

Request for information (RFI)

The Establishment of Blanket Purchase Order (BPA)
for the Provision of Event Management and
Associated Services in the ASEAN Region

Request for Information (RFI)

Beneficiary country: ASEAN Countries

Reference number: EAPMCO/TH/2025/051

Description: The Establishment of Blanket Purchase Order (BPA) for the Provision of Event Management and Associated Services in the ASEAN Region

UNSPSC code:

80141607 - Events management

80161505 - Fleet management services

80172000 - Professional communication services

82130000 - Photographic services

82131603 - Video production services

82140000 - Graphic design

90120000 - Travel facilitation

Deadline date for submission of Request for Information: 8th April 2025, 23:59 (GMT+7)

Posting date: 2nd April 2025

Introduction

In this Request for Information (RFI), the United Nations Office for Project Services (UNOPS) intends to identify potential suppliers and to gather ideas from industry for the **Establishment of Blanket Purchase Order (BPA) for the Provision of Event Management and Associated Services in the ASEAN Region**.

This RFI will serve to conduct market research to identify firms capable of providing solutions for the above stated requirement. This market research shall be conducted at NO COST TO THE UNITED NATIONS. Suppliers may be requested, as part of this RFI, to present to UNOPS their product.

This announcement is a Request For Information (RFI), not a solicitation for offers, and accordingly, no contract will be awarded from this announcement. No reimbursement will be made for any cost associated with providing information in response to this announcement or any follow-up information requests. There is no solicitation available at this time. Industry responses, as a result of this announcement, shall focus on providing recommendations for the requirements as detailed in the attached Specific Requirements Document. Information provided in the RFI may be used by UNOPS in acquisition documents.

UNOPS appreciates your assistance with this market research and emphasizes that this effort is for planning purposes only. Responses will not be treated as proposals, but may be used to create any subsequent Request for Quotation (RFQ) / Invitation to Bid (ITB) / Request for Proposal (RFP). Respondents should clearly mark any proprietary information submitted in response to this RFI.

Background

The **Southeast Asia Energy Transition Partnership (ETP)**, a program of the United Nations Office for Project Services (UNOPS), brings together governments and philanthropies to work with partner countries in the region. ETP supports the transition towards modern energy systems that can simultaneously ensure economic growth, energy security, and environmental sustainability. To contribute to the achievement of the UN's Sustainable Development Goals (SDGs) and the Paris Agreement objectives, ETP works in Southeast Asia, with a focus on three priority countries, namely Indonesia, the Philippines, and Vietnam. ETP's strategy is built around four interrelated pillars of strategic engagement that are squarely aligned to address the barriers to energy transition. These are (i) policy alignment with climate commitments, (ii) de-risking renewable energy and energy efficiency investments, (iii) sustainable and resilient infrastructure, and (iv) just transition.

ETP is implementing energy transition projects in Indonesia, the Philippines, and Vietnam while fostering dialogue and ensuring alignment with the broader ASEAN and Southeast Asian energy transition agenda. These projects often engage multiple stakeholders, including government agencies, technical experts, and development partners, to be convened and to participate in the project activities, such as annual summits, forums, workshops, training sessions, consultations, and capacity-building activities.

Effective coordination and logistical support are essential to facilitate this engagement and collaboration. This logistical support covers various aspects of the project activities, particularly travel and event management. To this end, having a one-stop service that could be deployed to manage travel and event logistics following the ETP project's requirements could improve the efficiency of project delivery.

To support these efforts, it is needed to **establish a non-exclusive Blanket Purchase Agreement (BPA)** for the **Provision of Event Management and Associated Services in the ASEAN Region**. to support high-level coordination and travel arrangements for official events, such as energy transition dialogues, annual summits, forums, workshops, training sessions, consultations, and capacity-building activities.

Requirements of Services

The BPA will cover the following services:

1. Conference Package Services
2. Accommodation for Event Participants
3. Provision of Transportation Services
4. Financial Management Service - Arrangement for Per Diem Payments to Event Participants
5. Air Travel/ Ticketing Service
6. Communication Support Services¹
7. On-site Event Support Staff

The BPA will cover the following key geographical locations:

- Indonesia
- Philippines
- Vietnam
- Thailand

¹ Including translation, interpretation, and professional photography and videography and graphics design support (development of backdrops, banners and print materials)

Additionally, the services might be required in other ASEAN countries such as:

- Brunei Darussalam
- Cambodia
- Laos
- Malaysia
- Myanmar
- Singapore

Submission of RFI

Please fill out the *Returnable RFI Form* and then submit it via eSourcing by **8th April 2025, 23:59 (GMT+7)**.

For companies not registered with the **UN Global Marketplace (UNGM)** it is mandatory to do so in order to be able to do business with UNOPS. The UN Global marketplace is a database of active and potential suppliers available to all UN and World Bank procurement personnel, and is the main supplier database of more than 20 UN organizations. To register go to www.ungm.org, click on "REGISTER NOW" or on Registration drop down and select "Register as Supplier".

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