



United Nations Population Fund
Asia and Pacific Regional Office
4th Floor United Nations Service Building,
Raidamern 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/21/003
'Provision of International Sign Language Interpretation Service'**

Q1: Whether companies from Outside Jakarta can apply for this? (like, from India or USA)

A1: Yes, this Request for Quotation is open to all legally-constituted companies that can provide the requested services and have legal capacity to perform to The United Nations Population Fund Asia and Pacific Regional Office (UNFPA APRO).

Q2. Whether we need to come over there for meetings?

A2: Yes, as indicated the TOR under subject 'Scope of the Service' that 'On-site interpretation' is one of required service.

The international sign interpretation service will provide:

- On-site interpretation of English-language events, meetings, conferences using International Sign Language (ISL) and/or other relevant sign languages used in Asia and the Pacific.
- Virtual interpretation including webinars, online meetings and video conferences.
- Professional sign language interpretation in selected UNFPA APRO video communication products.

It is estimated there would be up to two return trips per year during the contract period, all other interpretation work should be provided online/virtually.

Q3. Can we perform the tasks (related to RFP) outside Canada? (like, from India or USA)

A3: Yes, as indicated in A2, that 'It is estimated there would be up to two return trips per year during the contract period, all other interpretation work should be provided online/virtually.' So that the service can be done from anywhere in the world.



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Q4: Can we submit the proposals via email?

A4: Yes, please refer to the RFQ under subject 'Instructions for submission' that

IV. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form, are to be sent by e-mail to Email address for bid submission at apro-procurement@unfpa.org no later than: Wednesday 21st July 2021 at 17:00 hours, Bangkok time.

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: RFQ N°: UNFPA/BKK/RFQ/21/003 for 'Provision of International Sign Language Interpretation Service'
- Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total e-mail size may not exceed 20 MB (including e-mail body, encoded attachments and headers). Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.

Q5: 1) Kindly reconfirm that the Sign language interpreter translating from Thai Voice or Translating from English Voice?

A5: The required service would be interpreting from the English language. As per the TOR, service providers that also use other Asia and the Pacific languages are encouraged to apply.

Q6: Since there is difference in Thai sign language & international sign language, Kindly let us know that you are seeking the service for only International Sign Language.

A6: UNFPA APRO is seeking for the service of 'International Sign Language Interpretation Service.'