



United Nations Population Fund  
Asia and Pacific Regional Office  
4th Floor United Nations Service Building,  
Rajdamnern Nok Avenue, Bangkok, 10200  
Thailand.  
E-mail: [apro-procurement@unfpa.org](mailto:apro-procurement@unfpa.org)  
Website: <https://asiapacific.unfpa.org>

**Q&A in response to**  
**Request for Quotation (RFQ) N°: UNFPA/BKK/RFQ/25/003**  
**The provision of a Communications company to support Strategic communication on Prevention**  
**and the production of podcasts**

Q1: I understand that identification of key target audiences is part of the scope of work, however, at this stage, do you have an ideas of audiences that may be targeted by the podcasts?

A1: The target audiences are: organisations, governments, researchers, service providers engaged in policy advocacy and programming to address gender based violence and promote gender equality in the South East Asia region.

Q2: Please confirm that the podcasts are audio-only, and no need for video production is involved?

A2: Audio-only

Q3: Our team is very keen to submit a bid for this exciting opportunity. Would UNFPA be open to extending the submission deadline to 18<sup>th</sup> July, please

A3: The bid submission is extended to Sunday, 20th July, 2025 at 23.59 hours, Bangkok Time

Q4: Clarify that: The technical bid is:

- A) pdf that I will make separately with responses to Section V, Content of Quotations (pages 2 and 3 from RFQ-25-003-Comm GBV Prevent Podcast-Final-Signed.pdf")
- which B) will be emailed **with the declaration form attached**
- with C) subject "**RFQ No UNFPA/BKK/RFQ/25/003 - [Company name], Technical Bid**" and
- D) emailed to: [apro-procurement@unfpa.org](mailto:apro-procurement@unfpa.org)

A4: Correct. Please refer to Section V, Content of Quotations, and Section VI. Instructions for submission (pages 2 and 4 from RFQ-25-003-Comm GBV Prevent Podcast-Final-Signed.pdf").

Q5: **Clarify that: The financial bid is sent as a separate pdf and email with subject "RFQ No UNFPA/BKK/RFQ/25/003 - [Company name], Financial Bid" to: [apro-procurement@unfpa.org](mailto:apro-procurement@unfpa.org)**

A5: Correct. Please refer to Section VI. Instructions for submission (pages 3 and 4 from RFQ-25-003-Comm GBV Prevent Podcast-Final-Signed.pdf").

DS  
A blue ink signature is written over a blue rectangular stamp that contains the letters 'DS'.

13-Jul-2025



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Q6: Which email should I attach a pdf of my certificate of incorporation? do I also need EIN paperwork or just the EIN number?

A6: Please include the certificate of incorporation in your Technical Proposal and submit it to: [apro-procurement@unfpa.org](mailto:apro-procurement@unfpa.org) (Refer to A4). We also encourage you to submit your EIN paperwork. Refer to Section V, Content of Quotations (pages 2-3 of RFQ-25-003-Comm GBV Prevent Podcast-Final-Signed.pdf) for more details.

Q7: Should I need to share a bio or any other cover letter in my email(s)?

A7: Please include the CVs of your professional and proposed team members in the Technical Proposal. We also suggest submitting your EIN paperwork. You'll find complete requirements in Section V, Content of Quotations (pages 2 and 3 of RFQ-25-003-Comm GBV Prevent Podcast-Final-Signed.pdf)."

Q8: Do I already have a UNGM No?

A8: Bidder is not required to be registered in UNGM. However, if the bidder has already registered and been approved on the UNGM, please include your UNGM number in your Technical Proposal.

Q9: What is the desired length of the podcasts in minutes?

A9: A duration of 20-30 minutes per podcast.

Q10: Is there a specific duration required for each podcast episode?

A10: Please refer to A9

Q11: Will the podcast be in an audio-only format, or is there any video recording involved (e.g., will speakers be visible)?

A11: Please refer to A2

Q12: Should the costs for moderators or speakers be included in the proposal budget, or will they be arranged separately?

A12: The moderator cost should be included in the proposal budget. No speaker arrangement costs to be included.

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frs

13-Jul-2025