



TETRA TECH
International Development

Request for Proposal

For

Event Management and Project Impact Video Production Services for the Project

“Development of ASEAN Guidelines on AI- Generated and Digital Trademarks”

Structure of Invitation

Part A - Invitation and Rules of Proposal

Part B – Scope of Services

Part C – Draft Contract

Part D – Supplier's Response Form

Contents

- 1 Invitation..... 1
- 2 Background..... 1
- 3 Scope 1
- 4 Contact Officer..... 2
- 5 Briefing and Site Visits 2
- 6 Submission Format 2
- 7 Submission Lodgement..... 2
- 8 Last Queries Date 2
- 9 Document Structure 2
- 10 Evaluation Process 2
- 11 Evaluation Criteria 3
- 12 Commonwealth Procurement Rules and PGPA Act..... 4
- 13 Indigenous Procurement Policy 4

1 Invitation

Interested parties are invited to submit a proposal to Tetra Tech International Development Pty Ltd in accordance with the instructions for the Event Management and Project Impact Video Production Services for the Project “Development of ASEAN Guidelines on AI-Generated and Digital Trademarks” (**“Project Requirements”**) for the Regional Trade for Development (RT4D).

2 Background

Tetra Tech International Development Pty Ltd, as the managing contractor of the Regional Trade for Development (RT4D) on behalf of the Australian Government’s Department of Foreign Affairs and Trade (DFAT) and New Zealand Government’s Ministry of Foreign Affairs and Trade (MFAT), a duly registered Australian company located at Ground Floor 422 King William Street Adelaide SA 5000, Australia, referred to as “Tetra Tech International Development”

The Regional Trade for Development (RT4D) initiative is funded by both the Governments of Australia and New Zealand. It assists ASEAN Member States (AMS) in meeting their commitments and realising the advantages offered by the Agreement establishing the ASEAN-Australia-New Zealand Free Trade Area, or AANZFTA, and the Regional Comprehensive Economic Partnership, or RCEP.

Through the AANZFTA Implementation Support Program (AISP) and the RCEP Implementation Support Program (RISP), RT4D provides tailored support to enhance the capabilities of ASEAN Member States by strengthening skills, building networks, facilitating policy options and ensuring that trade benefits everyone, including Micro, Small and Medium Enterprises (MSMEs), women and people with disability.

Also operating under RT4D is the Trade and Gender Equality Incubator (TGEI), an initiative funded by the Australian Government. The incubator tests ideas and methods, drawing on promising examples, that integrate gender in trade policy, technical cooperation, and development programming.

The Governments of Australia and New Zealand have committed up to AUD 53.3 million to fund RT4D from 2020-21 to 2027-28.

3 Scope

The following information is provided for respondents’ assistance:

The **“Development of ASEAN Guidelines on AI-Generated and Digital Trademarks”** project is an AANZFTA Implementation Support Program (AISP) project. Under this project, the Regional Trade for Development Facility (RT4D) is seeking an Event Organiser (EO) to (1) manage the logistical and organisational arrangements required for the successful delivery of the two in-country hybrid workshops, and (2) produce a project impact video explaining the project, its activities, and outcomes using footage from these two workshops, participant and stakeholder interviews, and other projects’ documents.

The two in-country hybrid workshops will be conducted: one in Jakarta, Indonesia, on 03 December 2026 (TBC) for approximately 40 participants, and another one in Selangor, Malaysia, on 17 December 2026 (TBC) for approximately 40 participants.

The in-country workshops are designed (1) to equip trademark examiners within the Intellectual Property Corporation of Malaysia (MyIPO) and the Directorate General of Intellectual Property (DGIP), Ministry of Law of Indonesia, with the knowledge and skills to apply the Guidelines, and (2) to prepare a core group of trainers who can cascade the training to other trademark examiners and to broader stakeholder groups, including MSMEs.

The 5-to-7-minute project impact video will capture the project’s implementation journey, key activities, and results. The video will use existing project materials and footage from the two workshops to tell the project’s story from concept development through implementation and outcomes, supplemented by interviews with selected stakeholders as needed. The final video will be produced in English.

4 Contact Officer

The only person authorised by Tetra Tech International Development to communicate with respondents is the Contact Person. Therefore, respondents cannot rely on communications with any other person. Any communication with the Contact Person should be in writing and addressed to the Contact Person.

The Contact Person is

Name: Dr Heng Molyaneth

Title: Regional Manager

Email: procurement@regionaltrade4dev.org

5 Briefing and Site Visits

No briefing or site visit is required.

6 Submission Format

Respondents are requested to prepare the proposal as stated in the bid rules and submit the proposal in electronic format to procurement@regionaltrade4dev.org.

7 Submission Lodgement

The Closing Time for submitting a proposal is **21 September 2026 at 11.59 pm Indochina Time**.

The provider should submit Technical and Financial submissions in alignment with templates provided in Part D. Submissions should be sent to procurement@regionaltrade4dev.org.

8 Last Queries Date

If there are parts of the document that respondents do not understand, respondents should contact the nominated Contact Officer detailed in the bid document prior to the last queries date.

The Last Queries Date is **6 September 2026 at 11.59 pm Indochina Time**.

9 Document Structure

This Request for Proposal consists of four parts:

Part A – Invitation - a brief background and general information concerning the request for proposal process and Proposal Bid Rules

Part B - Requirements and Specifications

Part C - Contract Terms and Conditions - the contract requirements including a draft copy of the indicative terms of any contract that may ultimately be entered into for the project requirements.

Part D - Response Schedule – Your response to the Proposal

10 Evaluation Process

10.1 Proposals will be evaluated for full compliance with any mandatory requirements identified in the Invitation and Bid Rules and Statement of Requirement and/or Specifications.

10.2 Respondents are reminded that any requirements identified as mandatory are considered to be of fundamental importance to the satisfactory delivery of the goods and/or service, and a fully compliant response is required.

- 10.3 Tetra Tech International Development reserves the right to short-list a limited number of respondents, based on its initial value-for-money assessment, and continue detailed evaluation of this smaller group of respondents to the exclusion of all others.
- 10.4 If Tetra Tech International Development chooses to include a shortlisting stage in its evaluation process, Tetra Tech International Development is not, at any time required to notify respondents or any other person or organisation interested in submitting a proposal.
- 10.5 There are occasions when a secondary evaluation process is required. Tetra Tech International Development may request presentations by respondents, where appropriate, of the bid but need not make the same request of all respondents.

This may occur as a part of the original plan or be necessary to differentiate between short-listed submissions.

A secondary process may include, but not be limited to:

- Presentation of the intended project / methodology;
- Clarification of particular aspects of the submission;
- Additional information on some aspect of the proposal;
- Responses to additional requirements; or
- Negotiations on personnel, project delivery, milestones and price.

Short listed suppliers will be notified of the secondary process.

11 Evaluation Criteria

Respondents will be evaluated against the following general criteria:

A. Technical Soundness Considerations

Interested EOs should put forth support personnel who can support the RT4D Team in the planning, management, and delivery of the workshops and the production of the project impact video. Proposed personnel should be able to work flexibly and collaboratively with RT4D, technical consultants, government stakeholders, and service providers to ensure the successful delivery of all assignment outputs.

To ensure the above can be effectively managed and completed in alignment with this TOR, it is recommended that interested organisations have:

- Proven experience in managing workshops, conferences, and high-level meetings of similar scope and complexity, including events involving government officials, international participants, and regional stakeholders.
- Demonstrated experience in coordinating all aspects of event logistics, including participant travel, venue management, registration, accommodation, catering, audiovisual requirements, and on-site event support.
- Strong project management, organisational, and time management skills, including the ability to manage multiple workstreams, competing priorities, and tight deadlines.
- Demonstrated experience engaging with ASEAN institutions, ASEAN Member States (AMS), development partners, or comparable regional and intergovernmental organisations. Experience supporting AANZFTA, ASEAN, or donor-funded activities will be considered an advantage.
- Presence of local team members in Malaysia and Indonesia will be considered an advantage.
- Proven experience in professional video production, including concept development, script development, filming, photography, editing, motion graphics, sound design, subtitle integration, and post-production.
- Demonstrated ability to produce high-quality project impact videos, event highlight videos, or documentary-style videos that effectively communicate project activities, outcomes, and stakeholder perspectives to diverse audiences.

- Access to suitably qualified personnel and equipment required for professional videography, photography, editing, and post-production services.
- Strong communication and stakeholder engagement skills, including experience conducting interviews and capturing testimonials from government officials, technical experts, and project beneficiaries.
- Demonstrated ability to work independently and within multidisciplinary teams in a professional environment, while maintaining high standards of quality assurance and responsiveness to client feedback.
- Capacity to deliver activities and communication products in accordance with RT4D requirements relating to Monitoring, Evaluation and Learning (MEL), Gender Equality, Disability and Social Inclusion (GEDSI), accessibility, and communications standards.

B. Value for Money Considerations

Proposals to deliver this activity should adhere to RT4D's Value for Money Principles, outlined below.

Achieving value for money is a critical consideration for the achievement of DFAT's strategic objectives. It is a requirement under the Public Governance, Performance and Accountability Act (2013) and the Commonwealth Procurement Rules. Building on these requirements DFAT has developed eight Value for Money Principles to guide decision making and maximise the impact of its investments. We expect all our delivery partners to give effect to the principles and value for money performance is measured in our Aid Performance Framework. DFAT's [website](#) includes a detailed description of these.

Economy	Efficiency	Effectiveness	Ethics
1. Cost consciousness 2. Encouraging competition	3. Evidence based decision making 4. Proportionality	5. Performance and Risk Management 6. Results Focus 7. Experimentation and innovation	8. Accountability and transparency

Respondents shall provide supporting information to enable these criteria to be assessed, by completing every section of the request for proposal response.

12 Commonwealth Procurement Rules and PGPA Act

Respondents should be aware that the Commonwealth Procurement Rules ('CPRs') and the *Public Governance Performance and Accountability Act Rules 2013* (Cth) ('PGPA Act') as amended from time to time, apply to this RFQ. The CPRs are available at: [Commonwealth Procurement Rules | Department of Finance](#)

The PGPA Act is available at: <http://www.comlaw.gov.au>

13 Indigenous Procurement Policy

It is Commonwealth policy and therefore Tetra Tech International Development policy, to stimulate Indigenous entrepreneurship and business development, providing Indigenous Australians with more opportunities to participate in the economy.

Respondents should note that the Indigenous Procurement Policy does not apply to this procurement.

However, in completing Part D, Response, Respondents are encouraged to provide information on how their organisation or quote stimulates Indigenous entrepreneurship and business development, providing Indigenous Australians with more opportunities to participate in the economy.

Purchases from an Indigenous enterprise may be in the form of engagement of an Indigenous enterprise as a subcontractor, and / or use of Indigenous suppliers in the Respondent's supply chain.

Part B – Scope of Services

Please refer to the attached Terms of Reference for detailed Scope of Services.

Part C – Draft Conditions of Contract

Please refer to the attached Services Agreement template.

Part D - Supplier's Response Form

(to be completed in full and returned by the supplier by the closing time and date)

Supplier Details

I/We hereby offer to supply to Tetra Tech International Development the Goods/Services (specified in this RFP for Event Management and Project Impact Video Production Services for the Project "Development of ASEAN Guidelines on AI-Generated and Digital Trademarks") in accordance with the Conditions of Proposal, the attached draft Conditions of Contract and the following Addenda (if any) issued by Tetra Tech International Development.

Addendum No.	Date and Description
Trading Name	<insert name>
Registered Name	<insert name>
ACN	<insert number>
ABN	<insert number>
Address of registered office	<insert address>
Type of entity (e.g. company, trust, partnership, sole trader, other)	<insert entity>
Key Personnel (e.g. director, chief executive officer, principal of business etc.)	<insert names and positions>
Telephone	<insert phone number>
Website	<insert URL>
Indigenous Procurement Policy	Is your organisation 50% or more Indigenous owned? YES / NO (Delete one) If YES, is your organisation registered on Supply Nation? YES / NO (see note below) / Not Applicable (Delete one) If NO, please provide a certificate or letter from a recognised Indigenous organisation.
Contact Person	<insert name>
Position	<insert position>
Address	<insert address>
Postal address (if different to above)	<insert address>
Email	<insert email address>
Telephone	<insert phone number>

PROCUREMENT DETAILS	
Response Against Evaluation Criteria	
Component	Score
Part A – Response to Technical Component	
A.1 Project Plan and Risk Management – Please provide the following:	
- A project plan that specifies outputs, tasks and timelines in line with section III.C of the ToR. - Identify your approach to mitigating the project risks outlined in Section VII of this ToR. - Indicate the level of support that will be required from the RT4D Facility to complete the project.	20
A.2 Organisational Capabilities and Experience – Please specify the following:	
- Outline general organisational capability that is likely to affect performance of project in line with ToR requirements (Experience in managing large scale regional events, etc.). - Experience in managing events at a high-profile level involving country representatives and senior stakeholder and engaging with ASEAN Member States, ASEAN Secretariat and/or AMS is a distinct advantage. - Strong organisation and time management skills including the ability to manage competing tasks in a timely manner. - Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors.	30
A.3 Project Team and Resourcing – Describe approach to staffing including details of all proposed experts and their role in the delivery of the required services. This should include:	
- Key members of the project team, including their CVs, and demonstrate their skills and expertise essential to the delivery of this project. - Roles, responsibilities, and level of participation of the project team members. - An uncosted resource plan proposing the number of person days you expect each team member to undertake in delivering this project. - Presence of local team members in Malaysia and Indonesia would be an advantage	30
TOTAL – Technical Proposal	80
Part B – Response to Financial Component	
Using template provided, complete a Financial Proposal for the delivery of the scope of services in alignment with RT4D Value for Money Principles and using the financial proposal; template shared along with this TOR. The Financial Proposal should specify all direct and indirect costs for undertaking the project, including:	
- Participants expenses, which includes: i) hotel accommodation, ii) airport transfer allowance, and iii) Airfare. - Event organisation expense, which includes: i) Event organisation fee (Management and/or operational fees (if any), which include all costs incurred by the person/entity/company for internal coordination, communication, travels and any other associated project management cost), ii) Equipment rental, iii) production of RT4D branded stationeries, if applicable, and v) other fees.	20

Component	Score
Applicable taxes such as VAT, GST, PPN.	
TOTAL – Financial Proposal	20
GRAND TOTAL – Evaluation Criteria	100

Insurance	
Provide details of each insurance policy relevant to Tetra Tech International Development's Requirement.	

Compliance with Proposed Contract	
Does Your Proposal comply with all terms of the proposed Contract?	☐ Yes ☐ No
If Your Proposal does not comply with some or all of the terms of the contract You must provide reasons for the partial compliance or non-compliance for each clause below.	
Contract Clause No.	Explanation/comment

References	
Please provide up to three references that may be contacted in relation to Your Proposal	
Name	Contact Details

I/We declare that:

- (a) the Conditions of Proposal are agreed;
- (b) the Conditions of Contract are agreed; and
- (c) the information and particulars provided as part of this Proposal are accurate and correct.

Dated: _____

Supplier	
Signature	
*Print name and office held	

Witness	
Signature	
*Print name and office held	

*Use BLOCK LETTERS