



# 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.