* **Number of Attendees / Participants:**how many attendees / participants do you foresee for the event (a range of 100-200; 200-400; or 400 and more?) 100 -200
* **UNICEF Team:**who would we be liaising with? I understand from the brief that there is a communication team - does your team include designers, creative people or mostly coordination? UNICEF communication for development team and external communication team will be coordinating this event, we have designers internally and it is possible to recruit agency to support. If the bidder have the option to have designers please quote it in a separate sheet as optional service.
* **Design and Layouts:**in line with the above, are we expected to produce communication material (graphic design, etc.) no, but if the bidder have that option, it can be quoted separately as optional service.
* **Logisitcs Budget:**should the logistics budget include covering the price of catering, venue, material, pens and pads, and equipment? or only coordination? (I assume UNICEF will be contracting those directly as the tender specifies 'overseeing the contracting of all service providers, suppliers, etc.', but please let us know if it should be a part of our own budget) the logistics will be provided directly by UNICEF, the bidder should identify the venue and provide list of items needed and propose catering menu.