



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

QUESTION AND ANSWERS (QNA) FOR UNHCR RFP NO: HCR/MYS/SUP/RFP/21/018

**FOR THE PROVISION OF VIDEO PRODUCTION SERVICES FOR UNHCR REPRESENTATION
OFFICE IN KUALA LUMPUR, MALAYSIA**

1. Whether companies from Outside Malaysia can apply for this? (like,from India or USA)

- As per stated in point 2.5.2 of the RFP documents, the mandatory criteria for companies to submit their bids is **Registration with Government of Malaysia. (namely: i. the registration document / certificate showing the company's incorporation; SSM)**. If your company has registered with the regulatory body of company's registration in Malaysia, you are welcome to submit your bids.

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

- All meetings will be conducted via online meetings to discuss on the productions and filming matters

3. Can we perform the tasks (related to RFP) outside Malaysia?

- Shooting and production locations will be conducted in **Malaysia**

4. Can we submit the proposals via email?

- Proposals to be submitted via eTenderbox at <http://etenderbox.unhcr.org> as per stated in point 2.6 in the RFP documents

5. We are registered vendor for UNHCR. So, do we still have to complete the Annex D - Vendor Registration Form-2018?

- If you are a registered vendor for UNHCR, you can submit a blank Vendor Registration Form-2018 as part of your submission documents to avoid disqualification.