si Ayutthaya Province, Thailand 13170. on <u>30-Jan-2026</u> Between 9:00 AM and 3:00 PM (UTC+7) , please contact MS. PHETCHARAT SUKSARANJIT. By Tel: 0867784825 or Email: <a href="mailto:PHETCHARAT.S@PTTOR.COM">PHETCHARAT.S@PTTOR.COM</a>

#### 2) Recommendation

Please carefully review all details and procedures for submitting your quotation to ensure accuracy and to avoid any issues that may affect your rights.

Alternatively, you may watch a summary video of OR's procurement process at: [Summary video of the procurement process](#)

#### 3) If you have any questions regarding the procurement process or the bidding participation,

Please contact MISS SUTIMA JITTIRATWATTANA E-mail: [SUTIMA.JI@PTTOR.COM](mailto:SUTIMA.JI@PTTOR.COM) TEL. 062-594-9172, 085-099-8589

If you have any questions regarding the Technical specifications or product details,

Please contact MISS. PARINDA RUDTANASUDJATUM E-mail: [PARINDA.R@PTTOR.COM](mailto:PARINDA.R@PTTOR.COM) TEL. 080-042-3844

Equipment and Raw Materials Procurement Administration Division

PTT Oil and Retail Business Public Company Limited

15-Jan-2026



(Terms of Reference : TOR)

Project name :Procurement of Bakery Bag to be used in Café Amazon coffee shops. (1140005124)			
Issued by : Parinda Rudtanassudjatum		Issue Date : 19th Dec 2025	Division/Department: Café Amazon Procurement Team

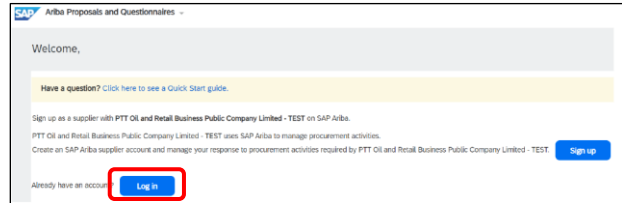
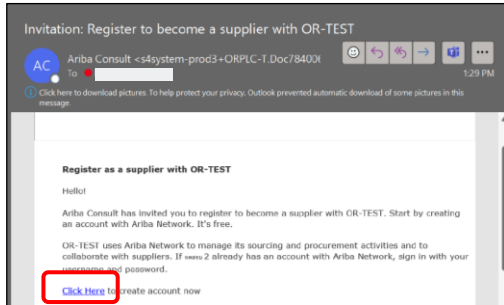
**Attachment 1 Qualifications of the bidder/Technical specifications**

(A) Qualification of Bidder			
NO.	List	For Vendor	For Procurement committee
1	Not having mutual benefit with other bidders who submit the proposal for OR ( <b>In case of Auction</b> )	OR will verify the qualifications of bidder. bidder do not need to take any action.	
2	Not having been the person with the previous record of the Contract being terminated by OR as the result of committing the corrupted act.	OR will verify the qualifications of bidder. bidder do not need to take any action.	
3	Not being a person with a previous record of abandoning any work undertaken as declared by OR and The Comptroller General's Department.	OR will verify the qualifications of bidder. bidder do not need to take any action.	
4	Not being a litigation in any arbitration dispute with OR. Bidder shall include their shareholders and directors.	OR will verify the qualifications of bidder. bidder do not need to take any action.	
5	<b><u>In case of Bid by a company or partnership registered in a foreign country</u></b> - Copy of company registration or document indicating the Supplier's name and address ( <b>the document must be certified/verified by the Embassy</b> ). - The company must have been registered in that country for at least one year. - Registered capital not less than 1 million baht (In the case where the registered capital is in foreign currency, the exchange rate of the Bank of Thailand (Average Selling Rate) on the bid submission date shall be applied.) <b><u>In the case of a Thai Limited Company or Thai Public Limited Company or Thai partnership</u></b> - Date of Certification: Not older than 6 (six) months from issuance date - Registered capital not less than 1 million baht - The company must have been registered with the Ministry of Commerce in Thailand for at least 1 year	Please, Check the Supplier Registration Questionnaire / Additional Questions	
6	In the case where registration of value-added tax has been effected, there shall be enclosed a copy of the VAT Certificate (Form Bhor. Por. 20). ( <b>If any</b> )	Please, Check the Supplier Registration Questionnaire.	
7	<b><u>In the case of a Thai Limited Company</u></b> , please submit the following documents: - Copy of Memorandum of Association (Form BorOrJor. 2)/ Copy of the Shareholder List (Form Bor.Jor. 5) (certified by the Registrar not more than 6 month)" - Copy of Shareholder List (if applicable) - List of managing directors or individuals with controlling authority (if applicable) <b><u>In the case of Thai public limited company</u></b> , please submit the following documents: - Copy of Memorandum of Association (Form BorMorJor 001) - Copy of the Shareholder List (Form BorMorJor 006) (certified by the Registrar not more than 6 month)" - List of managing directors or individuals with controlling authority (if applicable)	Please, Check the Supplier Registration Questionnaire.	
8	In the case where the authorized person of the sole trading entity, company or partnership authorizes another person to sign and/or submit Bid Documents, there shall be enclosed a valid power of attorney, with the duty stamp, clearly and correctly stating the authorization. Certified copy of Thai ID card/passport of the authorized signatory or copy of Thai ID card/passport of grantee and grantor attached to a power of attorney.	Please, Check the Supplier Registration Questionnaire.	
9	(In case the authorized person) A copy of the identification card/Passport of the authorized person and certify the correctness of the copy.	Please, Check the Supplier Registration Questionnaire.	
Bid Evaluation Summary			

(B) Technical specifications		
1	<p>Sample products include:</p> <ul style="list-style-type: none"> <li>• ten (10) pieces of bakery bag <b>with any color or printed pattern</b> as specified in TOR Section 3, items 1.1, 1.2 and 1.4.</li> </ul> <p>The samples shall be submitted within the period specified by the OR. Failure to submit the samples on the specified date and time shall result in the price proposal not being considered.</p>	Yes / No
2	<p>The bidder or manufacturer shall demonstrate experience in the supply of paper bags or bakery bags of any size within the last three (3) years prior to the bid submission date. The total contract value must be not less than THB 300,000 (excluding VAT), which may be derived from a single contract/project or from multiple contracts/projects combined.</p> <p>The bidder shall submit at least one of the following supporting documents as evidence:</p> <ul style="list-style-type: none"> <li>- A certificate of completion or performance issued by the purchaser; or</li> <li>- A copy of the purchase order and/or contract duly signed by both parties, or</li> <li>- A copy of invoice(s) or proof of payment.</li> </ul> <p><u>Note:</u></p> <ol style="list-style-type: none"> <li>1. The work must be under a direct contract with a government entity, state enterprise, or private entity.</li> <li>2. In the case of supporting evidence in foreign currency, the exchange rate of the Bank of Thailand (Average Selling Rate) on the bid submission date shall be applied.</li> <li>3. In case the document is in a language other than Thai or English, the original version must be submitted together with an English translation.</li> </ol>	Please, Upload documents during the bidding process
3	<p><b>Optional Document (Applicable only when the bidder's company name differs from the manufacturing factory):</b></p> <p>The bidder shall submit documentary evidence demonstrating the relationship between the bidder and the manufacturing factory, or an Authorization Letter / Distributor Appointment Letter issued by the manufacturer.</p>	Please, Upload documents during the bidding process
4	<p>A copy of the ISO 9001:2015 Quality Management System certificate of the factory that will manufacture the products to be delivered to OR's warehouse.</p> <p><b>(In case the bidder utilizes multiple manufacturing factories, ISO certification documents shall be submitted for each factory)</b></p>	Please, Upload documents during the bidding process
Bid Evaluation Summary		

# วิธีตรวจสอบสถานะการลงทะเบียนเป็นผู้ค้ากับ OR

- สำหรับ**ผู้ค้ารายใหม่** จะได้รับ Email invite ให้ลงทะเบียนเป็นผู้ค้ากับ OR ผู้ค้าจะต้องกรอกข้อมูลและแนบเอกสารให้ครบถ้วนถูกต้อง กด Submit Entire Response จากนั้น ทาง OR จะตรวจสอบข้อมูลและอนุมัติต่อไป

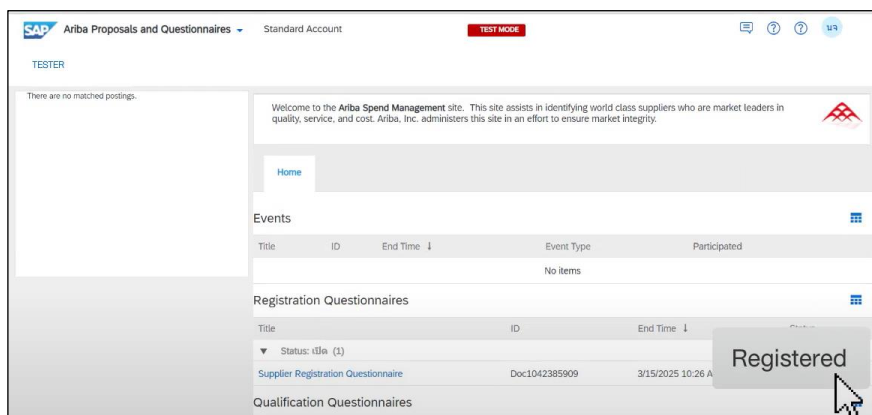


คลิก Log in และใส่ Username, Password  
ที่ตั้งขึ้นในขั้นตอนที่ 2 ของหน้าก่อนหน้า

- ผู้ค้าสามารถตรวจสอบสถานะการลงทะเบียนเป็นผู้ค้ากับ OR ได้ที่ [Ariba Proposals and Questionnaires > Supplier Registration Questionnaire](#)

\*ผู้ค้าควรดำเนินการจนสถานะเป็น Registered ก่อนวันสิ้นสุดของขั้นตอนแจ้งความประสงค์เข้าร่วมประมูล

Registration Status	คำอธิบาย
Invited	อยู่ระหว่างรอผู้ค้ากรอกข้อมูลและแนบเอกสารเพื่อลงทะเบียน <b>ยังไม่สามารถเข้าร่วมเสนอราคาได้</b>
Pending Approval	อยู่ระหว่างรอ OR ตรวจสอบและอนุมัติ <b>ยังไม่สามารถเข้าร่วมเสนอราคาได้</b>
Pending Resubmit	อยู่ระหว่างรอผู้ค้าแก้ไขข้อมูลและ Submit กลับมาใหม่ <b>ยังไม่สามารถเข้าร่วมเสนอราคาได้</b>
Registered	OR ตรวจสอบข้อมูลและอนุมัติแล้ว <b>สามารถดำเนินการเสนอราคากับ OR ได้</b>



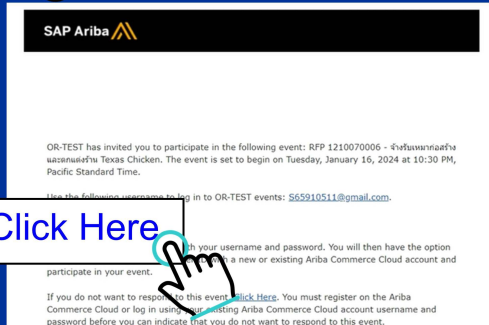
# การเข้าร่วมเสนอราคากับ OR



Email: OR has invited you to participate in event: RFP 121...

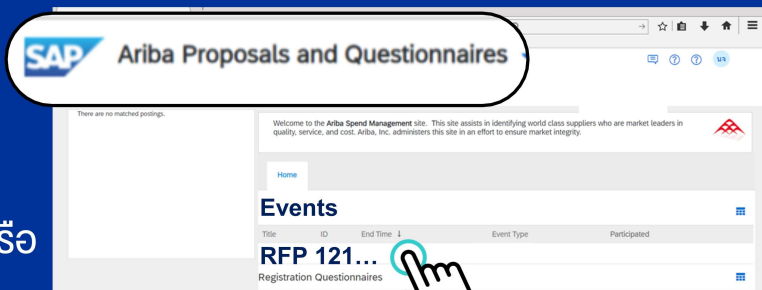
1

หลังจากที่ผู้ค้าได้รับ E-mail จาก OR สามารถดำเนินการได้ ดังนี้:



Click Here

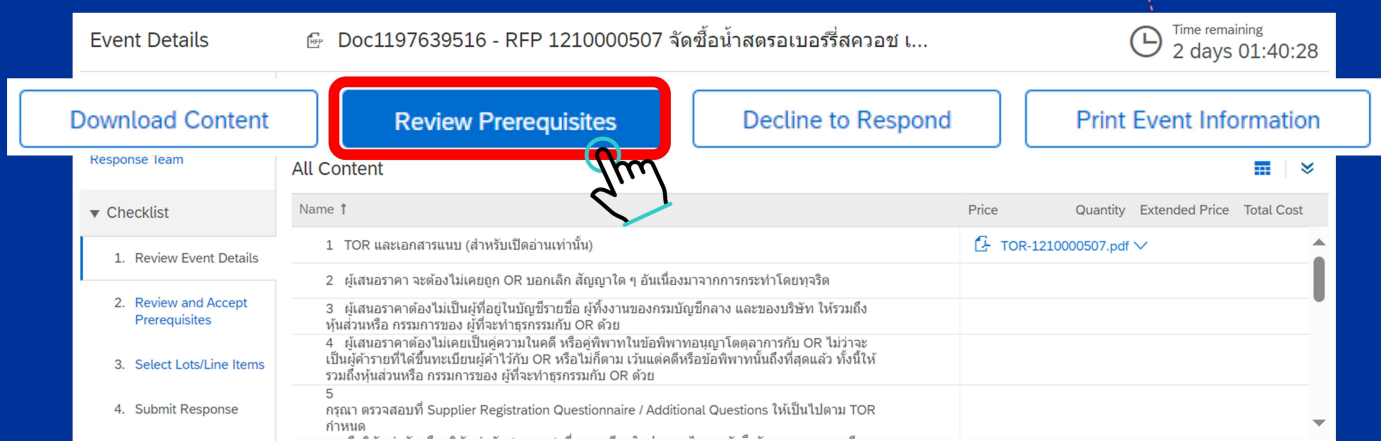
หรือ



2

คลิกที่ Review Prerequisites และดำเนินการตามข้อ 1 - 4

เวลาที่เหลือ  
สำหรับเสนอราคา



1. Review Event Details  
ตรวจทานรายละเอียดของอีเวนต์

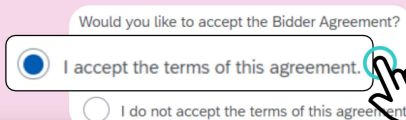
2. Review and Accept  
Prerequisites  
ตรวจทานและยอมรับข้อกำหนดเบื้องต้น

3. Select Lots/ Line Items  
เลือกล็อต/บรรทัดไอเท็ม

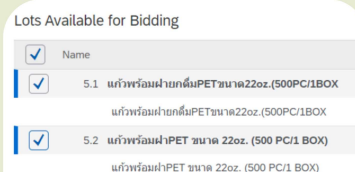
4. Submit Response  
ส่งการตอบกลับ

ผู้ค้าสามารถ Download TOR เพื่อศึกษารายละเอียดงาน

ผู้ค้าอ่านเงื่อนไขการเสนอราคา และกดยอมรับจึงจะเข้าร่วม  
เสนอราคาได้



ผู้ค้าจะต้องเลือก Item ที่จะเสนอราคา และกด Confirm  
Selected Lots/Line Items



Confirm Selected Lots/Line Items

ผู้ค้าจะต้องกรอกข้อมูล แบบเอกสาร พร้อมกรอกราคาที่จะ  
เสนอให้ครบถ้วน และกด

Submit Entire Response

หมายเหตุ: ผู้ค้าสามารถแก้ไขเปลี่ยนแปลงข้อมูลได้จนกว่าเวลาเสนอราคาจะสิ้นสุดลง

ผู้ค้าที่ผ่านคุณสมบัติจะได้รับการติดต่อจากกรรมการเพื่อต่อรองราคา

OR จะทำการส่ง New Round RFP 121... เพื่อให้กรอกราคา  
ราคาหลังการต่อรองอีกครั้ง โดยดำเนินการตามด้านบนได้เลย