

Request for Quotations (RFQ)

Production of Promotional Videos Connecting Tourism Destinations in Sa Dec, Dong Thap

Helvetas invites interested parties to provide goods /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.

This activity is integrated under Component 3 of the ST4SD project, which focuses on Sustainable Products and Destination Development. Following the training and product development workshops conducted in Sa Dec, Dong Thap, the project is actively supporting the locality to design, refine, and promote community-based, eco-friendly tourism packages.

To effectively promote these new sustainable tourism offerings, ST4SD is looking for a qualified national videographer to capture and produce high-quality promotional videos that showcase Sa Dec's unique cultural and natural assets through sustainable travel experiences.

The required goods/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 23 June to 09 July 2026	-
Inquiries from invited companies/organisations to email	N/A	N/A
Answers to inquiries via email	08 July 2026	23:59
Deadline for submitting offers to email account ¹	09 July 2026	23:59

3. Nature of the contract

Purchase order/ Service or Works 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.

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

6. Costs for preparing offers

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

25 July 2026

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

Goods/Services or works are to be provided between *25 July – 15 August 2026*

10. Evaluation of offers

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

The entire evaluation procedure is confidential. The Purchasing Panel (PP) decisions are collective and its deliberations are held in virtual session. The members of the PP are bound to secrecy. The evaluation reports and written records are for official use only and may be communicated neither to the companies/organisations who submitted the offer nor to any party other than Helvetas.

Eligibility criteria

Only the companies/organisations that provide signed Eligibility Documentation Form (See ELIGIBILITY DOCUMENTATION part below) will be processed for evaluation.

Evaluation criteria of eligible offersCriteria for evaluation of the Technical offer

Requirements	Documentary evidence
Proven professional experience in videography and post-production editing (portfolio required).	CV and portfolio link/sample works.
Demonstrated experience working with international development projects, NGOs, or sustainable/community-based tourism initiatives.	CV and brief technical proposal/portfolio.
Strong capacity for "impact over results" visual storytelling, showcasing an ability to deliver humble, simple, and emotionally resonant narratives of local ethnic groups and community stakeholders.	Portfolio link/sample works demonstrating relevant experience.
Excellent technical equipment (4K cameras, stabilizers, audio gear, and drones) capable of delivering broadcast-quality footage.	Brief technical proposal describing available equipment.
Ability to work flexibly and adhere to tight deadlines.	Cover letter and brief technical proposal.

The bidders that achieve a minimum of 50% 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 for pre-production, fieldwork, and post-production activities under this 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
Proven professional experience in videography and post-production editing (portfolio required).	25
Demonstrated experience working with international development projects, NGOs, or sustainable/community-based tourism initiatives.	20
Strong capacity for "impact over results" visual storytelling, showcasing an ability to deliver humble, simple, and emotionally resonant narratives of local ethnic groups and community stakeholders.	25
Excellent technical equipment (4K cameras, stabilizers, audio gear, and drones) capable of	15
Ability to work flexibly and adhere to tight deadlines.	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, Purchase Order/Contract will be awarded to the economically most advantageous offer based on above criteria. Helvetas reserves the right to purchase/contract only part of required goods/services or works, or cancel this procedure should it not be satisfied with the quality of offers.

Submission of offers

Offers must be submitted via email in electronic format only in two separate files.

The Technical Offer file shall contain:

1. **Signed Eligibility Documentation Form²** – as per ELIGIBILITY DOCUMENTATION part below.
2. **Technical offer** – as per Criteria for evaluation of the Technical offer table above –

The name of the file should have the bidder's name, Reference No: **RFQC3-230626-SADEC_Video_Production**

² Electronic copies of eligibility documentation should be provided only by the winning bidder prior to contract signing.

and the text 'Technical offer documents' (for example **My Company- RFQC3-230626-SADEC_Video_Production - technical offer documents**). and

The Financial Offer file shall contain:

1. Financial offer – as per Criteria for evaluation of the financial offer table above.

The Financial offer must be presented in VND. The fees proposed in this offer should be all inclusive; the supplier/contractor will cover all costs to perform their tasks (e.g. office accommodation, transport, internet access and equipment, administrative and secretarial support, interpretation etc.). Helvetas is exempt from VAT, thus the fees offered should be without VAT. The supplier/contractor is responsible for all other taxes and duties in compliance with the legislation of the country.

The name of the file should have the bidder's name, Reference No: **RFQC3-230626-SADEC_Video_Production** and the text 'Financial offer documents' (for example **My Company - RFQC3-230626-SADEC_Video_Production - financial offer documents**).

Electronic files should be password protected, different password for each file³. The bidders will be informed in advance once the evaluation date is confirmed so they can stay reachable on that date in order to provide the passwords. During the evaluation process the entitled purchasing panel member will call the bidder and ask for the passwords at the spot⁴.

The subject of email should contain only the RFQ reference number (for example **RFQC3-230626-SADEC_Video_Production**).

The body of the email should contain bidder's official name, address and telephone number.

Offers must be submitted in English language exclusively to the following email address: procurement@st4sd.vn and assist3@st4sd.vn. Offers submitted after the deadline mentioned under point 2 Timetable of this RFQ will not be considered. The counted official receipt time is the time showing on the email received from the bidder to procurement@st4sd.vn and assist3@st4sd.vn.

12 Alteration or withdrawal of applications

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

Helvetas retains ownership of all offers, which have not been withdrawn. Consequently, companies/organisations do not have the right to have their offers returned to them.

13 Validity of offers

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

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

Within 05 days of receipt of the purchase order/contract already signed by the Helvetas, the selected company/organisation shall sign and date the purchase order/contract. Failure of the selected

³ Offers received without password will not be considered for evaluation

⁴ If the bidder is not reachable on the phone during the evaluation process, the offers will not be considered for evaluation

company/organisation to comply with this requirement may constitute grounds for annulling the decision to award the purchase order/ contract. In this event, Helvetas may award the RFQ to another bidder or cancel the RFQ procedure.

15 Terms of payments

Helvetas is not a payer of value added tax (VAT). Prices in the application must be submitted, taking into account all expenses.

The payment will be made via bank account transfer to the winner of the tender in VND within a maximum of 30 working days from the date of acceptance of goods or execution of services or works. Cases of non-performance of obligation and their legal consequences will be separately indicated in the contract.

16 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 signature by both parties.

17 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.

18 Operational language

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

19 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.

20 Annexes

a. Annex 1: TOR

TERMS OF REFERENCE – CONSULTANCY SUPPLIER

Project:	Swiss Tourism for Sustainable Development in Vietnam (ST4SD)
Consulting service:	Production of Promotional Videos Connecting Tourism Destinations in Sa Dec, Dong Thap
Contract term:	From 25 July to 15 August 2026
Application deadline:	Before 10 July 2026

1. PROJECT INTRODUCTION

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.

This activity is integrated under Component 3 of the ST4SD project, which focuses on Sustainable Products and Destination Development. Following the training and product development workshops conducted in Sa Dec, Dong Thap, the project is actively supporting the locality to design, refine, and promote community-based, eco-friendly tourism packages.

To effectively promote these new sustainable tourism offerings, ST4SD is looking for a qualified national videographer to capture and produce high-quality promotional videos that showcase Sa Dec’s unique cultural and natural assets through sustainable travel experiences.

2. OBJECTIVES

The main objective of this consultancy is to produce a series of three (03) compelling, high-quality promotional videos capturing the newly developed cycling routes and sustainable tourism experiences in Sa Dec. The visual narrative must prioritize human-centered storytelling, highlighting authentic local interactions, cultural preservation, and the direct impact on the community.

Specifically, the consultant will produce:

- Video 1 (2 minutes) - Sa Đéc Flower Village Cycling Journey: Showcasing a continuous visual flow of a cycling tour connecting various floral destinations, agricultural landscapes, and bonsai gardens.
- Video 2 (2 minutes) - Sa Đéc Heritage Cycling Journey: Highlighting a cycling itinerary that explores Sa Dec’s rich history, architectural heritage, local crafts, and cultural landmarks.

Note for Videos 1 & 2: Both videos must reflect the conceptual connection between destinations—weaving together local culture, ornamental plants, flowers, and heritage—all beautifully anchored and traversed by a sustainable bicycle tour.

- Video 3 (5 minutes) - Comprehensive Overview Video: A master synthesis of the two journeys above, with focus on the strategic role of the ST4SD project and the voices/stories of the local people as the primary beneficiaries.

3. EXPECTED DELIVERABLES

The consultant will be responsible for:

- Co-creating the narrative arc, storyboards, and shoot schedules in close coordination with the ST4SD communications team.
- Field production: Conducting high-quality filming (including professional audio recording, lighting, and aerial/drone footage where permitted) on-site in Sa Dec, Dong Thap.
- Post-production: Video editing, color grading, audio mixing, music licensing, and embedding English/Vietnamese subtitles.

Final products:

- 01 master video file of Video 1 (Full HD/4K, 2 mins).
- 01 master video file of Video 2 (Full HD/4K, 2 mins).
- 01 master video file of Video 3 (Full HD/4K, 5 mins).

4. SELECTION CRITERIA

Proposals will be evaluated based on the following criteria:

- Proven professional experience in videography and post-production editing (portfolio required).
- Demonstrated experience working with international development projects, NGOs, or sustainable/community-based tourism initiatives.
- Strong capacity for "impact over results" visual storytelling, showcasing an ability to deliver humble, simple, and emotionally resonant narratives of local ethnic groups and community stakeholders.
- Excellent technical equipment (4K cameras, stabilizers, audio gear, and drones) capable of delivering broadcast-quality footage.
- Ability to work flexibly and adhere to tight deadlines.

5. PROPOSAL SUBMISSION

Interested suppliers are requested to submit their proposals detailing the following:

- CV and cover letter
- A brief technical proposal or portfolio link showcasing relevant past video projects (especially those focusing on community development, travel, or culture)
- Financial proposal: Applicants will indicate their expected daily rate (including VAT) and the estimated number of days required to conduct the pre-production, fieldwork, and post-production for this assignment.

The submitted documents must be password-protected. You will be asked for the password after submitting the application. Proposal should be sent to procurement@st4sd.vn and assist3@st4sd.vn before 10 July 2026.

ELIGIBILITY DOCUMENTATION FORM**LIST OF REQUIRED DOCUMENTS****Eligibility criteria**

Requirements	Documentary evidence
The company/organisation is registered	The full Registration certificate
VAT number	VAT certificate (if applicable)
The company/organisation has no open case of a dispute, an execution procedure, reorganisation, bankruptcy, or insolvency procedure	A valid proof issued by a competent judicial or administrative authority (not older than 6 month)
All taxes paid	A valid tax administration certificate or a valid agreement signed with the Tax Administration to repay the outstanding debts

STATEMENT⁵

I, the undersigned (for consortiums, **every consortium member should sign a separate statement as part of this application**) hereby declare that we have in possession all documents listed above. All documents are valid as requested in the table above and hard copies or electronic copies can be distributed as/when needed.

Signed on behalf of the bidder

Name	
Signature	
Date	

⁵ Statement should be signed by each member of consortium, if a consortium.