

**Queries submitted by prospective bidders on RFP No.: UNFPA/NPL/RFP/18/001
"PROVISION OF SERVICES for PHOTOGRAPHY, VIDEOGRAPHY, TRANSLATION,
EDITING AND GRAPHIC DESIGNING to UNFPA Nepal"**

Question: On the one hand, the RFP document mentions a list of forms to be completed for the bid. On the other hand, the ToR section limits the information to be used for applying to legal documents, letter of application, samples of work, fees/prices. What exactly should we submit?

Answer: **Everything that supports the cause.**

Question: Approximate number of working days for 1 year?

Answer: **Depends on the need that arises on the ground and the priority vis-a-vis the programmes UNFPA is implementing in the federal, provincial, municipal and palika levels.**

Question: Calculating total travel expenses, since we do not know where the travel will be. Could you give me an estimate of number of time out-of-valley travel days?

Answer: **Refer to Section II: Terms of Reference (TOR) # 6. Terms and condition of payment.**

Question: Is the lump sum amount for total contract period of 2 years or in total per day basis?

Answer: **The price you are requested to quote is for a day and even for half a day if the assignment (for photography and videography) is within the Kathmandu Valley. Please, refer to Section II: Terms of Reference (TOR) # 6. Terms and condition of payment.**

Question: Would you consider organizing a one day workshop on how to prepare such an RFP for individuals and small organizations (such as ours)?

Answer: **A pre-bid meeting is organized on Monday, 30 April, 2018 at 2:00PM, UNFPA Conference Hall, Jhamsikhel, Lalitpur.**

