

FIRST ADDENDUM
to the **RFQ N° UNFPA/VNM/RFQ/21/06**

**PROFESSIONAL SERVICES TO BROADCAST A SHORT VIDEO CLIP ON
PREVENTION OF AND RESPONSE TO VIOLENCE AGAINST WOMEN ON THE LED
SCREENS IN SHOPPING CENTERS AND INTERSECTIONS IN HA NOI, VIET NAM**

Dear Sir/Madam,

Reference to the subject RFQ, please find below a question asked by potential bidders and corresponding answer by UNFPA as addendum to the solicitation document:

No.	QUESTIONS	ANSWERS
1	Regarding the LED screen in the shopping center, there will be a large screen hanging on the wall and a smaller one in the form of standee on the floor. We would like to confirm whether you want to run both or just the big screen?	<p>UNFPA TOR says ‘at least 10 indoor LED screens in main/center areas of at least 05 largest shopping malls close to prominent attractions of Hanoi’s main town, with the frequency of 120 times/day, 30s/time during 3 weeks, from 8.30 am – 10.00 pm”</p> <p>Thus large or small screens are dependent on the arrangement of the proposed shopping malls, noting that:</p> <ul style="list-style-type: none"> • The selected shopping malls are at least 5 of the largest shopping malls close to prominent attractions of Hanoi’s main town. • More than 10 indoor LED screens have to be selected from those shopping malls you will propose. Those screens should be in main/center areas of the shopping malls in order to maximize attraction.
2	Your current budget is \$95,000 and we plan to use it up. We would like to confirm we just make plan following the TOR or follow the budget. Because we can increase the number of device, and advertising week to match with the budget.	It is indicated clearly in the TOR that the bidders should meet minimum requirements of the TOR and may plan to scale up as long as the total budget of \$95,000 including VAT can accommodate.
3	<p>We would like to have some questions related to the bidding documents, besides quotation proposals: specifications, information, company’s profile, do contractors need provide the following documents to prove our capacity:</p> <p>a) Financial statement b) Business registration certificate c) Contracts with other advertisers d) Or any suggestions for us to fill in information properly.</p>	<p>Documents, including but not limited to a, b, and c, are essential for UNFPA to qualify the legal position and capacity of bidders.</p> <p>Regarding d, the TOR guides how a proposal should be completed. If it is to fill in UNFPA’s template provided with the Request for Quotation, then please contact Ms. Nguyen Minh Ha, Admin/Finance Associate (mnguyen@unfpa.org) for further guidance as relevant.</p>