



Date: October 17, 2022

REQUEST FOR QUOTATION
RFQ N° UNFPA/THA/RFQ/22/009
“Organize and manage the exhibition booths at the joint bike event”

Questions and Answers:

1) Who is CSO or what's is it stand for?

Answer: CSO stands for civil society organisations. According to the United Nations, a civil society organisation (CSO) or non-governmental organisation (NGO) is any non-profit, voluntary citizens' group which is organised on a local, national or international level.

For the bike event, the working group intends to invite approximately 20 civil society organisations working on ending gender-based violence to exhibit their work at the bike event.

2) Where is the venue of the Event?

Answer: It is tentatively Museum Siam.

3) Will UNPFA provided the venue for exhibition?

Answer: UNFPA and the organising partners of this event will provide the venue of the exhibition. It will be an outdoor area.

4) Any standard size expected for Booth?

Answer: It would be approximately 2 metres x 3 metres. This size would have to fit the outdoor space of Museum Siam.

5) Will there be electricity and a generator from Venue? Or we need to provide.

Answer: Electricity can be provided from the venue, Museum Siam. However, the cost of an electricity generator can be provided as an option.

6) For Registration : for Bike event or for Booth participants? If for Bike event >> do we need to handle both Pre and Event day? For Pre bike event, is it for online or on ground and where?

Answer: The organiser will only assist with the registration of the booth participants. UNFPA and the organising partners will invite the booth participants directly. The list of booth participants/ organisations and all their contact details will be shared with the booth organiser before the event.

7) For Key visual ad: do you already have or we should create new one?



Answer: This bike event contributes to 16 Days of Activism against Gender-Based Violence, <https://www.unfpa.org/16days>. Key visuals and graphic designs will be shared by UNFPA and UN Women Head Quarters very soon. The booth organiser will adapt all key visuals based on the one shared by our Head Quarters.

8) T-Shirt and handheld alarms will be delivered as souvenir or to be used in bike event?
Answer: T-shirts are actually bike shirts for both booth and bike participants. They are to be distributed to participants before the event itself.

The handheld alarms, the tool for women to seek assistance when facing threats or violence, will be distributed to both booth and bike participants at the event itself.