



**AUS4GROWTH**



**BOSTON  
CONSULTING  
GROUP**

# Request for Proposal (RfP)

Reference No. 005.02

Photography and Videography Services  
for Aus4Growth Program

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## Structure

Part 1 – Overview

Part 2 – Scope of services

Part 3 – Evaluation and selection criteria

Part 4 – RfP conditions and contract terms

# 1 Overview

## 1.1 RfP title

|                            |                                                                                                                                                                              |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Request for Proposal title | Photography, Videography and Media Services for Aus4Growth Program                                                                                                           |
| Reference                  | 005.02                                                                                                                                                                       |
| Issued by                  | Boston Consulting Group (BCG), as Managing Contractor of the Aus4Growth program (A4G), on behalf of the Australian Government Department of Foreign Affairs and Trade (DFAT) |

## 1.2 Invitation to submit proposals

BCG, as Managing Contractor of the Aus4Growth program (A4G) on behalf of DFAT, invites suitably qualified individual photographers, videographers and/or creative media firms to submit proposals to provide photography and/or videography services to support A4G communications, events and program activities.

The selected service provider(s) will be engaged to capture high-quality visual content for use across A4G's digital communications, publications, social media, events, reports and other program materials.

Bidders may submit proposals for **photography services, videography services, or both**. A4G may select different service providers for each service category.

Further details on the scope of services, deliverables and requirements are set out in this RfP.

## 1.3 RfP contact details and communications

Proposals and supporting documentation must be submitted by email by **17:00, 19 October 2026 (Hanoi time)** with the subject line “**Proposal – [Consultant/Firm Name] – Photography and Videography Services**” to the following contact:

|              |                     |
|--------------|---------------------|
| Contact name | Hang Pham           |
| Position     | Program Coordinator |
| Email        | Pham.Hang@bcg.com   |

All communications in relation to this RfP must be directed to the nominated contact person above. Bidders must not contact other representatives of BCG, Aus4Growth or DFAT in relation to this RfP.

## 1.4 Overview of RfP conditions

By submitting a proposal, bidders acknowledge and agree that:

- BCG is not obliged to accept any proposal or to award a contract as a result of this RfP;
- BCG may amend, suspend or cancel the RfP process at any time;
- All costs incurred in preparing and submitting a proposal are the sole responsibility of the bidder; and

- Proposals submitted in response to this RfP will be treated as confidential, subject to applicable laws and contractual obligations.

## 2 Scope of services

### 2.1 Context

Aus4Growth (A4G) is a partnership between Australia and Vietnam and aims to close gaps in policy and practice to support enhanced economic growth, trade and investment, clean energy and transport, inclusion, and digital acceleration.

Building on previous programs – Aus4Reform and Aus4Transport – A4G integrates emerging initiatives in economy, energy, trade, inclusion, and digital. A4G will directly support the priorities of the Australia – Vietnam Development Partnership Plan 2025-2030 and the Australia-Vietnam Comprehensive Strategic Partnership (March 2024).

A4G is funded by the Australian Government Department of Foreign Affairs and Trade (DFAT) and managed by Boston Consulting Group.

A4G regularly organises workshops, trainings, forums, conferences, launches, field activities and other events. The program also undertakes communications and promotional activities that require professional photography and videography to document activities, capture program stories and showcase outcomes and engagement.

The selected service provider(s) will work under the overall supervision of the **A4G Communications Adviser** and/or designated A4G team member.

### 2.2 Services

A4G is seeking suitably qualified photographers and/or videographers to provide services on an as-needed basis for A4G events and program activities. Bidders may submit proposals for **Photography Services, Videography Services, or both**. A4G may appoint different service providers for each service.

#### 2.2.1 Photography Services

Depending on the assignment, photography services may include:

- Professional photography of A4G events, activities and program engagements, including possible travel to field sites within Vietnam;
- Capturing key moments, speakers, participants, stakeholder interactions and event highlights;
- Portrait, group and other specific photography as requested;
- Basic editing and post-production of photographs;
- Provision of high-resolution and web/social media-ready photographs in agreed formats; and
- Provision of raw/source files where requested and agreed.

#### 2.2.2 Videography Services

Depending on the assignment, videography services may include:

- Professional videography of A4G events, activities and program engagements, including possible travel to field sites within Vietnam;
- Filming speeches, interviews, presentations, participant engagement and other program content as required;
- Capturing event highlights and supporting footage for communications and storytelling purposes;
- Basic video editing and post-production;
- Development of short highlight videos or social media content where required;
- Provision of high-resolution and web/social media-ready video files in agreed formats; and
- Provision of raw/source footage where requested and agreed.

### 2.2.3 General requirements

For each assignment, A4G will provide a brief outlining the event/activity, required coverage, outputs and timeline. The service provider will be expected to coordinate with A4G in advance, follow the agreed brief and promptly notify A4G of any issues that may affect delivery.

All outputs must meet professional quality standards and comply with applicable A4G and DFAT branding and visibility requirements where relevant.

The service provider must also follow A4G's instructions regarding consent, privacy and the appropriate use and storage of visual materials.

## 3 Key requirements

Interested individuals and/or firms must demonstrate:

- Relevant professional experience in event, corporate, documentary or communications photography and/or videography;
- A strong portfolio demonstrating high-quality photography and/or video production;
- Experience working with professional, government, international or development-sector clients;
- Ability to capture people, events and program activities in a professional and engaging manner;
- Ability to deliver edited outputs within agreed timelines;
- Access to appropriate professional photography and/or video equipment; and
- Ability to communicate effectively in both English and Vietnamese.

### Preferred qualifications

The following will be considered an advantage:

- Experience working with Australian Government, bilateral donor, multilateral, international development or diplomatic organisations;
- Experience covering government or high-level events;
- Experience producing content for social media and digital communications; and
- Familiarity with DFAT branding and visibility requirements.

### 3.1 Proposal submission requirements

Bidders should submit a proposal that demonstrates their relevant experience and capability to deliver the required photography and/or videography services.

Proposal submissions should include:

- **CV / Company profile** – for individual consultant, a CV of up to three pages outlining relevant professional experience and qualifications; or for firms, a brief company profile outlining relevant capabilities and experience;
- **Portfolio** – up to five examples of relevant photography and/or videography work demonstrating the quality and range of services provided;
- **Proposed personnel and equipment** – where applicable, details of the personnel who will undertake the services and the equipment/capabilities available to deliver the required services;
- **Financial proposal** – completed using the template provided as part of this RfP.

### 3.2 Evaluation criteria

Bidders should submit a proposal that substantively addresses the selection criteria specified below.

Proposal submissions should include:

1. **Relevant experience and capability:** Demonstrated experience providing professional photography and/or videography services for international organisations, development programs, government agencies, diplomatic missions or comparable clients;
2. **Quality and relevance of portfolio:** Quality, creativity, technical standard and relevance of previous photography and/or videography work;
3. **Delivery capability:** Ability to respond to assignments, work effectively within agreed timelines and deliver high-quality edited outputs;
4. **Professional capability and resources:** Appropriateness of the proposed personnel, equipment and technical capabilities to deliver the required services; and
5. **Financial proposal:** Proposed fees and overall value for money.

A4G is not bound to select the service provider that proposes the lowest price and reserves the right to negotiate fees and other contractual terms with the preferred bidder.

#### Financial proposal

Bidders must submit a financial proposal as part of their proposal submission using the template provided as part of this RfP. All prices must be quoted in VND, in whole numbers.

All prices must be quoted in VND and must include all costs associated with the delivery of the services.

For individual consultants, quoted fees must be inclusive of any applicable Personal Income Tax (PIT) obligations.

For companies, quoted fees must include all applicable costs and taxes associated with the delivery of the services, excluding VAT.

Bidders must clearly indicate whether VAT is applicable and, where applicable, state the applicable VAT rate (%) and estimated VAT amount separately in the financial proposal.

For financial evaluation purposes, A4G will compare proposals on a consistent pre-VAT fee basis, taking into account the applicable tax treatment for the bidder's legal status. VAT, where applicable, will be identified separately and will not form part of the base fee comparison.

All tax treatment must comply with applicable Vietnamese tax regulations.

#### Format

All proposals must be submitted in PDF format.

## 4 RfP conditions and contract terms

### 4.1 RfP conditions

BCG reserves the right, at its sole discretion, to:

- Amend, suspend, or cancel this RfP at any time;
- Clarify any aspect of a proposal with a bidder;
- Accept or reject any proposal, in whole or in part;
- Not award a contract as a result of this RfP.

### 4.2 Costs of proposal preparation

All costs and expenses incurred by bidders in preparing and submitting a proposal, including any costs associated with clarification meetings or presentations, are the sole responsibility of the bidder. BCG will not be liable for any such costs, regardless of the outcome of the RfP process.

### 4.3 Disclaimer

The information contained in this RfP is provided in good faith for the purpose of assisting bidders in preparing a proposal. While BCG has taken reasonable care in preparing this document, it makes no representation or warranty as to the accuracy or completeness of the information provided.

Bidders are responsible for making their own enquiries and assessments in relation to this RfP and the proposed services.

### 4.4 Contract terms

The successful bidder will be required to enter into a **Services Agreement** with BCG, acting as Managing Contractor of A4G.

The Services Agreement will establish the general terms and conditions for the provision of services. Specific assignments will be agreed through **Work Orders** or other written instructions issued by A4G, setting out the required services, deliverables, timelines and applicable fees.

The initial term of the Services Agreement will be **12 months from the date of signing**, with the possibility of renewal or extension by mutual written agreement between the Parties, subject to satisfactory performance and continued value for money.

Submission of a proposal in response to this RfP constitutes the bidder's acknowledgement of its willingness to enter into the Services Agreement, subject to finalisation of the terms and conditions by the Parties.

## 4.5 Confidentiality

All information provided by BCG in connection with this RfP must be treated as confidential and used solely for the purpose of preparing a proposal. Bidders must not disclose any such information to third parties without BCG's prior written consent, except as required by law.

BCG will treat proposals received as confidential, subject to applicable laws, DFAT requirements, and contractual obligations.

## 4.6 Conflicts of interest

Bidders must declare any actual, potential, or perceived conflicts of interest that may arise in connection with the proposed services. This includes any relationships or activities that could reasonably be perceived to compromise the bidder's ability to perform the services impartially and independently.

BCG may, at its discretion, require bidders to propose appropriate mitigation measures or may exclude a bidder from the process if a conflict of interest cannot be adequately managed.

## 4.7 Ethics and compliance

The successful bidder will be required to comply with all applicable laws and regulations, as well as relevant DFAT, Aus4Growth, and BCG policies, including those relating to ethical conduct, fraud and corruption, safeguarding, and gender equality, disability, and social inclusion (GEDSI). This includes but is not limited to:

- Commonwealth Supplier Code of Conduct ([link](#))
- BCG Supplier Code of Conduct ([link](#))
- DFAT Child Protection Guidelines ([link](#))
- Commonwealth Procurement Rules ([link](#))
- Commonwealth Fraud and Corruption Control Framework 2024 ([link](#))
- DFAT International Disability Equity and Rights Strategy ([link](#))
- DFAT Preventing Sexual Exploitation, Abuse and Harassment Policy ([link](#))
- DFAT Family Planning and the Aid Program: Guiding Principles ([link](#))
- DFAT Information accessibility requirements combined in the Guidelines for preparing accessible content ([link](#))
- DFAT Environmental and Social Safeguards Policy for the Aid Program ([link](#))
- DFAT Australia's International Gender Equality Strategy ([link](#))
- DFAT Gender equality and women's empowerment strategy ([link](#))
- DFAT Displacement and Resettlement of People in development activities ([link](#))
- Background Checks: Mandatory security vetting, including vetting on the DFAT Consolidated List, the Criminal Code Act List, the World Bank List, or any other relevant list
- Compliance with DFAT's fraud, anti-corruption, and workplace safety guidelines.

Failure to comply with these requirements may result in termination of the contract.

## Annex A: Quotation Form

### 1. General information

| General Information                                                                   |                          |
|---------------------------------------------------------------------------------------|--------------------------|
| Full legal name                                                                       | Insert name              |
| Trading name (if different)                                                           | Insert name              |
| Tax code (if applicable)                                                              | Insert number            |
| Type of entity (e.g. company, individual)                                             | Insert entity            |
| Registered business office address (for company)/Residential address (for individual) | Insert address           |
| Key Point of Contact                                                                  | Insert name and position |
| Email                                                                                 | Insert email address     |
| Phone                                                                                 | Insert phone number      |

| Bidder's Point of Contact                                          |                      |
|--------------------------------------------------------------------|----------------------|
| Contact person (authorised to negotiate and enter into a contract) | Insert name          |
| Position                                                           | Insert position      |
| Phone number                                                       | Insert phone number  |
| Email address                                                      | Insert email address |

### 2. Quotation

- Services quoted: ☐ Photography ☐ Videography ☐ Both

Bidders can provide the following rates for photography and/or videography services. If not applicable, please put N/A in the Rate section.

| No.         | Service     | Unit     | Rate (VND) | Note<br>(Specify equipment) |
|-------------|-------------|----------|------------|-----------------------------|
| Photography |             |          |            |                             |
| 1           | Photography | 1 hour   |            |                             |
| 2           | Photography | Half-day |            |                             |
| 3           | Photography | Full-day |            |                             |
| Videography |             |          |            |                             |

|   |                                     |               |  |  |
|---|-------------------------------------|---------------|--|--|
| 1 | Videography                         | 1 hour        |  |  |
| 2 | Videography                         | Half-day      |  |  |
| 3 | Videography                         | Full day      |  |  |
| 4 | Short highlight video/ edited video | Per video     |  |  |
| 5 | Other videography services          | As applicable |  |  |

### Tax and Pricing Information

| Item                                                 | Bidder to Complete                                 |
|------------------------------------------------------|----------------------------------------------------|
| For individuals, quoted rates include applicable PIT | Yes/No/Not applicable                              |
| For companies, VAT applicable & VAT rate             | VAT applicable: Yes/No/Not applicable<br>VAT rate: |

### Notes:

- Bidders may quote for **Photography Services, Videography Services, or both**.
- Rates should include standard equipment, basic editing/post-production and delivery of agreed outputs unless otherwise stated.
- For **individual bidders**, quoted rates should include any applicable **Personal Income Tax (PIT)** obligations.
- For **company bidders**, quoted rates should include all applicable costs and taxes **excluding VAT**, which should be stated separately where applicable.

### Bidder confirmation

I confirm that the information and rates provided above are accurate and valid for the purposes of this RfP.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_