



Date: October 3, 2022

REQUEST FOR QUOTATION
RFQ N° UNFPA/THA/RFQ/22/008
“Event Organizer for the UNFPA Thailand 2022’s Orange Night”

Questions and Answers:

1) Type of banquet booked by Unfpa e.g. Cocktail, Sit down dinner)

According to the quotation provided by the Athenee Hotel, round tables will be used as the room setting of the Orange Night with an inclusive of meeting package on an international buffet dinner.

2) Banquet room name: so we can propose idea to fit the room lay out

It will be held at Pimarn Siam Hall on 29th Floor

3) Cost 20,000 USD is not including Venue rent, F&B, right

20,000 USD is the maximum threshold that we’ve set for awarding to a successful bidder. The set cost is excluded the cost of venue and its associated meeting package.

4) Number of Prize/ Award material to be given in the event night

Number Plagues, Certificates, Awarding Materials are not yet confirmed and will be discussed internally with UNFPA Thailand. The prospective Event Organizer are required to provide/support UNFPA Thailand on the design, production and purchase of the token of appreciation, plagues, and certificates, based on approval and agreement of UNFPA Thailand.

5) Design expectation wise for this event should be Orange somehow, right

Yes, the design must be corresponded with the thematic scope of the Orange Night event where the orange color will be dominantly used as a main color. The designs will be provided to UNFPA Thailand for discussion and selection.

6) Number proportion of attendants e.g. Government%, Public....%



An expectation of attended participants is around 100-120 people. The event will be attended by a wide spectrum of stakeholders, government, businesses, civil societies, academia etc.

7) Quest invitation by email only, right?

According to the TOR, the prospective Event Organizer will help manage invitation, follow-up and confirmation of participants whereby the invitations can be sent electronically through email and/or other direct platforms used by the recipients, such as FAX.