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| **Returnable RFI Form**  The Establishment of Blanket Purchase Order (BPA) for the Provision of Event Management and Associated Services in the ASEAN Region |
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**Guideline for Submission**

Please fill out this *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](http://www.ungm.org), click on “REGISTER NOW” or on Registration drop down and select “Register as Supplier”.

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| Version: v2018.1 |
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**Information Requested from Potential Suppliers**

1. **Please provide the complete name of your company and country of registration.**

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1. **Please provide the email address that we can contact you through.**

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1. **Are you interested in being UNOPS BPA Partner on Event Management and Associated Services in the ASEAN Region?**

Yes

No

1. **Please indicate your experiences in providing event management and associated services in the ASEAN Region.**

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| --- | --- | --- | --- | --- | --- |
| Countries | 1-2 years | 3-5 years | 6-10 years | 10+ years | No experience |
| Indonesia |  |  |  |  |  |
| Philippines |  |  |  |  |  |
| Vietnam |  |  |  |  |  |
| Thailand |  |  |  |  |  |
| Brunei |  |  |  |  |  |
| Cambodia |  |  |  |  |  |
| Laos |  |  |  |  |  |
| Malaysia |  |  |  |  |  |
| Myanmar |  |  |  |  |  |
| Singapore |  |  |  |  |  |

1. **Please tick the following column in which country you are able to provide the specified services.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Countries | Conference Package Services | Accommodation for Event Participants | Provision of Transportation Services | Financial Management Service - Arrangement for Per Diem Payments to Event Participants | Air Travel/ Ticketing Service | Communication Support Services (including translation, interpretation, and photography and videography and graphics design services) | On-site Event Support Staff |
| Indonesia |  |  |  |  |  |  |  |
| Philippines |  |  |  |  |  |  |  |
| Vietnam |  |  |  |  |  |  |  |
| Thailand |  |  |  |  |  |  |  |
| Brunei |  |  |  |  |  |  |  |
| Cambodia |  |  |  |  |  |  |  |
| Laos |  |  |  |  |  |  |  |
| Malaysia |  |  |  |  |  |  |  |
| Myanmar |  |  |  |  |  |  |  |
| Singapore |  |  |  |  |  |  |  |

1. **Do you have a physical presence in the below countries?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Countries | Yes, we have the headquarter in this country | Yes, we have an office branch in this country | Yes, we have a local agent / partner in this country | No, we do not have physical presence in this country |
| Indonesia |  |  |  |  |
| Philippines |  |  |  |  |
| Vietnam |  |  |  |  |
| Thailand |  |  |  |  |
| Brunei |  |  |  |  |
| Cambodia |  |  |  |  |
| Laos |  |  |  |  |
| Malaysia |  |  |  |  |
| Myanmar |  |  |  |  |
| Singapore |  |  |  |  |

1. **Please provide the link to your website and/or attach your company profile (optional)**

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1. **Do you have any comments or suggestions? (optional)**

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