

4 March 2026

AM 13346 - Request for Quotations

Graphic Design 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 **Graphic Design Services** for the Aus4Skills Program. We invite local individual 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 **13 March 2026, 17:00 (Hanoi time)** with the subject line “**your full name – Graphic Design Services**” to the following contact officer:

Name: Andrea Wilson
Title: Contracts and Services Advisor
Email: 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, forums, other events (either face-to-face and online), runs promotional campaigns and produces reports requiring high quality graphic design services.

2 DELIVERABLES

Aus4Skills is seeking local individual service providers who are able to:

- Graphically design a wide range of print and digital communications materials required for Aus4Skills activities, events, publications and social media campaigns, including but not limited to leaflets, brochures, posters, banners, reports, booklets, infographics, animations, and promotional items as requested by the Aus4Skills Communications Team
- Ensure that all materials comply with relevant DFAT and Aus4Skills brand guidelines as instructed by the Aus4Skills Communications Team
- Collaborate with the Aus4Skills Communications Team to reflect the creative concepts, brand identity and key messages in all materials designed for Aus4Skills and its three components, and
- Perform other graphic design tasks as requested by the Aus4Skills Communications Team.

3 KEY COMPETENCIES AND EXPERIENCE

Interested individuals must:

- (i) be capable of communicating in English and Vietnamese
- (ii) demonstrate up to 5 years of professional experience in providing graphic design, branding, communication and promotional materials for international companies and organisations, and
- (iii) demonstrate flexibility and ability to work under tight deadlines.

4 EVALUATION CRITERIA

The following criteria will be used to evaluate proposals:

- Demonstrated experience in providing graphic design services to international companies and organisations
- Quality of previous graphic design work, and
- Proposed fees (see Annex I), 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:

- CV (maximum of 3 pages outlining formal education, qualifications and professional experience)
- Portfolio of previous work or examples of up to 5 graphic design products produced for other clients
- Quotation (see Annex 2) which can be downloaded here:
<https://coffeyids.egnyte.com/dl/PRG8KDGhxJXw>, Password: h9D9t6wGbpG3

6 CONTRACT

The term of the contract with the selected individual will be for 12 months from March 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 GRAPHIC DESIGN 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 <i>Mô tả sản phẩm</i>	Unit <i>Đơn vị tính</i>	Quantity <i>Số lượng</i>	Unit Price for designing <i>Đơn giá thiết kế</i> (VND)	Unit price for revision from existing design <i>Đơn giá chỉnh sửa từ bản</i> <i>có sẵn</i> (VND)
1	Design Banner/Backdrop for trainings/workshops <i>Thiết kế Banner/Backdrop dùng cho tập huấn/hội thảo</i>	Piece/ Chiếc	1		
2	Design Banner/Backdrop for trainings/workshops (with draws or infographics) <i>Thiết kế Banner/Backdrop cho hội thảo có dùng hình vẽ hoặc</i>	Piece/ Chiếc	1		
3	Design Poster/Standee with recommended photos <i>Thiết kế Poster/Standee chỉ dùng hình ảnh chụp</i>	Piece/ Chiếc	1		
4	Design Poster/Standee with recommended photos (with draws or infographics)	Piece/ Chiếc	1		
5	Design leaflet, success story/Thiết kế tờ rơi, câu chuyện thành công (A4, 1 side)	Page/Trang	1		
6	Design leaflet, success story/Thiết kế tờ rơi, câu chuyện thành công (A3, 1 side)	Page/Trang	1		
7	Design report/Thiết kế quyển báo cáo	Page/Trang	1		
8	Design handbook/Thiết kế sổ tay	Book/Quyển	1		
9	Design Notepad/Thiết kế sổ Notepad	Book/Quyển	1		
10	Design table calendar/Thiết kế lịch để bàn loại 12 tờ và 1 tờ <i>bìa</i>	Piece/Quyển	1		
11	Design wall calendar/Thiết kế lịch treo tường loại 6 tờ	Piece/Quyển	1		
12	Design diagram/Thiết kế bảng biểu	Table/Bảng	1		
13	Cost for purchasing licensed photo(s)/Chi phí mua bản quyền ảnh chụp qua các trang chuyên về ảnh	Image/Ảnh	1		
14	Design envelop/Thiết kế phong bì	Piece/Chiếc	1		
15	Design letterhead/Thiết kế in tiêu đề thư	Sheet/Tờ	1		
16	Design promotional items (hat, cup, T-shirt/ pen /bag /raincoat ... /Thiết kế sản phẩm quảng bá (mũ, cốc, áo, bút bi, túi nhiều chức năng, áo mưa...)	Product/Sản phẩm	1		
17	Design a small group of infographics/Thiết kế 1 cụm hình <i>infographic nhỏ</i>	Product/Sản phẩm	1		
18	Design a poster including a small group of some infographics/Chi phí thiết kế 1 poster gồm nhiều cụm hình <i>infographics nhỏ</i>	Product/Sản phẩm	1		
19	Cost for hand drawing a small group of images/Chi phí vẽ <i>tay 1 cụm hình nhỏ</i>	Product/Sản phẩm	1		
20	Cost for designing a poster by hand drawing with a small group of some images/Chi phí thiết kế poster gồm nhiều cụm <i>hình vẽ nhỏ (Vẽ tay)</i>	Product/Sản phẩm	1		
21	Design folder/thiết kế folder	Product/Sản phẩm	1		

22	Other products (please identify other relevant products if any) <i>Các sản phẩm khác (vui lòng bổ sung các sản phẩm liên quan khác (nếu có) mà bạn đã có kinh nghiệm thiết kế)</i>				
----	---	--	--	--	--

Above price included/excluded PIT/Giá trên đã/chưa bao gồm thuế thu nhập cá nhân (PIT):

Note/Lưu ý: The term of the contract with the selected service provider(s) will be for 12 months. Payment will be made by monthly basis based on actual designed products/Hợp đồng nguyên tắc sẽ có thời hạn 1 năm. Thanh toán hàng tháng dựa trên các sản phẩm được thiết kế thực tế

Signature/Chữ ký

Date/ngày: