

17 March 2026

## AM 13378 - Request for Quotations

### Event Management Services for the Aus4Skills Program

Dear prospective service provider,

Tetra Tech International Development Pty Ltd (Tetra Tech International Development) as purchaser is seeking the supply of **Event Management Services** for the Aus4Skills Program. We invite local event service providers to submit quotations as per the specifications detailed in Section 5 of this Request for Quotations (RFQ).

Quotations and supporting documentation must be submitted by email by **24 March 2026, 17:00 (Hanoi time)** with the subject line **“your company name – Event Management Services”** to the following contact officer

Name: Andrea Wilson  
Title: Contracts and Services Advisor  
Email: [procurement@aus4skills.org](mailto:procurement@aus4skills.org)

It is your responsibility to ensure that your quotation reaches the email address above on or before the deadline. Quotations that are received by Aus4Skills after the deadline indicated above will not be considered for evaluation.

Quotations will be deemed valid for 30 days from the date of submission. At any time during this period, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factor will be considered by Aus4Skills.

Thank you and we look forward to receiving your quotation.

Aus4Skills Procurement Team

## ANNEX 1: SCOPE OF SERVICES

### 1 BACKGROUND

**Aus4Skills Phase 3** is a AUD 90 million investment of the Australian Government over ten years, (1 August 2025 to 30 July 2035) to progress the goal of enabling Vietnam to realise its human resource development priorities in agreed sectors while promoting a stable, secure and prosperous Vietnam. Building on previous phases of the program, Aus4Skills Phase 3 will continue to support Government of Vietnam partner ministries to support policy priorities, while maintaining flexibility to respond to emerging needs and opportunities.

Australia and Vietnam are long-standing partners in the human resource development sector through a decade of bilateral support and enduring institutional linkages. To-date, Aus4Skills has supported delivery of Australia Awards Scholarships (AAS) and alumni engagement, vocational education and training (VET) sector strengthening, and public sector leadership strengthening through the Vietnam Australia Centre (VAC).

Aus4Skills Phase 3 will contribute to building Australia's reputation as a trusted and visible partner in supporting a stable, secure and prosperous Vietnam through a focus on three key components that align with Vietnam's National Socio-Economic Development Strategy for 2021-2030 (with a vision to 2045) priorities and the Australia-Vietnam Development Partnership Plan 2024-2028:

- i. Higher Education including support for AAS, alumni engagement and targeted activities overseen by the Ministry of Education and Training.
- ii. The Vietnam Australia Centre (VAC) delivered in partnership with the Ho Chi Minh National Academy of Politics, in collaboration with the Australian Embassy (Hanoi), the Office of the Government and the Ministry of Foreign Affairs, and
- iii. Vocational Education and Training (VET) overseen by the Directorate of Continuing Vocational Education and Training, Ministry of Education and Training.

Aus4Skills regularly organises courses, trainings, workshops, conferences, symposiums, forums, other events and runs promotional campaigns requiring high quality Event Management Services.

### 2 DELIVERABLES

Aus4Skills is seeking Event service providers who are able to:

- Provide outstanding support to Aus4Skills in organising events, including high level events with high-ranking participants.
- Provide all event related equipment and services and perform all work items for Au4Skills events as specified at Annex 2.
- Deliver the services for each event according to the timeframe and scope of work as agreed by both parties as specified in a specific Purchase Order for the event.
- Work closely with venues to ensure high-quality coordination and security at Aus4Skills events
  - Ensure adequate and professional personnel are present at the event to monitor, coordinate, and handle logistics and technical support before and during the Appoint a full-time qualified staff member (event coordinator/account manager) to work with Aus4Skills team to support and handle logistics related issues and ensure all aspects of logistics are well managed.

- Ensure technical support staff are always present at the event to manage, operate, guide use of equipment and handle technical problems when needed.
- Ensure smooth flow of sessions by managing sound system and supporting presenters to deliver their presentation.
- Provide a written report on the services provided upon completion of each event.
- Complete other event coordination services as may be requested by Aus4Skills.

### **3 KEY COMPETENCIES AND EXPERIENCE**

Interested service suppliers must:

- (i) Be capable of communicating in English and Vietnamese
- (ii) demonstrate up to 5 years of professional experience in providing Event Management Services to international organisations and companies in Vietnam.
- (iii) demonstrate flexibility and ability to work under tight deadlines.

### **4 EVALUATION CRITERIA**

The following criteria will be used to evaluate proposals:

- Demonstrated professional experience in providing Event Management Services in Vietnam.
- Proposed fees (see Annex 2), noting that Aus4Skills is not bound to select the service provider which proposes the lowest price and reserves the right to negotiate costs.

### **5. SUBMISSIONS**

All submissions must include the following:

- Profile of your company with reference to:
  - previous and current clients serviced by the Company
  - partnerships with local insurance companies
  - Event management capability, flexibility and ability to work under tight deadlines.
  - CVs of proposed event coordinator/account manager who has at least 5-7 years of experience in event coordination, forum and conference organization, preferably with international organizations, academic institutions, embassies and Vietnam government agencies.
- Quotation (see Annex 2) which can be downloaded here:  
<https://coffeyids.egnyte.com/dl/xqChWWFgkQMR> (Password: KTJ0044hybYf)

### **6 CONTRACT**

The term of the contract with the selected individual will be for 12 months from April 2026 – March 2027 and may be extended as agreed between the Parties in writing, subject to the service provider's performance and value for money considerations.

## ANNEX 2

## QUOTATION FOR EVENT MANAGEMENT SERVICES

Services Provider's Name:

Services Provider's Address

Services Provider's Phone No.

E-mail address:

Services Provider's Tax Code No.

Quotation Validity Date:

30 days

No. STT	Description Mô tả	Unit Đơn vị tính	Quantity Số lượng	Unit Price (VAT included) Đơn giá đã bao gồm VAT (VND)				
				Event =<30 participants	Event 31 - =<50 participants	Event 51 - =<100 participants	Event 101 - =<200 participants	Event 201 - =<500 participants
1	Cost for creative design of stage and display areas for event (forum, symposium, conference, large size workshop) - Thiết kế 2D, /Chi phí thiết kế sáng tạo sân khấu, khu vực trưng bày cho tổ chức sự kiện (Diễn đàn, hội nghị, hội thảo qui mô lớn) , thiết kế 2D	Package	1					
2	Truss fame sysem (Hệ thống dàn Truss gia cố sân khấu	Package	1					
3	LED screen/Màn hình LED	M2	1					
4	TV 55"	Pcs	1					
5	TV 75"	Pcs	1					
6	TV 100"	Pcs	1					
7	TV stand/Giá đỡ TV đứng	Pcs	1					
8	LCD Projector	Pcs	1					
9	LCD Projector and Screen/Máy chiếu và màn hình)	Set	1					
10	Laptop/Máy tính xách tay	Laptop	1					
11	Powerpoint cue/Bút chỉ trình chiếu	Pcs	1					
12	HDMI splitter and joiner/Bộ chia dây HDMI ngoài tiêu chuẩn do khách sạn cung cấp	Pcs	1					

13	Additional Wireless Microphone (Exclusive Microphones provided by hotel)/ <i>Mic không dây ngoài mic không dây tiêu chuẩn do khách sạn cung cấp</i>	Pcs	1					
14	Gooseneck microphone/ <i>Mic cổ ngỗng</i>	Pcs	1					
15	Podium/ <i>Bục phát biểu</i>	Pcs	1					
16	Zoom Pro account / <i>Tài khoản phòng họp trực tuyến Zoom Pro</i>	Pcs	1					
17	Live camera services (Technical staff, camera, cameramen, visual - Audio mixer, zoom mixer, laptop)	Set	1					
18	Additional camera for Live camera services/ <i>Thuê thêm camera họp trực tuyến</i>	Pcs	1					
19	Online image mixer	Pcs	1					
20	Sound mixer	Pcs	1					
21	Sound and light system (if hotel or event venue do not provided or do not meet event's requirement)	Package	1					
22	Translation headphone - VEGA 2 languages/ <i>Tai nghe phiên dịch VEGA 2 ngôn ngữ</i>	Pcs	1					
23	Translation Cabin + Equipment (including Technical staff and transportation)	Package	1					
24	Internet Leased Line Broadband (15M for international and 200M for domestic bandwidth)/ <i>Đường truyền internet riêng</i>	Line	1					
25	High speed internet modem and WIFI hotpot with simcard (for less than 30 participants)	Set	1					
26	Vmix running	Package	1					
27	Walkie and Talkie/ <i>Bộ đàm</i>	Pcs	1					
28	Wireless/Mobile Interpretation System (Transmitter) - <i>Please identify brand you will provide</i>	Pcs	1					
29	Wireless/Mobile Interpretation System (Receiver) - <i>Please identify brand you will provide</i>	Pcs	1					
30	Stage LED light/ <i>Đèn LED sân khấu</i>	Set	1					
31	LED light/ <i>Đèn chụp ảnh</i>	Set	1					
32	Track light/ <i>Đèn rọi</i>	Pcs	1					
33	Display table/ <i>Bàn trưng bày</i>	Table	1					

34	Flipchart	Pcs	1				
35	Picture stand frame/ <i>Khung đứng trưng bày ảnh</i>	Pcs	1				
36	Early equipment setup fee/ <i>Chi phí lắp đặt thiết bị sớm (nếu có)</i>	Package	1				
37	Registration support staff/ <i>Nhân viên hỗ trợ đăng ký đại biểu, logistics</i>	Person	1				
38	Personnel in charge of monitoring and coordinating the event (beside standard package)/ <i>Nhân sự giám sát, điều phối sự kiện ngoài nhân sự tiêu chuẩn của gói dịch vụ</i>	Person	1				
39	MC specializing on workshop/conference	Person/day	1				
40	MC (English-Vietnam bilingual middle level MC specializing in workshop/conference)	Person/day	1				
41	MC (English-Vietnam bilingual senior level MC specializing in VIP events)	Person/day	1				
42	Photography services/ <i>Dịch vụ chụp ảnh</i>	Package/day	1				
43	videography services / <i>Dịch vụ quay video</i>	Package/day	1				
44	Videorecap services with licensed music/ <i>Dựng recap có nhạc bản quyền</i>	Video	1				
45	Photo exhibition side panel (iron frame, decal PP printing on formex/ <i>Tường bên triển lãm ảnh/in decal PP bởi formex khung sắt</i>	m2	1				
46	Recording service (Voice recorder including post-production)	Set	1				

Note/Lưu ý:

\* The term of the contract with the selected service provider(s) will be for 12 months. Payment will be made by event basis/*Hợp đồng nguyên tắc sẽ có thời hạn 1 năm. Thanh toán dựa trên từng dịch vụ được cung cấp*

\* Một số trang thiết bị ở trên sẽ được yêu cầu cung cấp thêm ngoài trang thiết bị phòng họp tiêu chuẩn

Signature/Chữ ký

Date/ngày: