

Request for Quotations (RFQ)

Training package on EUDR compliance for Marou Chocolate's core team and stakeholders

Helvetas invites interested parties to provide service or works as described below.

1. Contract description

Under the SWITCH-Asia program of the European Union, Helvetas is implementing the project “Circular Economy Cocoa: From Bean to Bar” (2022–2026). The project aims to promote circular economy solutions in cocoa and other agri-food sectors, leading to equitable economic growth decoupled from harmful environmental impacts.

The European Union Deforestation Regulation (EUDR) is a regulatory framework ensuring that products like cocoa exported to the EU are deforestation-free and legally produced. Compliance requires robust systems for traceability, geolocation, and risk assessment. Marou Chocolate, as a leading producer, needs to strengthen its systems to align with these requirements.

To advance Vietnam’s sustainable and deforestation-free cocoa sector, Helvetas is seeking consultancy (individual/team/firm) to provide EUDR training for Marou Chocolate JSC in Ho Chi Minh City.

2. Timetable

	DATE	TIME – GMT+7
RFQ submission to companies/organisations via email/public posting	From 22 Apr 2026 to 23 Apr 2026	-
Inquiries from invited companies/organisations to email	From 23 Apr 2026 to 24 Apr 2026	17:00
Answers to inquiries via email	From 25 Apr 2026 to 26 Apr 2026	17:00
Deadline for submitting offers to email account ¹	29 Apr 2026	17:00

3. Nature of the contract

Service/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 individuals should be registered in the country.

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

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

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

The contract is anticipated to commence on 04 May 2026.

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

Services or works are to be provided between 04 May 2026 and 15 Jun 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. 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.

Evaluation criteria of eligible offers

Criteria for evaluation of the Technical offer

Requirements	Documentary evidence
1. Education & Expertise: Advanced degree (Master's or higher), or equivalent professional experience, in Agriculture, Forestry, International Trade, Environmental Science, or related fields.	<i>Detailed Proposal</i>
2. EUDR Specialization: Deep understanding of the EUDR regulatory framework, international sustainability standards, and digital traceability systems, including Due Diligence Systems (DDS) and geolocation data collection.	<i>Detailed Proposal</i>
3. Relevant Experience: Intensive experience in the Vietnamese agri-food and forestry sectors (specifically industrial crops or perennial trees) and experience working with international NGOs on sustainable supply chains.	<i>Detailed Proposal</i>
4. Methodology & Training Plan: A practical, innovative approach tailored to Marou's specific sourcing model with a clear, feasible roadmap and cost-benefit analysis.	<i>Detailed Proposal</i>
5. Training/Facilitation Skills: Professional fluency in Vietnamese and English with a proven track record of delivering technical training (evidence/list of courses required).	<i>Detailed Proposal</i>

Criteria for evaluation of the Financial offer:

Requirements	Documentary evidence
Competitiveness: A competitive and detailed breakdown of costs, demonstrating value for money and strictly following EU Cost Norms (2022) .	Financial offer in VND

The weighting of the criteria for evaluation of technical and financial offers are as follows:

Criteria	Max points
Technical offer*	60
Education & Expertise: Advanced degree (Master’s or higher), or equivalent professional experience, in Agriculture, Forestry, International Trade, Environmental Science, or related fields.	10
EUDR Specialization: Deep understanding of the EUDR regulatory framework, international sustainability standards, and digital traceability systems, including Due Diligence Systems (DDS) and geolocation data collection.	20
Relevant Experience: Intensive experience in the Vietnamese agri-food and forestry sectors (specifically industrial crops or perennial trees) and experience working with international NGOs on sustainable supply chains.	15
Methodology & Training Plan: A practical, innovative approach tailored to Marou’s specific sourcing model with a clear, feasible roadmap and cost-benefit analysis.	10
Training/Facilitation Skills: Professional fluency in Vietnamese and English with a proven track record of delivering technical training (evidence/list of courses required).	5
Financial offer	40
Total maximum score	100

After evaluation of offers, 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 services or works, or cancel this procedure should it not be satisfied with the quality of offers.

11. Submission of offers

Technical and Financial Offers must be submitted via email in electronic format only **in two separate files**.

Technical and Financial Offers should be password protected (follow below links for the instruction of how to create password)². The bidders will be informed in advance in order to provide the passwords. During the evaluation process the entitled purchasing panel member will contact the bidder and ask for the passwords³.

[Click here to learn how to create a password protected Word file](#)

[Click here to learn how to create a password protected PDF file](#)

[Click here to learn how to create a password protected Excel file](#)

Any problems during setting up the password to open, please contact the Procurement.Vietnam@Helvetas.org before the submission deadline.

Email subject: RFQ reference number (*for example RFQ003-26-BTB*).

The body of the email should contain bidder focal point’s name, address and telephone number (for password enquiry).

Offers must be submitted in English or Vietnam language exclusively to the following email address:

² Offers received without password will not be considered for evaluation

³ If the bidder is not reachable during the evaluation process, the offers will not be considered for evaluation

Procurement.Vietnam@Helvetas.org. Offers submitted after the deadline mentioned under the 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.Vietnam@Helvetas.org.

- a. **The Technical Offer file shall combine all the followings in 01 password-protected file:**
1. **Signed Application Form – as per PART 1 – APPLICATION PACKAGE** part below
 2. **Technical proposal** which demonstrates (1) expertise and relevant experience of the consulting firm and its team members including CV(s) of proposed consultancy member(s); (2) understanding of the client’s needs, scope of work and the requirements of the tender; (3) work plan, including key timelines and task assignments for each team member; (4) total number of working days and work distribution among team members.

b. **The Financial Offer file (password protected)** shall contain:

1. **Financial offer** – as per PART 2 - Financial offer part below.

The Financial offer must be presented in Vietnam Dongs. The fees proposed in this offer should be all inclusive of all costs to perform their tasks (e.g. office accommodation, transport, internet access and equipment, administrative and secretarial support, interpretation etc.). The service contractor is responsible for all other taxes and duties and/or Helvetas shall withhold Personal Income Tax (if any) for individual work contract/agreement in compliance with the legislation of the country.

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 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 contract can be in English or Vietnamese.

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

TERMS OF REFERENCE

Contract-no:

Project/mandate no: 1242.94.1.1

Project/mandate name/country: 6.1.2.2

Client: **HELVETAS Swiss Intercooperation - Vietnam**
298F Kim Ma street, Ngoc Ha ward, Hanoi, Vietnam

1. Background

Under the SWITCH-Asia program of the European Union, Helvetas is implementing the project “Circular Economy Cocoa: From Bean to Bar” (2022–2026). The project aims to promote circular economy solutions in cocoa and other agri-food sectors, leading to equitable economic growth decoupled from harmful environmental impacts.

The European Union Deforestation Regulation (EUDR) is a regulatory framework ensuring that products like cocoa exported to the EU are deforestation-free and legally produced. Compliance requires robust systems for traceability, geolocation, and risk assessment. Marou Chocolate, as a leading producer, needs to strengthen its systems to align with these requirements.

To advance Vietnam’s sustainable and deforestation-free cocoa sector, Helvetas is seeking consultancy (individual/team/firm) to provide EUDR training for Marou Chocolate JSC in Ho Chi Minh City.

2. Objective(s) of the mission (or consultancy)

The objective of this assignment is to provide a comprehensive training package on EUDR compliance for Marou Chocolate’s core team and stakeholders. The training aims to:

- Provide a deep understanding of EUDR requirements.
- Identify gaps in Marou’s current model and propose necessary adjustments.
- Develop a practical compliance roadmap and estimated cost structure.

3. Expected results (or Output)

- A set of comprehensive training materials covering EUDR requirements and technical standards.
- An assessment report identifying gaps and necessary adjustments for Marou’s current sourcing model.
- A detailed compliance roadmap including an estimated cost structure for Marou Chocolate to meet the EUDR requirements before September 2026.

4. Main Tasks and Activities of the Assignee (or consultant)

- Review Marou’s current digital traceability tools and partnership data.
- Design and conduct a training workshop for 25 participants in Ho Chi Minh City.
- Facilitate a technical session on geolocation data and legality verification.
- Collaborate with Marou and Helvetas teams to define a practical roadmap and cost-benefit analysis.

5. Working methodology

The consultant will use a participatory approach, combining technical presentations with practical case studies related to Marou’s specific supply chain. The mission includes desk research, field discussions (if applicable), and stakeholder consultations.

6. Mission Schedule

Duration: Within May 2026.

Time	Activity
May 2026	Preparation and desk review
	Training workshop (1 lead + 1 supporter) * 2 days in Ho Chi Minh City
	Reporting and Roadmap finalization

7. Deliverables

No.	Deliverables	Deliverable Submission Deadline
1	Training materials and agenda	At least 2 days before training date
2	Workshop delivery and participant list	On training date
3	Final Gap Analysis and Roadmap Report	07-10 days after training date

Note: Total LOE should be based on actual and does not exceed 10 days

8. Logistics

- Travel: Helvetas will arrange travel for the consultant(s) if any.

9. Reporting / Debriefing

All deliverables must be submitted both in hard copy (signed/sealed) and electronically in English to the

Project Officer and Project Manager.

10. Documents

- Template Cost Estimation for training cost breakdown.

11. Qualifications

- Advanced degree (Master's or higher), or equivalent professional experience, in Agriculture, International Trade, Environmental Science, or related fields.
- Deep understanding in EUDR compliance, including Due Diligence Systems (DDS), risk mitigation, and international sustainability standards.
- At least 5–7 years of experience in the Vietnamese agriculture or forestry sectors, with specific experience in sustainable supply chains for industrial or perennial crops.
- Demonstrated experience with traceability systems, geolocation data collection, and legality verification in a Vietnamese context.
- Professional fluency and high-level training/facilitation skills in both Vietnamese and English.

Note: National consultancy fee and associated costs will be referred to the EU/UN Cost norm 2022.

APPLICATION FORM

1 SUBMITTED by (i.e. the identity of the bidder)

	Name(s) of entity(ies) making this application	Nationality
Leader		
Member 2 ¹		
Member 3 ...		

2 CONTACT PERSON (for this application)

Name	
Organisation	
Address	
Telephone	
e-mail	

3 STATEMENT²

I, the undersigned, the authorised signatory of the above bidder (for consortiums, **every consortium member should sign a separate statement as part of this application**), hereby declare that we have examined the tender dossier for the contract referred to above. We hereby accept its provisions in their entirety, without reservation or restriction.

We agree to become one of the parties of the framework contract and to submit an offer whenever requested by the *Helvetas* in accordance with the terms of the tender dossier and the conditions laid down, without reservation or restriction.

We are making this application for this tender in our own right. We confirm that we are not tendering for the same contract in any other form. We understand that our consultants may be excluded if we propose consultants who have been involved in offers of other bidders.

We are fully aware that, for consortiums, the composition of the consortium cannot be changed in the course of the tender procedure, unless *Helvetas* has given its prior approval in writing. We are also aware

¹ Add/delete additional rows as appropriate

² Statement should be signed by each member of consortium, if a consortium.

that the consortium members have joint and several liabilities towards *Helvetas* concerning participation in the above tender procedure and any contract awarded to us as a result of it.

We will inform *Helvetas* immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognise and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts funded and/or managed by *Helvetas* and that penalties may be applied as specified in the tender dossier.

We note that the *Helvetas* is not bound to proceed with this tender and that it reserves the right to award only part of the contract and that it will incur no liability towards us should it do so.

Signed on behalf of the bidder

Name	
Signature	
Date	

Financial offer

All the cost should be inclusive of all taxes and duties. The service contractor is responsible for all other taxes and duties and/or Helvetas shall withhold Personal Income Tax in compliance with the Law of the country.

Note:

1.Travel days will not be considered for labor cost.

2.The estimation of travel costs may constitute the determination of the bid winner. If the company/organization is selected, the travel costs could be included in the contract given the company/organization must provide the documentation to prove the travel required by the activity. If the individual consultant(s) is/are selected, the travel costs will be covered by Helvetas in compliance with its internal policies and EU/UN cost norms.

3.EU/UN cost norm will be applied for all activities described in the proposals. Such rates are the ceiling rate that can be acceptable.

No	Services or Works Items – specifications	Unit	Qty	Price unit	Total	Explanation
				VND	VND	(please provide details, rationale to quote this price)
1 Task 1 - Review Marou's current digital traceability tools and partnership data						
1.1	Consultant 1	Hour			0	
1.2	Consultant 2	Hour			0	
1.3	...				0	
1.4	Airfare from ... to	Round segment			0	
1.5	Airport taxi	trip			0	
1.6	In-city transportation from	trip			0	
1.7	Lodging	night			0	
1.8	Meal and incidental expense	day			0	
1.9	Other expenses	pls specify			0	
2 Task 2 - Design and conduct a training workshop for 25 participants in Ho Chi Minh City						
2.1.1	Consultant 1 - Develop materials	Hour			0	
2.1.2	Consultant 1 - Deliver training (as lead trainer)	Hour				
2.1.3	Consultant 1 - Deliver training (as supporting trainer)	Hour				
2.1.4	Consultant 1 - Reporting	Hour				
2.2.1	Consultant 2 - Develop materials	Hour			0	
2.2.2	Consultant 2 - Deliver training (as lead trainer)	Hour				

No	Services or Works Items – specifications	Unit	Qty	Price unit	Total	Explanation <i>(please provide details, rationale to quote this price)</i>
				VND	VND	
2.2.3	Consultant 2 - Deliver training (as supporting trainer)	Hour				
2.2.4	Consultant 2 - Reporting	Hour				
2.3.1	...	Hour			0	
2.4	Airfare from ... to	Round segment			0	
2.5	Airport taxi	trip			0	
2.6	In-city transportation from	trip			0	
2.7	Lodging	night			0	
2.8	Meal and incidental expense	day			0	
2.9	Other expenses	pls specify			0	
3	Task 3 - Facilitate a technical session on geolocation data and legality verification					
3.1	Consultant 1	Hour			0	
3.2	Consultant 2	Hour			0	
3.3	...				0	
3.4	Airfare from ... to	Round segment			0	
3.5	Airport taxi	trip			0	
3.6	In-city transportation from	trip			0	
3.7	Lodging	night			0	
3.8	Meal and incidental expense	day			0	
3.9	Other expenses	pls specify			0	
4	Task 4 - Collaborate with Marou and Helvetas teams to define a practical roadmap and cost-benefit analysis					
4.1	Consultant 1	Hour			0	
4.2	Consultant 2	Hour			0	
4.3	...				0	
4.4	Airfare from ... to	Round segment			0	
4.5	Airport taxi	trip			0	
4.6	In-city transportation from	trip			0	
4.7	Lodging	night			0	
4.8	Meal and incidental expense	day			0	
4.9	Other expenses	pls specify			0	
...	...					

No	Services or Works Items – specifications	Unit	Qty	Price unit	Total	Explanation <i>(please provide details, rationale to quote this price)</i>
				VND	VND	
Subtotal Personnel Cost (VND)		Man day	0		0	
Subtotal Travel cost (VND)					0	
Grand Total cost (VND)					0	

Signed on behalf of the bidder

Name	
Signature	
Date	