

## **Call for Quotes: Event organization services for World TB Day in Dong Thap**

**Release Date:** November 27, 2024

**Questions Due Date:** No later than 5:00 PM, December 2, 2024

Submission of questions or requests for clarification must be submitted in writing via email [nthuy@fhi360.org](mailto:nthuy@fhi360.org), with cc to [nmai@fhi360.org](mailto:nmai@fhi360.org) no later than 5:00 PM, December 2, 2024. Please do not contact any FHI 360 employees regarding this RFQ. Contacting individual employees may be the cause of disqualification. No telephone inquiries will be answered.

**Quote submission by:** Complete proposals must be submitted via email to [procurementvietnam@fhi360.org](mailto:procurementvietnam@fhi360.org) with subject line "SET-Quotes for World TB Day 2025" no later than 5:00 PM, December 5, 2024.

### **I. OVERVIEW**

The Family Health International (FHI 360) office in Vietnam is seeking a professional event management agency to offer the planning, organization, and execution of World TB Day 2025 public event, which will take place in Dong Thap province, Vietnam on Saturday 15 March 2025.

### **II. BACKGROUND**

Vietnam ranks 11th among the 30 countries with the highest number of tuberculosis (TB) and drug-resistant tuberculosis cases globally. The tuberculosis epidemic in Vietnam remains serious, with a new infection rate of about 176 per 100,000 people. An estimated 172,000 new TB cases occur annually (according to the WHO's Global TB Report, 2023). However, only 102,500 new and recurrent TB cases were detected in 2022, representing 60% of the estimated cases.

March 24 is designated by the World Health Organization as World Tuberculosis Day to mobilize the attention and participation of leaders and citizens in the fight against tuberculosis, particularly in countries with a high burden like Vietnam. To respond to this day, the USAID Support to End TB project, implemented by FHI 360, is collaborating with the National TB Program, Dong Thap People's Committee, Dong Thap Department of Health, and Dong Thap Lung Health Hospital to organize an outdoor event in Dong Thap province, a region with a high tuberculosis burden in the Mekong Delta. This event aimed to mobilize the attention of departments, unions, social organizations, and the general public in TB prevention and control work towards the goal of ending TB by 2035.

### **III. SCOPE OF WORK**

USAID Support to End TB intends to organize a ***World Tuberculosis Day 2025 Ceremony in Dong Thap with the participation of around 1000 attendees***. Tentative date: 15 March 2025. Venue: Quảng trường Công viên Văn Miếu, TP Cao Lãnh, Đồng Tháp.

Under the supervision and guidance of the Senior Communications and Knowledge Management Officer(s), professional contractor will provide services on event organisation. The contractor should demonstrate a client-oriented approach and can work flexibly and professionally with partners in healthcare settings. The event will demonstrate the following objectives:

1. Build public awareness that Vietnam is among the 30 countries with the highest burden of TB in the world while the Mekong Delta region suffers the highest TB burden in the country.

2. Celebrate the successful partnership and commitment among stakeholders involved in fight against TB in the Mekong Delta region and Vietnam.
3. Communicate vital public health and TB messages to encourage people to go for TB testing, reduce stigma and adhere treatment.

**The tentative key activities of the event include followings:**

- Ceremony with speeches
- Performance/music/flash mode
- Awards
- Media service
- Motorbike and car demonstrations on main streets of Cao Lanh city, Dong Thap province
- Outdoor exhibition
- Decoration plan
- Community and public group participation.

Based on the above key activities, the contractor should **propose and develop engaging event ideas and planning**. The required services will range from concept development, event management, organization, and implementation, to handling different logistical aspects. Below are the key responsibilities:

**1. Event Planning and Coordination:**

- Develop a detailed event plan proposal including creative and innovative design/decoration, performance, logistics, motorbike/car demonstration, marketing, teleconferencing, and budget;
- Develop a design layout of the event (3D design is a require) including decoration plan in key areas/streets/venue;
- Plan a schedule of 4-hour-event including speeches, awarding, motorbike/car demonstration, performances.

**2. Venue Setup and Event Management:**

- Arrange for venue setup and event management for the capacity of about 1000 participants, including but not limited to stages, led screens, VIP areas, seating, audio-visual equipment, Wifi, check-in booths, beverages distribution, participant packages & nametags, signage, etc (Rehearsal before the event is required);
- Set up creative and innovative decoration and exhibition show: Exhibition plan with slogans, banners on the main streets and around the venue, photobooth, entrance gate based on the proposed decoration plan;
- Provide a secure and reliable teleconference system for live streaming the event to all 63 provinces. The system will include a 360-degree camera for immersive viewing and a dedicated monitoring system to ensure seamless delivery;
- Provide a full package of flycam and photo service during the event. Produce a wrap-up event video;
- Provide 2 performance services suitable for the event (Ex: water drum, music ...);
- Ensure accessibility and safety measures are in place.

**3. Promotion and Marketing:**

- Propose, design and distribute promotional materials (posters, flyers, banners) on streets, public areas and event venue based on the proposed decoration and marketing plan;
- Design, produce and distribute gifts (T-shirt and hat) for 1000 participants;
- 20 electric motobikes and 02 cars demonstrating along main street with banners and slogans;
- Media coverage package: Develop media plan and coordinate a media package with 10 major media outlets, including local newspapers, online news platforms, and TV (VTV1) stations, to ensure broad media coverage of the event. The name of the media & plan will be submitted with the quotation.

**4. Logistics Management:**

- Manage all logistics, set up including the management of all event suppliers, before, during and after the event.
- Manage drinks for VIP guests and 1,0000 participants (No plastic water bottles and cups are used).

**IV. Additional requirements**

The contractor will be responsible for the design of the event and should reflect the followings:

1. The physical design of the actual venue in a sustainable way (decorations, stands, branding coherent with USAID and FHI 360 branding guides and available materials).
2. Standardised visuals for presentations.
3. As an organisation promoting sustainable behaviour, it is very important that no single-use plastic used in the serving and transportation (For example: No plastic water bottles and cups are used).

**V. Duty station and travel**

Dong Thap, Viet Nam.

- VI. EVALUATION:** A fixed-price purchase order may be awarded in VND to the responsive vendor whose quote is evaluated as most advantageous over FHI 360 (technically acceptable offer and with competitive price).

**VII. REQUIRED QUALIFICATIONS**

- Experience organizing outdoor public health promotion event
- Desired: Experience planning and implementing communication campaigns on public health in Vietnam
- Fluency in Vietnamese and English
- Experience implementing communication campaigns for USAID or other donors is preferable.

\*Note: All prospective vendors must comply with the safeguarding policies of our organization. Any violations of the policies may result in immediate contract termination without liability for the organization.

**FHI 360 DISCLAIMERS**

- FHI 360 may perform a background check on any selected vendor.
- FHI 360 may cancel the solicitation and not award.
- FHI 360 may reject any or all responses received.
- Issuance of the solicitation does not constitute an award commitment by FHI 360.
- FHI 360 reserves the right to disqualify any offer based on failure of the offeror to follow solicitation instructions.
- FHI 360 will not compensate any offeror for responding to solicitation.
- FHI 360 reserves the right to issue an award based on initial evaluation of offers without further discussion.
- FHI 360 may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities.
- FHI 360 has the right to issue amendments to the RFQ at any time.

**ANNEX 1: SOME DECORATION STYLES PREFERRED FOR REFERENCE**  
*(Not included in the Call for Proposal, only for internal reference)*



