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**Q&A in response to  
REQUEST FOR PROPOSAL (RFP)**

**RFP Number UNFPA/BKK/RFP/2020/001**

For the establishment of a: **LONG TERM AGREEMENT**

In regards to: PROVISION OF VIDEOGRAPHY AND PHOTOGRAPHY SERVICES TO  
UNFPA APRO OFFICE, BANGKOK THAILAND

1. Can we as a company based outside Bangkok, Thailand bid on this?  
Yes, there is no limitation. You can submit your proposal.
2. Is there a local preference for bidders included in the evaluation?  
There is no preference for the location of the bidder. However since UNFPA APRO is located in Bangkok, Thailand, and services are to be carried out in Bangkok (e.g. recording of the workshops/events), no travel costs to Bangkok would be reimbursed or are foreseen as part of this agreement. For events held outside of Bangkok, the travel starting point for calculation purposes would be Bangkok, Thailand, and costs will be reimbursed on an actual basis not exceeding the rates set within UNFPA travel policy. Travel expenses within Bangkok Area will not be covered under this LTA'. Companies would be also expected to operate or communicate during Indochina Time, so there are no delays or communication challenges with differing time zones.
3. Do we need to be registered as a company in Thailand to bid on this project or deliver this project?  
The service provider would need to be able to provide services in Thailand, UNFPA would not secure the license for service providers to operate in Bangkok.
4. What is the budget range for this project and the LTA? Is there a maximum/minimum?  
The estimated budget for this activity would range between \$40,000 to \$100,000 per year. However, the LTA is a written arrangement between UNFPA and a supplier, which allows UNFPA to order specified goods and/or services from the awarded supplier according to a pre-established set of terms and conditions (such as at a fixed price, quality levels, ordering method and lead times), for a definite period of time, but with no legal obligation to order any minimum or maximum quantities. For the current bid, bidders are requested to provide a unit price (Hourly Rate, Half-day rate, Daily Rate). The orders will be placed with the LTA holder as often as the need arises.



5. Are digital signatures acceptable if we are submitting digitally?  
Yes, in case the proposal is submitted digitally, the digital signatures are acceptable.
6. Can we provide more than 1 sizzle reel in our portfolio of work?  
Yes, even though the TOR indicated that 'In their technical proposal, the service provider must provide a sample portfolio of previous work (1 sizzle reel) that represents a strong portfolio of video and photography work. Proposal without sample portfolios will not be considered'. More than 1 sizzle reel is welcome.
7. Will only 1 bidder be selected for this LTA? Or multiple?  
As indicated in the RFP, UNFPA intends to award a single LTA to the Bidder that obtains the highest combined score of the Technical and Financial evaluation.
8. How do you suggest we provide the "number of person hours/days in each specialization that you consider necessary to carry out all work required", if we don't have details on specific projects yet? Should we base this on, for instance, the creation of certain products that we specify (i.e. a human interest story that's between 3 and 7 min would require this number of hours/days)?  
Please refer to SECTION VI - ANNEX E: PRICE SCHEDULE FORM
9. Can our project plan be in table format instead of Gantt, if we still provide the required information?  
Please refer to SECTION VI - ANNEX E: PRICE SCHEDULE FORM
10. Can you clarify how to fill out the financial ratios table? Do you have guidance on how to calculate these specific ratio;  
Current ratio is a comparison of **current** assets to **current** liabilities, calculated by dividing your **current** assets by your **current** liabilities. Quick ratio is calculated by dividing liquid current assets by total current liabilities. Liquid current assets include cash, marketable securities and receivables. Debt Ratio is total **liabilities** divided by total assets.
11. Regarding the LTA Template (Section VII - Annex A), is it mandatory that that is submitted with our proposal, or only if we are awarded the contract?  
No. LTA Template (Section VII - Annex A) is for your reference. UNFPA will work on the LTA template with the awarded bidder.
12. We do have an additional question: In section II , Annex A point 6. you mention "a detailed description of your proposed deliverables", can you please clarify?



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UNFPA anticipates awarding the project on a fixed-price basis, therefore the deliverables would depend on each specific requirement. Please refer to SECTION VI - ANNEX E: PRICE SCHEDULE FORM

13. In reference to Section II: TOR- Activities- Point 10 "Provide proof of adequate insurance coverage spanning all work-related activities undertaken in a given contract". Please shed more light on this and clarify further if possible.

We require proof of insurance for photography and videography equipment. We would also expect the organisation or individual to have travel and health coverage if on a mission with UNFPA