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**QUESTION AND ANSWER**  
**RFQ/UNDP/UNODC/012/2019**

Assignment Name:

Provision of Simultaneous Interpreters Services for UNODC Regional Workshop in Bali (5-7 March 2019)

Closing Date:

25 Feb 2019 at 15.00 (Jakarta Local Time, GMT+7)

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Q&A session through e-mail		
1.	Q	What is the location for the event and address?
	A	We don't know yet as the RFQ for the Meeting Package is currently on going (preference in area of Nusa Dua, Kuta, Sanur, Legian, Seminyak)
2.	Q	The room layout – will it be classroom style, theatre or round table?
	A	round table
3.	Q	What is the likelihood of more than 35 participants attending each day?
	A	40 participants
4.	Q	Working hours – will this be a 09.00 – 17.00 workshop or are the working hours 08.00 – 16.00, 09.00 – 18.00?
	A	Interpreters work to an 8 hour day inclusive of an hours lunch, plus 2 x 15 minute coffee breaks.: Normally 9am – 5pm
5.	Q	Presentations & Discussions: Will these be mainly in English, Bahasa or Thai? An approximate idea of the presentations would be appreciated.
	A	We have Thai, Indonesia, Malaysian and Philippines participants. For Thai, I think they will speak in Thai.
6.	Q	Do you have an agenda or a draft agenda that could be shared so we can see the nature or discussions that will take place during the workshop?
	A	I have attached concept note and agenda for your information.
7.	Q	Will the interpreters be able to have lunch with the organisers?
	A	Yes, we will include them in the meeting package.
8.	Q	As this is a busy period for Thai and Bahasa interpreters when can a decision be expected once the quotes have been submitted on Monday?
	A	Early next week

Jakarta, 21 February 2019