

FIRST ADDENDUM
to the **RFQ N° UNFPA/VNM/RFQ/25/03**
PROFESSIONAL SERVICE TO SUPPLY PANELS INTRODUCING
VIETNAM FARMERS' UNION HOTLINE 18001768
SUPPORTING WOMEN AND GIRLS SUBJECTED TO VIOLENCE

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	Should we submit the price quotation with a detailed technical proposal attached?	Please refer to Section III. Content of Quotations in the Request for Quotations and submit the documents as requested.
2	Do we have to use the price quotation form attached in the RFQ? Can we use our company's quotation form with signature and stamp?	Please refer to Section IV. Instruction for Submission and complete, submit the Price Quotation Form as attached in RFQ. The form can be modified as appropriate for specific services
3	The RFQ does not explicitly list all pricing items. However, based on our understanding, the quotation should include: <ul style="list-style-type: none"> • Production cost of the panels • Delivery/transportation cost • Design cost for final soft copies before printing Is this understanding correct and complete in terms of required cost breakdown?	Please refer to RFQ and Terms of Reference (TOR), submit the complete quotation for the provision of panels to the locations listed in the supporting document of RFQ. The price quotation includes all the costs, taxes and fees as required to complete the required services.
4	Will the product inspection be done before the panels are delivered, or at the delivery locations?	The sample will be inspected before the production of all contracted panels. At each location, the handover of panels, confirming the contracted quality and quantity, will be completed and signed, with the partner's stamp affixed.
5	Delivery and handover of panels	Panels will be delivered to each commune in Cao Bang and Lao Cai provinces as listed in the Distribution Plan and handed over to the staff in charge of each Commune Farmers' Union. Upon delivery, handover receipts for the panels will be signed and stamped by each Commune Farmers' Union before 25 May 2025.
6	Please confirm if the panel is made in the form of a box with canvas and corrugated iron	Please refer to Section 3 in the ToR. Scope and Focus, and submit the quotation for the required technical specifications.