

Jan, 2024

Truong Duc Hieu – VietDECOR Interior

**Letter of appreciation**

To whom it may concern

VietDECOR was chosen as the interior design and renovation unit for many items for Tam Anh Hospital Project in Hanoi (phase 1 in 2016-2017 and phase 2 in 2019-2020) as well as some areas of Tam Anh Hospital in Ho Chi Minh City. Quite a lot of work has been done from lobby areas to conference halls, clinics as well as inpatient rooms, to the recent relocation of TAH's office to the 7<sup>th</sup> floor in Hanoi and decoration of hall F in Ho Chi Minh City in 2023.

VietDECOR has done a good job of organizing construction management, performing well in the task of dividing zones according to completed renovation areas and paying close attention to organizing the cleanup of the working area during the construction process.

We appreciate VietDECOR' professionalism, organization and swiftness, as well as the consistently high quality of work delivered throughout the projects.

We are also always willing to consider VietDECOR as an interior design & construction unit for our upgrade or renovation projects.

Best Regards



Mrs. Ngo Thi Ngoc Hoa

General Director

Tam Anh Hospital



Dec 4, 2023

Truong Duc Hieu – VietDECOR Interior

**Letter of Appreciation**

To whom it may concern,

I am writing to express my sincere appreciation for VietDECOR work on the recently concluded design and renovation of FedEx office at 39B Truong Son building, Tan Binh District, Ho Chi Minh City.

VietDECOR design, material selection and color scheme made our office a warm and comfortable place to be. We appreciate the effort made by VietDECOR in assisting FedEx effort to upcycle furniture as part of FedEx sustainability plans.

FedEx have partnered VietDECOR since 2007 for our design and construction needs in Vietnam. They are great collaborators full of enthusiasm, excellent ideas and always willing to go above and beyond.

I highly recommend VietDECOR to carry out your design and built work without any hesitation.

Sincerely

A stylized, handwritten signature in black ink, appearing to read "Jonathan Lee".

Jonathan Lee

Prop Real Estate Specialist, Snr | International Property & Real Estate

FedEx Express

## Letter of Recommendation

Date, 25th October 2023

During the period 2021 to the end of 2022, Scandinavian Software Park by MONTERRO has collaborated with VietDECOR - a leading Interior company in Vietnam. During that time, VietDECOR designed & built 03 office projects at Peakview Building, 36 Hoang Cau Street - Dong Da District - Hanoi Capital.

- Level 19th for area 330 m2 (Mar 2021)
- Level 15th for area 300m2 (Dec 2021)
- Level 19th for area 350m2 (Nov 2022)

Undeniably, VIETDECOR has excellently implemented the design and construction process for our office in Scandinavian style, the design was practical and emphasizes useful functions to support our work. In addition, VietDECOR also took into account the expandability and flexibility of space in the design, in line with MONTERRO's purpose at the time we chose the location at Peak View, with VietDECOR's assistance.

We highly appreciate the way VietDECOR always responds quickly, as well as comprehends our feedback, to improve and progress throughout the process. In particular, we are especially pleased with the maintenance service from VietDECOR. After the construction service is completed, the company still does not hesitate to support and handle small defects or some modification.

In short, MONTERRO is extremely satisfied with the service that VietDECOR has provided, and hopes that we will be able to collaborate for long-term in future projects. Besides, we will recommend VietDECOR to clients who have demand to design and build interiors for their offices.

Once again, thank you for your support always.



Ms. Le Thi Thu Huong  
Managing Director

# Jeisys

JEISYS MEDICAL VN  
239 Xuan Thuy, Dich Vong Hau, Cau Giay, Ha Noi

**11<sup>th</sup> October 2023**

To whom it may concern,

VietDECOR was selected to provide fitting-out design and renovation service to Jeisys Medical VN office in HITC building, 239 Xuan Thuy, Dich Vong Hau Ward, Cau Giay District, Ha Noi in March 2023.

VietDECOR has a team of experienced and talented designers who are passionate about creating beautiful and functional spaces. They take the time to understand our needs and preferences, and they work closely with us to develop a design that meets the budget and schedule. Our office design and furniture are matched in color and style and strictly follow Jeisys branding guidelines. We have received tremendous appraisals from all our colleagues for a nice and professional office space. We are also highly satisfied with the quality of furniture provided by VietDECOR.

We are very pleased with VietDECOR performance and highly recommend them for any interior design project.

VietDECOR 은 정말 멋진 업체입니다. 그들의 디자이너들은 저희의 요구와 선호를 꼼꼼히 파악하여 예산과 일정에 맞는 맞춤형 디자인을 제안해 주셨습니다. 저희 사무실의 디자인과 가구는 색상과 스타일이 조화롭게 어우러져 있으며, Jeisys 의 브랜딩 지침도 잘 지켜져 있습니다. 동료들도 저희 사무실 공간이 멋지고 전문적이라는 평가를 해주셨습니다. 또한 VietDECOR 가구의 품질도 매우 우수합니다. 내구성이 좋고, 디자인도 깔끔합니다.

Warm regards,



**Park Jong Hyun**  
Company Chairman cum General Director





June 29<sup>th</sup> 2023

To whom it may concern,

VietDECOR was selected to provide fitting-out design and renovation service to DAI Global LLC office in Capital Place, 29 Lieu Giai Street, Ba Dinh District, Hanoi, Vietnam in December 2022.

Our scope of work includes services for design, renovation and complete furnishing of the office space that accommodates both open floor space and private rooms for many teams. The design concept has integrated DAI's corporate branding into the overall color palette and the design of the office spaces and the use of environmentally friendly concepts, energy-efficient equipment such as highly energy-efficient LED light bulbs, maximizing natural light has been utilized. The construction also ensures an effective working area, and appropriate semi-enclosed team space that not only facilitates discussion within team but also minimizes noise level.

VietDECOR meticulously analyzed and thoroughly understood our demands and requirements to provide the appropriate design and solutions for DAI. Our office design and furniture are matched in color and style and strictly follow DAI branding guidelines. The working area, the meeting rooms and the pantry are well-designed to obtain maximum natural light and enable convenient operations. We have received tremendous appraisals from all our colleagues for a nice and professional office space. We are also highly satisfied with the quality of renovation and furniture provided by VietDECOR. In addition, they handled tight deadlines of work completion in a professional manner despite the peak construction season which is very close to Tet holidays in Vietnam.

We are very pleased with VietDECOR performance and highly recommend their services without hesitation.

Sincerely,

A handwritten signature in blue ink, appearing to read "Abraham Guillen".

Abraham Guillen

Chief of Party- USAID Vietnam Sustainable Forest Management Project (SFM)

Implemented by DAI Global LLC



K I N T E X  
E L A S T I C

1st June, 2023  
Truong Duc Hieu  
VietDECOR

Sub: Appreciation Letter

Dear Hieu,

I'm writing to you because in 2018 you did some interior design in our office. Just wanted to say thank you I love the logo wall in the lobby that it stands out so well to create a cozy atmosphere. Office staffs loves the working environment and every friend I have found or when I meet new people they all comment on the design.

So again I wanted to thank you for all the good work that you did and I will definitely recommend you to anyone who needs someone.

Sincerely,

Hugo Lei,  
Director of Kintex Elastic

## Letter of appreciation

[Date and Time]

22nd. July. 2022

Vietnamese interior design firm VietDECOR collaborated with SDA on 2 projects:

### **Devyt Corporation Ha Noi Headquarter**

Designed by SDA, VietDECOR carried out the furniture fit outs and finishing work, along with coordination of subcontractors and processing of information in lieu of SDA, as we were only available in Hanoi once every three weeks for monitoring.

### **Hai Phong guest apartment**

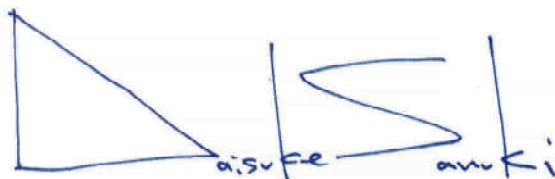
VietDECOR was responsible for structural documents consultation and MEP deployment, execution of technical documents as well as communicating with the investors.

We appreciate VietDECOR's professionalism, organization and swiftness, as well as the consistently high quality of work delivered throughout the projects.

Once again, thank you sincerely for your hard work and we hope together, we can soon achieve more success in the future.

Sanuki Daisuke

Director, Principle Architect, SDA

A handwritten signature in blue ink. The signature consists of a stylized 'S' followed by 'D' and 'A' in a cursive-like font. Below the signature, the name 'Sanuki Daisuke' is written in a smaller, simpler font.



An Tinh Hamlet  
Yen Binh Commune  
Y Yen District  
Nam Dinh Province  
V i e t n a m  
TEL:(+84)228 626 6688  
FAX:(+84)228 626 2288

**Kính gửi: Mr. Trương Đức Hiếu – Giám Đốc công ty VietDECOR**

**Respectfully to: Mr. Duc Hieu Truong – VietDECOR Director**

Năm Nhâm Dần 2022 đang tới gần với niềm hân hoan cùng nhau hướng về một năm mới mới với bầu trời ngập tràn ánh sao muôn sắc màu của niềm hy vọng, tình yêu thương, Thịnh Vượng và Hạnh phúc.

*The Year of the Tiger 2022 is approaching with joy together towards a new year with a sky filled with colorful stars of Hope, Love, Prosperity, and Happiness.*

Cổ nhân thường nói, để có được hai bước tiến, ta cần có một bước lùi. Năm 2020 & 2021 đánh dấu một bước lùi của cả thế giới để chuẩn bị cho một bước tiến vĩ đại đang tới gần. Mọi giai đoạn lịch sử đều xứng đáng được tôn vinh.

*As the ancients said, to take two steps forward, one step back is needed. The years 2020 & 2021 marked a step backward for the whole World to prepare for a great evolution coming soon. Every historical period deserves to be celebrated.*

Xin kính tặng các Quý Khách Hàng, Quý Đối tác Tập San Nội Bộ công ty TNHH Santa Clara, được ghi lại trong giai đoạn 2020 -2021 như một lời tri ân cho tinh thần đoàn kết vượt khó quật cường của đội ngũ Người lao động và sự hỗ trợ, hợp tác tuyệt vời từ Quý Khách hàng và Đối tác trong những năm qua.

*It's our honor to present the Newsletter of Santa Clara Co., Ltd which was recorded during 2020-2021 as a tribute to the unyielding solidarity of the Employees overcome difficulty as well as great support and cooperation from the Clients and Partners during the past years.*

Hãy cùng nhau chào đón năm mới 2022 với một thế giới mới **"chung tay hành động, CÙNG NHAU phát triển bền vững"**.

*Let's welcome the new year 2022 with a new world of "Join hands action, sustainable development **TOGETHER**".*

TỔNG GIÁM ĐỐC  
GENERAL DIRECTOR

*Kenny Tang*





**LAVA**  
LABORATORY FOR  
VISIONARY  
ARCHITECTURE

## Letter of Appreciation

Sydney 23 05 2021

Vietnamese interior design firm VietDECOR collaborated with LAVA on the award winning kindergarten in Vinh city in 2018.

VietDECOR worked very professionally and creatively and had been a pleasure to work with.

Trần Huu Tho, the design director of VietDECOR is a great collaborator full of enthusiasm and good ideas.

The project has been published on many international websites and magazines and has won the Sydney design award as well as the AIA award.

Together we can achieve anything!

I hope we can work together again soon

Chris Bosse  
Director LAVA  
Sydney Australia



**LAVA: LABORATORY FOR VISIONARY ARCHITECTURE**

PROF. CHRIS BOSSE 88 OXFORD STREET PADDINGTON SYDNEY NSW 2021 AUSTRALIA  
PHONE +61 02 935 681 79 MOBILE +61 410 773 260 ABN 27 129 255 269  
BANK: COMMONWEALTH BANK OF AUSTRALIA, A-C 062195-10169929 SWIFT CTBAU2S





March 23, 2021

*To whom it may concern:*

Viet Technologies Joint Stock Company (VietDÉcor) was selected to provide the interior design and fitting-out work for Social Impact - USAID Learns office located on the 6<sup>th</sup> floor, BIDV Tower, 194 Tran Quang Khai Street, Hoan Kiem District, Hanoi in early 2020.

During the entire course of the interior design, fit-out period, and related furnishing, VietDÉcor proved to be extremely responsive, flexible, and professional. They were able to accommodate our requests with a solution-oriented approach and at a reasonable price compared to the market rate. VietDÉcor's proposed layout and office configuration emphasized flexibility on the layout design, accommodation of both private and public workspaces, sufficient conference space, ambient light, and ease of use. They also handled tight deadlines especially well during the COVID-19 situation. The work that VietDÉcor accomplished, still today, frequently draws positive comments from colleagues and regular visitors and contributes to the daily comfort of our work environment.

We are very pleased with Viet Décor's performance and highly recommend their services without hesitation.

Sincerely,

A handwritten signature in blue ink, appearing to read "Gaëlle", written in a cursive style.

Gaëlle Le Pottier  
Chief of Party - USAID Learns  
Implemented by Social Impact, Inc.

Hanoi, 15<sup>th</sup> of July, 2020

Attn: Mr. Truong Duc Hieu – Managing Director  
VietDECOR  
VNCC Building - 243A De La Thanh - Dong Da – Hanoi

Ref: LETTER OF RECOMMENDATION

Design and Fitting out works for TEMENOS VIETNAM COMPANY LIMITED new office on 9<sup>th</sup> floor, 34 Lang Ha str, Hanoi, Vietnam

To whom it may concern,

VietDECOR was commissioned to design and build the TEMENOS VIETNAM COMPANY LIMITED new office on 9<sup>th</sup> floor, 34 Lang Ha str, Hanoi, Vietnam in June, 2020. Scope of work includes all facility for the office: Reception area with one small & one large meeting room and 15 open space seats for staff, dry pantry, utility & storage and 1 private room.

The work carried out and delivered was of a high standard and quality, and more importantly within schedule and budget. When adjustments were needed we found their team to be very accommodating and they are outstanding attention to detail in design solutions.

It was a pleasure to work with VietDECOR and I would have no hesitation in recommending them to potential companies looking for a reliable and competent vendor to undertake the full complement of interior design and build project for office.

Yours Sincerely,



HIEW CHEE CHONG- General Director



*Hanoi, 29 Oct 2019*

**TO WHOM IT MAY CONCERN**

Letter of Reference for Viet Technologies Joint Stock Company

The USAID LinkSME project contracted Viet Technologies JSC for the interior design and fitting out work of our Hanoi office at 6th floor, No 10 Chu Van An, Ba Dinh, Hanoi in March 2019.

They provided a good design that maximized our office space and offered practical furniture solutions which accommodated our available furniture. The fitting out work was done to a high standard of quality, and importantly, on schedule. Their workers showed a high degree of responsibility and quick responsiveness to our needs. They honored their warranty provisions and resolved any post-completion issues.

Overall, we are quite satisfied and do not hesitate to recommend Viet Technologies JSC to potential companies looking for a professional contractor to carry out office interior design and fitting out works.

Yours sincerely,



**Ronald Ashkin**

**USAID LinkSME Project Director**



## Letter of recommendation

Date: 12<sup>th</sup> January, 2017

Project: Santa Clara Company Limited.

-Y Yen, Nam Dinh, Vietnam.

Design Firm: VIET TECHNOLOGIES JOINT STOCK COMPANY

Truong Duc Hieu acted as our Interior Decorator providing guidance on all our interior decor matters relating to a very extensive renovation we undertook during 2016. He provided valuable guidance in regard to color schemes, furniture selection, flooring and tiling, painting, lighting and accessories. This renovation involved a complete design of the interior 2000 square meter office of our factory in Nam Dinh, Vietnam.

We are ecstatic about the results Hieu achieved. It is a true testament to his talent that relatives, friends and guests who visit our renovated office are in awe of the transformation. He is very creative.

It was a pleasure to work with Hieu. While he has definite opinions in regard to all decor related issues he LISTENS to the client and works hard to understand the needs of the client. He is a great person and very comfortable to work with.

We would characterize our renovation as a “high end” project. A substantial investment was committed to the renovation including the interior design and the decor package. So while the budget was substantial Hieu always looked for good value when making product recommendations. We came to see him as a very practical interior decorator who can deliver good value for both modest and high end projects. The desire to provide good value to his clients was also apparent in his time management and record keeping on the project. He was very professional and we always felt that we were getting good value for his consulting fees.

In summary we would strongly recommend Mr. Truong Duc Hieu to handle your interior decor project.

Your Sincerely,

  
Kenny Tang  
General Director



July 23, 2015

RE: Viet Technologies Joint Stock Company

To Whom It May Concern:

It is with great pleasure that I recommend VietDecor for your construction project. Our company had chance to work with Vietdecor twice for our office in Indochina Plaza Hanoi. Their work was beyond our expectation in both projects. They were very professional in designing, construction process and adjusting the plans to reflect our corporate culture and business operations.

At the beginning, they were very creative in design and showed us both 2D and 3D drawings with specific dimension. These designs helped us to be imagine how our office would look like, what needed to be done first and what should come later. During the process, they always paid good attentions to small details and worked hard to meet the deadline.

Additionally, VietDecor' s employees had enviable work ethic, impeccable integrity and were very careful in processing. All staff always listened to our feedback and ideas and were able to change the design to make our office practical. Hence, we would highly recommend that VietDecor is a good partner to work with.

Sincerely Yours,



Atsushi Maruyama  
General Director

弊社ではインドチャイナプラザにおけるオフィスの内装プロジェクトを2度にわたり VietDecor に依頼させていただきました。プロジェクトマネージャーをはじめ打ち合わせをしたスタッフ全員がプロフェッショナルで、弊社の要望を可能な限り取り入れていただきました。テナント側とのコミュニケーションにおいても丁寧で、工期も予定を前倒しすることができ、ビジネスの計画に遅れをきたすこともなく大変助かりました。VietDecor は今後もプロジェクトを一緒にさせていただきたい貴重なベトナムでのパートナーです。

丸山 仁

ジーニーベトナム 代表

Geniee Vietnam Co., Ltd.

No. 1405, 14th Indochina Plaza Hanoi Office Tower,

241 Xuan Thuy, Dich Vong Hau ward, Cau Giay district, Hanoi, Vietnam



## *Governance for Inclusive Growth Program*

October 17, 2014

To whom it may concern,

During May of 2014, Chemonics International Inc. utilized the design and office fit-out services of Viet Décor. Given the size and complexity of the required work, the engaging of a contractor required a robust competitive evaluative process. Viet Décor was found to offer superior services at a fair market rate. The proposal submitted was professionally drafted, very detailed, and comprehensive. Viet Décor stood out among other vendors for a clear vision of use and a keen eye for design. During the proposal phase our program was visited several times by the vendors, and Viet Décor was found to be very responsive and professional in interactions leading to award.

During the actual fit-out, Viet Décor was required to adhere to a very tight implementation deadline. The office was required no later than early June, and we found that their work was professional and timely—we were able to take possession of the completed office on time and according to plan. Throughout this phase Viet Décor remained exceptionally responsive and very flexible. When adjustments were needed we found their team to be very accommodating and they excelled at identifying creative design solutions.

Overall we are very pleased with the work performed by Viet Décor. They are professional, responsive, highly-skilled, and able to produce highly customized designs with great attention to detail and form. I can recommend their services without reservation.



Noel G. Martinez  
Operations and Grants Director  
Chemonics International Inc.

To whom it may concern

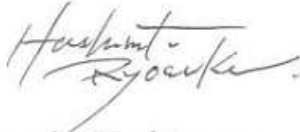
Viet Technologies Joint Stock Company,

We appreciate VietTech team's effort for fitting out works of Nagomi Dental Clinic in Indochina Plaza Hanoi, Vietnam.

The shop drawing based on the basic design was carried out to a high standard, and the fitting out works were well-managed. In addition, we were impressed with VietTECH team's support in the maintenance of the clinic after completion of works.

We look forward to working with VietTECH team again in the future.

Yours Sincerely



Ryosuke Hashimoto  
Creative Director, CEO,  
ozi design works inc.

2 October 2014

19 December 2011

By email

stephen.harrison@hoganlovells.com  
D +44 20 7296 2979

Arch Truong Duc Hieu  
Deputy Director  
ID Division - VietTech JSC  
8th Floor - Bao Tang HCM Building - 249A Thuy Khue  
Hanoi  
Vietnam

Our ref 2525190

Dear Mr Hieu

**HOGAN LOVELLS HANOI OFFICE  
FITTING OUT OF PART LEVEL 6, SENTINEL PLACE**

I refer to your design and cost option proposals submitted under cover of your emails dated 12 and 13 December 2011 and the revised layout plan issued under cover of your email dated 16 December 2011.

On behalf of Hogan Lovells International LLP I am pleased to confirm your appointment to undertake the fitting out works on Level 6 of Sentinel Place in accordance with the revised layout plan issued under cover of your email dated 16 December 2011.

The contract sum will be calculated using the rates and prices included in the cost options issued under cover of your email dated 16 December 2011 and the final agreed layout and scope of work.

Completion is to be on or before 18 January 2012.

I would ask that you mobilise and prepare to commence work on site as soon as possible.

In the meantime I look forward to working with you and to a mutually successful project.

Yours sincerely



Stephen Harrison  
Director of Office Services

CC Stanley Boots - Hanoi Office

# 感謝状

VIET TECHNOLOGIES JOINT STOCK COMPANY 殿

貴社は再春館システムベトナムのオフィス  
新築工事に際して内装工事を担当され  
設計から工事まで優秀な技術と献身的な  
努力により工事の早期完成に尽力されました  
弊社の意向を充分にくみ、期待に見事に応えて  
くださいましたことは誠に感謝に絶えません  
ここにその功績をたたえ感謝の意を表します

平成二十七年六月十六日

株式会社再春館製薬所

代表取締役西川正明







30<sup>th</sup> September 2010

**TO WHOM IT MAY CONCERN**

ViettTECH Technologies JSC

VietTECH Technologies Joint Stock Company successfully bided and was awarded the contract for the interior design and fitting out works for our Federal Express offices and warehouse in Noi Bai airport, Hanoi, Vietnam.

The work carried out and delivered was of a high standard and quality, and more importantly within the programmed schedule. The company was proactive and was able to overcome the many obstacles faced during the construction phase. The advantage of the company is the ability to work with multinationals and have a good understanding of local conditions and environment.

We have no hesitation to recommend VietTECH JSC to potential companies looking for a reliable and competent vendor to undertake the full complement of field design and fitting out works from offices to commercial warehouses.

A handwritten signature in black ink, appearing to read "Wong Meng Fook".

Wong Meng Fook

Senior Specialist, Properties & Real Estate,  
Federal Express, SPAC



# Shed.

Mr Vu Huy Thanh  
Viet Technologies Company  
8<sup>th</sup> Floor, Building 249A  
Thuy Khue,  
Hanoi,  
Vietnam

12<sup>th</sup> January 2010

**Re: Reference**

To whom it may concern.

Having worked with VietTECH on both of Vietnams only two Vertu boutique stores we were extremely delighted with the works carried out not only on-site but in preparation and post build completion. I was very impressed with the commitment and work ethic of the VietTECH team and their willingness to understand and execute intricate shop-fit detail design.

As Shed design manager for Vertu Asia I felt in complete comfort that onsite works and installation were under control with weekly issued site progress reports and pictures by VietTECH management. This was in direct correlation to individual project programmes and allowed my timely site visits to Vietnam to be arranged suitably. I never once left disappointed and the VietTech team were very hospitable and generous each time.

It was a pleasure to work with VietTECH and I would have no hesitation in recommending them. As Shed's now nominated Vietnam contractor we look forward to work closely with them again in the future.

Should you wish for any further information or reference please do not hesitate to contact me.

Yours Sincerely



Dave Dalziel  
Designer.

# JETRO JAPAN EXTERNAL TRADE ORGANIZATION

HANOI REPRESENTATIVE OFFICE – 63 LY THAI TO ST., HANOI, VIETNAM

TEL: 84-4-3825 0630

FAX: 84-4-3825 0552

E-MAIL: [vha@jetro.go.jp](mailto:vha@jetro.go.jp)

WEB SITE: [www.jetro.go.jp](http://www.jetro.go.jp)

VHA-091016-001

Hanoi, 16<sup>th</sup> of October, 2009

Attn: Mr. Truong Duc Hieu – Deputy Director  
VietTECH JSC  
3rd Unit 08, Sofitel Plaza Hanoi, No.1 Thanh Nien road.

Ref: ACCEPTANCE OF THE WORKS

- Design and Fitting out works for JETRO new office on 2nd floor,  
63 Ly Thai To, Hanoi, Vietnam

Dear Mr. Hieu

In regard to the Form of Agreement for the Design – Fitting out works and Loose furniture supply for Japan External Trade Organization, Hanoi Representative Office (JETRO) on 31<sup>st</sup> July, 2009, we would like to inform our acceptance of you on the attached condition.

Now therefore, the WARRANTY PERIOD will be from 16<sup>th</sup> October, 2009 to 15<sup>th</sup> October, 2010 in which VietTECH will remedy any defects and problems related your construction works.

We sincerely thank for VietTECH team's effort to meet JETRO's requests along the Japanese standard.

Best regards,

Koichi TAKANO  
Deputy Chief Representative





**Australian Government**

**AusAID**

To whom it may concern

Viet Technologies JSC

Viet Technologies Joint Stock Company (VietTech) was commissioned by the Australian Agency for International Development (AusAID) to design, document and project manage the fitout of approximately 560 square metres on Level 2 of the Australian Embassy in Hanoi.

The fitout involved the construction of offices, meeting rooms, a kitchen and an IT Room as well as a large open plan office area containing 40 workstations. Documentation therefore included architectural, joinery, electrical, mechanical, lighting, fire services, voice and data, and hydraulic as well as the specification of floor and wall of surfaces.

The design and documentation was carried out to a high standard and within the programmed time. VietTech put forward many ideas and suggestions to supplement the basic design that had been provided as part of the initial brief. These included aesthetic initiatives such as ceiling types and designs as well as finishes for walls and types of lighting for different areas.

The company undertook the tendering based on the documentation produced and assisted AusAID in the selection of a works contractor. It then managed the works on behalf of AusAID. During the works phase, the Project Manager engaged well with the contractor. He was able to suggest solutions to any unforeseen problems that arose and negotiated well with the contractor on variations. The project was completed on time, within budget and to a good standard.

A handwritten signature in black ink, appearing to read 'Geoff Taylor', written in a cursive style.

Geoff Taylor  
Assistant Director  
Property and Facilities Management Section

13 March 2009