



UNHCR

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

**Feedback of the non-mandatory pre-bid conference and clarification request for
RFQ 24-009 – for the provision of photography, story writing-editing and videography services
for UNHCR Romania**

With reference to the non-mandatory pre-bid conference which took place on 28 May 2024:

During the meeting UNHCR presented the tendering timelines, specifications, and the procedures of submitting offers, as specified in the tender documents.

UNHCR clarified that the technical offer form and financial offer form, each document contains three sheets/tabs one sheet for each lot. And that interested bidders can apply to any or all of the lots, and it is mandatory to submit technical and financial form for the lot(s) that bidder is interested to apply for.

There were two (2) queries received from the suppliers as follows:

1. How far in advance UNHCR would issue a request for an assignment for the photography and videography services?

UNHCR Clarifications: It depends on the case, if it is a planned activity i.e., mission of storytelling or content gathering. The requests can be two (2) weeks in advance. Meanwhile in other cause notifications can be as tight as one (1) day, depending on the case. Meanwhile UNHCR is trying its best to allow proper planning and advance notification.

2. Is the Romanian language a requirement for this assignment?

UNHCR Clarifications: The content will be in English, Romanian language is not mandatory.

We would like to seize the opportunity to remind you with the submission deadline on **4th June 2024 AT 23:59 Local Bucharest.**

With consideration,

UNHCR Supply Unit