Request for Quotations (RFQ)

Videography Consultant – Community-Based Tourism in Khun Village

Helvetas invites interested parties to provide services or works as described below.

1. Contract description

The Swiss Tourism for Sustainable Development in Vietnam (ST4SD), financed by the Swiss State Secretariat for Economic Affairs (SECO), aims at making Viet Nam's tourism sector more sustainable and inclusive. As part of the economic development cooperation of Switzerland for Viet Nam, it is implemented by the consortium of Helvetas Vietnam, a Swiss international NGO, and the CRED Tourism & Agriculture Solution Consulting Company Limited, a Vietnamese NGO. The Ministry of Culture, Sports and Tourism appointed the Viet Nam National Authority of Tourism (VNAT) as the project owner.

Within this framework, the ST4SD project has supported Khun Village (Bang Lang Commune, Tuyen Quang Province) in developing community-based tourism. To date, the village has successfully established 9 tourism modules and 2 specific tours: the Khun Village Cycling Tour and the Bo Mi Cave Exploration Tour. ST4SD is looking for a Videography Consultant to capture these tourism assets and create instructional materials for the local community .

The required services or works details are annexed in this document (full Terms of Reference attached).

2. Timetable

	DATE	TIME – ICT
RFQ submission to companies/organisations via **email**	From 19 August to 08 September 2026	-
Inquiries from invited companies/organisations to **email**	N/A	N/A
Answers to inquiries via **email**	06 September 2026	23:59
Deadline for submitting offers to **email** account[1]	08 September 2026	23:59

3. Nature of the contract

Service contract (agreement).

4. Negotiations

Helvetas reserves the right to enter into negotiations with all or part of eligible companies/organisations in order to amend and/or complete their original offers.

Negotiations may concern the technical, financial, legal and other aspects of the contract.

5. Eligibility

Invited companies/organisations should be legally registered in Viet Nam.

6. Costs for preparing offers

No costs incurred by the company/organisation in preparing and submitting the offers are reimbursable. Such

[1] Any application received after this deadline will not be considered.

costs fall under the responsibility of the company/organisation, including the costs incurred during negotiating and interviewing process.

7. Sub-contracting

Sub-contracting to another legal person is not allowed.

8. Provisional commencement date of the purchase order/ contract: September 2026

9. Initial period of execution and possible extension of the purchase order/ contract

Services or works are to be provided between *September – November 2026*

10. Evaluation of offers

Each offer will be evaluated in accordance with the criteria and the weighting as detailed below.

The evaluation process is strictly confidential. The Purchasing Panel's deliberations are conducted collectively in closed sessions. Evaluation results and related documents are for internal use only and will not be disclosed to bidders or any third party other than Helvetas.

10.1 Eligibility criteria

Applicants must meet the eligibility requirements specified in this RFP and provide supporting documents for verification.

10.2 Evaluation criteria of eligible offers

Criteria for evaluation of the Technical offer

Requirements	Documentary evidence
Demonstrated professional experience in videography and video editing	CV and cover letter
Proven track record in producing high-quality promotional materials specifically for the tourism sector	Portfolio or links to previous relevant video projects
Demonstrated experience and cultural sensitivity in working effectively with ethnic minority communities.	CV, cover letter and portfolio or relevant video project links
Experience in creating educational or instructional content is an asset.	CV, cover letter and portfolio or relevant video project links

The bidders that achieve a minimum of 70% of the technical evaluation scoring will proceed for further evaluation

Criteria for evaluation of the financial offer:

Requirements	Documentary evidence
Financial offer: Applicants shall provide their proposed daily rate (inclusive of all applicable taxes) and the estimated number of working days required to complete the assignment	Financial offer in VND

The weighting of the criteria for evaluation of technical and financial offers are as follows:

Criteria	Max points
Technical offer*	**100**
Demonstrated professional experience in videography and video editing	25
Proven track record in producing high-quality promotional materials specifically for the tourism sector	35
Demonstrated experience and cultural sensitivity in working effectively with ethnic minority communities.	25
Experience in creating educational or instructional content is an asset.	15
Financial offer The financial proposal provides cost-effective solutions aligned with the project scope and delivers value for money.	
Total maximum score	**100**

After evaluation of offers, Service Contract will be awarded to the economically most advantageous offer based on above criteria. Helvetas reserves the right to contract only part of required services or works, or cancel this procedure should it not be satisfied with the quality of offers.

10.3 Submission of offers

Offers must be submitted by email in electronic format only, in two separate files: one Technical Offer and one Financial Offer.

- **Technical Offer shall contain:**
  - Updated Curriculum Vitae (CV)
  - Letter of Interest;
  - Portfolio or links to previous relevant video projects (especially tourism promotional videos and projects involving ethnic minority communities)
  - Relevant supporting documents, if applicable.
- **Financial Offer shall contain:**
  - Financial proposal indicating the proposed daily rate, inclusive of all applicable taxes, and the estimated number of working days required to complete the assignment

The Financial Offer must be presented in Vietnam Dong (VND). The proposed fees shall be inclusive of applicable taxes and other costs required to perform the assignment, unless otherwise specified in this RFP. For individual consultants, Helvetas shall withhold Personal Income Tax, if applicable, in accordance with Vietnamese legislation

- **File naming**

  The file names should include the applicant's name, the reference number, and the type of offer. For example:
  - *Nguyen Van A_ RFQ _Videography Consultant_Khun Village _Technical Offer*
  - *Nguyen Van A_ RFQ _Videography Consultant_Khun Village _Financial Offer*

- **Password protection: Both electronic files should be password protected[2].** The password will be requested from the applicant after the submission deadline during the evaluation process.

  The applicant must remain reachable by telephone to provide the password when requested. Offers submitted without password protection or where the applicant cannot be reached to provide the password may not be considered for evaluation.

- **Submission:**

  - The subject of the email should contain only the reference number: ***RFQ _Videography Consultant_Khun Village.***
  - The email body should include the applicant's focal point name, email address and telephone number for password enquiries.
  - Offers must be submitted in English exclusively by email to: **procurement@st4sd.vn; assist3@st4sd.vn**.
  - Offers submitted after the deadline specified in the RFP timetable will not be considered. The official submission time shall be the time shown on the email received by the above email addresses

11. .Alteration or withdrawal of applications

Candidates may alter or withdraw their offers by written notification prior to the deadline for submission of tenders. No offer may be altered after this deadline.

12. Validity of offers

Bidders are bound by their tenders for 90 days after the deadline for submitting offers. In exceptional cases, before the period of validity expires, the Helvetas may ask bidders to extend the period of validity for a specific number of days, which may not exceed 40.

13. Signature of the purchase order/ service or works contract(s)

Within 05 days of receiving the contract signed by Helvetas, the selected bidder shall sign and date the contract. Failure to comply may result in cancellation of the award, in which case Helvetas may award the contract to another bidder or cancel the RFQ/RFP procedure.

14. Terms of payments

The payment will be made via bank account transfer to the winner of the tender in VND in compliance with contract provisions.

15. Terms of cooperation

In the case of a contracting, the parties will have to perform according to the established time and in accordance with Helvetas – Supplier purchase order or Helvetas – Service provider contract. Helvetas has the right to increase or decrease the number of ordered items. Helvetas has the right to choose a supplier/ implementer on the given offer according to its own discretion. Helvetas has the right to re-formulate the Request for Quotation (RFQ), Invitation to Bid (ITB) or Request for Proposal (RFP) to its own discretion, if any additional items are needed. In case of failure or non-compliance with contractual obligations, Helvetas has a unilateral right to terminate the contract without incurring any legal obligation.

The Applicant has to be familiar with all instructions, forms and requirements mentioned in the RFQ, ITB or RFP documents. The responsibility for the submission of the offer in accordance to these requirements lies entirely with the Applicant.

Helvetas signs a purchase order/contract with the winning bidder. The contract will come into force upon

[2] Offers received without password will not be considered for evaluation

signature by both parties.

16. Ethics clauses/Corruptive practices

Companies/organisations making false declarations may be subject to financial penalties representing 10% of the total value of the purchase order/contract being awarded. This rate may be increased to 20% in the event of a repeated offence. Any attempt by a company/organisation to obtain confidential information, enter into unlawful agreements with competitors or influence the PP or the Helvetas during the process of examining, clarifying, evaluating and comparing offers will lead to the rejection of its offer and may result in penalties as described above. Companies/organisations must not be affected by any conflict of interest with other bidders or parties involved in the project. Helvetas reserves the right to suspend or cancel the RFQ procedure and/or purchase order/contract if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract.

Companies/organisations will be rejected or purchase order/contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a payee who is not clearly identified or commissions paid to a company/organisation which has every appearance of being a front company/organisation. Contractors found to have paid unusual commercial expenses related to this project are liable, depending on the seriousness of the facts observed, to have their contracts terminated and/or be penalised. Helvetas reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to substantial errors, irregularities or fraud. If substantial errors, irregularities or fraud are discovered after the award of the purchase order/ contract, Helvetas may refrain from concluding the purchase order/contract and/or terminate the purchase order/ contract.

17. Operational language

All written communications for this RFQ procedure and purchase order/ contract must be in English.

18. Additional information

The conclusion of the RFQ and the award of any purchase order/ contract are subject to the availability of funds.

Helvetas reserves the right to annul this RFQ procedure at any time, without any liability on its side.

19. Annexes

Annex 1: Terms of Reference

Annex 2: Code of Conduct for Contracted Parties