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## TERMS OF REFERENCE – CONSULTANCY SUPPLIER

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**Project:** Swiss Tourism for Sustainable Development in Vietnam (ST4SD)  
**Consultancy service:** Production of bamboo thermal bottles for ST4SD project  
**Output:** 300 bamboo thermal bottles with a capacity of 450ml carved with ST4SD project logo

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**Client:** **HELVETAS Swiss Intercooperation**  
Van Phuc Diplomatic Quarters  
298F Kim Ma Street  
Ba Dinh  
Hanoi

 +84 243 843 1750

**E-Mail** comms@st4sd.vn  
helvetas.vietnam@helvetas.org

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**Contract duration:** From: 7th August 2024 To: 30th August 2024

**Expected Number of Days:** 23 days

**Submission deadline:** 5th August 2024

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### 1. Background

The Swiss Tourism for Sustainable Tourism in Vietnam (ST4SD), financed by the Swiss State Secretariat for Economic Affairs (SECO), aims at making Vietnam's tourism sector more sustainable and inclusive. As part of the economic development cooperation of Switzerland for Vietnam, it is implemented by the consortium of Helvetas Vietnam, a Swiss international NGO, and Center for Rural Economy Development (CRED), a Vietnamese NGO. The Ministry of Culture, Sports and Tourism appoints the Vietnam Authority of Tourism as the project owner.

The ST4SD project supports the preparation of relevant policies and strengthen public-private dialogue at both national and subnational level, establish a new Swiss Executive Hospitality Training (EHT) programme at qualified Vietnamese training institutes, create a network of experts from the Swiss and Vietnamese tourism sector, and promote innovative concepts for businesses and destinations to strengthen sustainability (including the introduction of sustainability standards). In the long term, the project aims to contribute to the creation of new livelihoods and the sustainable economic development of Vietnam.

### 2. Objectives

The project is looking for a supplier to produce bamboo thermal bottles printed or carved with logo of the ST4SD project. Bamboo is an environmentally friendly material, and the production of these

bottles aims to promote actions towards sustainability, increase visibility, spread project image, and raise awareness of people on purposes and missions of the project. These bamboo thermal bottles will be given to stakeholders and attendees of events and activities that the ST4SD project implements or supports for organization.

### **3. Expected Results**

300 bamboo thermal bottles with a capacity of 450ml printed or carved with the ST4SD project logo.

### **4. Main Tasks of the Supplier**

- Print or carve the ST4SD project logo on the bamboo thermal bottles;
- Produce 300 bamboo thermal bottles with a capacity of 450ml for the ST4SD project;
- A box for each bottle

### **5. Requirements for Supplier**

- Be a reputable firm with at least 2years of experience in producing bamboo thermal bottles;
- Demonstrate the ability to deliver 300 bamboo thermal bottles before the deadline as required;
- The proposed budget is consistent with the project's cost norms and the supplier has a valid financial invoice.

### **6. Documents to be submitted**

Interested suppliers need to send financial proposal to [comms@st4sd.vn](mailto:comms@st4sd.vn) and [helvetas.vietnam@helvetas.org](mailto:helvetas.vietnam@helvetas.org) before 5<sup>th</sup> August 2024.

*Please note that Helvetas only contacts shortlisted suppliers.*

### **Approved by**

ST4SD Team Lead

Director of Helvetas Vietnam

**Kenneth Wood**

**Pham Van Luong**