



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
Website: <https://asiapacific.unfpa.org>

Q&A in response to
Request for Quotation (RFQ) N°: UNFPA/BKK/RFQ/26/003
The Provision of Event Management Service for UNFPA Global Leadership Meeting (GLM) 2026

Q1: How many number of speakers?

A1: Internal speakers: 3

External speakers: 6

Internal session facilitators: 18-25

Q2: Do all 10 breakout rooms need to be fully equipped with AV systems?

A2: We need 5 breakout rooms to be fully equipped with AV systems. Set up is subject to change based on final programme, but for illustrative purposes:

New York I, II, III & Beverly Hills Room II, III - fully equipped with AV systems and be used for the skills sessions each day with the Classroom set up. If possible, we would then convert the rooms together into a U-shape for the clinics, ie. 2 or 3 of the New York rooms join together for a larger capacity U-shape.

London Room should be set as U-Shape (48 people) to be utilized for the Clinic.

The following is a list of the rooms

Function	Room Name	Location	Area			
			SQM	L	W	H
Meeting	Ballroom	Annex Building Level 4	779	35.86	21.72	8.3
Breakout Room 1	New York Room I	Annex Building Level 2	85	8.4	10.09	4.3
Breakout Room 2	New York Room II	Annex Building Level 2	84	8.35	10.09	4.3
Breakout Room 3	New York Room III	Annex Building Level 2	84	8.35	10.09	4.3
Breakout Room 4	Beverly Hills Room I	Annex Building Level 2	53	5.75	9.3	4.3
Breakout Room 5	Beverly Hills Room II	Annex Building Level 2	78	8.4	9.3	4.3
Breakout Room 6	Beverly Hills Room III	Annex Building Level 2	78	8.44	9.3	4.3
Breakout Room 7	London Room I	Annex Building Level 1	78	9.8	8	4.3
Breakout Room 8	London Room II	Annex Building Level 1	66	8.2	8	4.3
Breakout Room 9	Hong Kong Room II	Hotel Building Level 2	30	4	7.4	2.9
Breakout Room 10	Dublin Room	Hotel Building Level 2	34	4.3	7.4	2.9
Secretariat Office	Singapore Room	Hotel Building Level 2	32	4.3	7.4	2.9

Q3: Should all rooms be set up for hybrid sessions?

A3: No

DS
fjs

18-Jun-2026



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
Website: <https://asiapacific.unfpa.org>

Q4: Will all 10 breakout rooms be in use every day?

A4: Breakout room requirements will vary by day and session. Not all breakout rooms are expected to be in use at all times; the final room utilization will be confirmed through the programme design process.

Q5: For Vox Pop, how many people need to be interviewed per day?

A5: 5-10 people to have a variety of voices to pick from. People interviewed should represent different regions.

Q6: For minutes and translation services, are they required for every session, or only for plenary sessions?

A6: We need these for the clinic and skills sessions as well. Of note, there will be plenary sessions and fireside chats - all in the main ballroom, and will require translation.

Q7: Is translation required for all meetings?

A7: The working language of the GLM will be English. Interpretation services may be provided for plenary sessions or specific meetings where required, subject to confirmation by the Programme Team.

Q8: Do you require badge, lanyard, and bag for participants?

A8: Contractor is required to provide lanyards, name badges, and agenda booklets. The final specifications for lanyards, name badges, and agenda booklets will be confirmed once the venue arrangements are finalized. Please note that UNFPA will provide the other gift bags.

EVENT PROGRAMME & FORMAT

Q9: Could UNFPA share an indicative *agenda*? Specifically, how many sessions are planned per day, and how many breakout rooms will be used simultaneously?

A9: Each day will follow a similar structure: opening plenary, tea break, clinics, lunch, skills session, fireside, clinic, closing plenary. The plenaries and Fireside will be in the main ballroom and the clinics and skills sessions will be in the breakout rooms. The skills sessions will have 5 concurrent sessions and the clinics will have at least 3 concurrent sessions.

Q10: Are there any hybrid participants expected in addition to the 220 in-person attendees? If so, how many, and is there a preferred platform?

A10: Yes, provision should be made for a limited number of virtual participants if required. The platform used will be Zoom, utilizing the UNFPA APRO Zoom account. The supplier is required to provide the necessary on-site audio-visual hardware and technical support to facilitate this hybrid integration. This includes supplying appropriate cameras, microphones, and display screens for two-way communication

DS
fms

18-Jun-2026



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
Website: <https://asiapacific.unfpa.org>

Q11: How many side events and networking functions are anticipated? Will any activities take place outside the Conrad Bangkok?

A11: We plan to have the following evening side events:

- Day 1 - Leadership reception. Please be advised that we have secured Cocktail Reception services directly with the hotel.
- Day 2 - Bangkok by night tour of temples, markets (optional - self-pay) - We would like to find a person or team to lead movement and breath work in the morning and during breaks. Please include this service as an optional line item in your proposal, as its inclusion is subject to budget approval.

Q12: What level of VIP protocol or security coordination is expected?

A12: Thus far, the only VIP protocol will be for the opening reception, barring any protocol for closing out the GLM.

VENUE & SETUP

Q13: Is the Conrad Bangkok already contracted? *Could floor plans or room layouts be shared?*

A13: Yes, the Conrad Bangkok has already been contracted. The floor plans or room layouts will be shared with the winning bidder after both parties have signed the contract.

Q14: What is the earliest access time for setup on 4 October 2026, and the deadline for dismantling after 7 October?

A14: The earliest access time for setup on 4 October 2026 is from 08:00 hrs onwards, and the deadline for dismantling after the event and completing all load-out activities by 22:00 hrs on 07 October 2026.

Q15: What AV infrastructure does the hotel provide versus what must be supplied by the contractor?

A15: The standard audio and visual equipment that the hotel provides, including

- one (1) Projection Screen, one (1) LCD Projector, microphones, and stereo surround sound system
- Flipchart and whiteboard with markers
- Conference pads, pencils, mints & distilled water
- Online digital signage
- Standard flower arrangements in the main meeting room
- Dedicated conference personnel to attend all your meeting arrangements

What must be supplied by the contractor:

Responsibility for delivering comprehensive technical support, including branding, registration, and specialized AV or interpretation services as specified in the TOR, rests with the selected contractor.

DS

18-Jun-2026



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
Website: <https://asiapacific.unfpa.org>

Q16: Will a dedicated space be allocated for an on-site editing suite?

A16: Yes, there is a dedicated space to be allocated for an on-site editing suite. The details will be shared with the winning bidder after both parties have signed the contract.

CONTENT, BRANDING & DIGITAL

Q17: Can the UNFPA GLM *brand toolkit* be shared prior to contract signature?

A17: The brand toolkit with password already share <https://unfpa.brandkit.host/> in the TOR. Please follow the link to access it

[UNFPA brand toolkit](#) (Password: Guidelines2025_Live!)

<https://unfpa.brandkit.host/> (Password: Guidelines2025_Live!)

Q18: Are there reference materials from previous GLM events to serve as a benchmark?

A18: Yes. Relevant materials from previous GLM events will be shared with the successful bidder following contract signature

Q19: What is the preferred format for daily participant videos, and what is the expected turnaround time for approvals to meet the 07:30 deadline?

A19: Short, rapid-fire interviews to capture impressions from the participants on topics relevant to the agenda of the day. Maximum 2 mins long.

Q20: What are the photography deliverable requirements (quantity and resolution)?

A20: Images of all speakers and sessions, as well as of other activities in high-quality resolution. Images should convey the atmosphere and energy of the conference. Having also candid photographs of colleagues catching up, networking, etc.

Q21: Is the contractor expected to upload content directly to the UNFPA Intranet?

A21: No, the internal communications team will upload all content.

TRANSLATION & SESSION MINUTES

Q22: What *languages* will be used? Is simultaneous interpretation required?

A22: English will be the primary working language. Simultaneous interpretation may be required for French and Spanish during selected sessions. Final requirements will be confirmed during programme development.

Q23: What level of detail is required for session minutes (verbatim vs. summary)?

A23: Summary minutes capturing key discussion points, decisions and action items will be required. Verbatim transcripts are not anticipated.

ds
fs

18-Jun-2026



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
Website: <https://asiapacific.unfpa.org>

SCOPE & BUDGET

Q24: Does UNFPA have an indicative *budget* range for this assignment?

A24: The estimated budget for this assignment is between THB 1,976,000 and THB 2,305,000. Budgets are for information purposes only; they do not constitute encouragement for bidders to increase their price. The selection process is solely based on the evaluation and award parameters published in the solicitation document.

Q25: Is catering management within the contractor's scope?

A25: Please be advised that we have secured catering services directly with the hotel. However the contractor is required to coordinate the hospitality and catering with the hotel and UNFPA team.

Q26: Is the contractor expected to support accommodation and travel coordination for the 220 participants?

A26: No., the contractor does not require support for accommodation and travel coordination for the 220 participants

Q27: Are there specific sustainability certifications required?

A27: Suppliers are expected to demonstrate environmentally responsible practices and prioritize sustainable products and services wherever possible.

CONTRACT & COORDINATION

Q28: When is the Inception Report expected following contract signature?

A28: The timeline for submission of the Inception Report will be agreed with the successful bidder during contract initiation, but is expected within the first one to two weeks following contract signature.

Q29: Who will be the day-to-day focal point for coordination?

A29: A dedicated focal point from UNFPA will be assigned to coordinate with the contractor on a day-to-day basis. Details will be shared with the successful bidder following contract signature.

The contractor must assign a dedicated personnel to stand by in front of the plenary room to assist participants if they have any query or general logistics information in coordination with UNFPA Team

Q30: Kindly be informed that I have received the Request For Quotation and the TOR document. However, we are unable to click on the provided link in the section 16, Additional References and Resources. Kindly recheck if you are able to send the link to this email?

A30: Please see A17

DS 18-Jun-2026




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
Website: <https://asiapacific.unfpa.org>

Q31: Kindly provide the budget

A31: Please see A24

Q32: Since the participants are expected to arrive 1-2 days prior to the event, do we need to arrange the transportation from the airport to the hotel? If yes, please provide the number of guests and transportation trips required.

A32: No. The contractor is not required to arrange an airport transfer.

Q33: For the registration services, do you need badges, lanyards, souvenirs, and agenda booklets? If yes, please share the details.

A33: Please see A8

Q34: For the Executive Support service, kindly describe and provide an example regarding this area in order to support me in understanding this better.

A34: This may include schedule management, meeting coordination, and assistance with speaking engagements or bilateral meetings. Contractors are requested to provide a printer and ensure on-site printing services for speaker talking points and agendas.

Q35: For the translation services, kindly recheck how many and what languages that are needed.

A35: Interpretation requirements are still being finalized, but most likely will include English, French, and Spanish.

Q36: Is there any outside traveling? If yes, please share the details

A36: No outside travelling is provided. The meeting is officially held at the Conrad Bangkok.

Q37: Do we need to prepare or arrange anything for the 10 breakout rooms?

A37: The clinics and skills sessions will be led by UNFPA staff; having the event team's support will be important. Ideally, if they could assign one person to each breakout room to assist that would be great. The contractor will be responsible for coordinating the room set up and set down with the hotel, including the re-arrangement of the room in between different session formats such as clinics and skills sessions.

DS
frs

18-Jun-2026