

REGIONAL TRADE FOR DEVELOPMENT
RCEP IMPLEMENTATION SUPPORT PROGRAM
RESPONSES TO QUERIES FOR THE

Event Management and Project Impact Video Production Services for the Project
“Development of ASEAN Guidelines on AI-Generated and Digital Trademarks”
Jakarta, Indonesia, 03 December 2026; Selangor, Malaysia, 17 December 2026

No.	Questions	Responses
1	Could you please confirm whether the Services Agreement and Annexes A and B are available and, if so, provide copies?	We have removed references to Annexes A and B. Please visit this updated post to download the Services Agreement template. RFP - Event Organiser and Video Production - ASEAN Guidelines on AI-Generated and Digital Trademark...
2	Is there a standard allocation for Airport transfer in home country (2 ways) & Airport transfer in destination country (2 ways), or do we leave it empty first? (For both Selangor & Jakarta)	This will be a reimbursable expense based on receipts. Yet, for this proposal costing, we have already fixed the allocation per traveller in the updated financial template, which you can download from this post. Basically, you just need to fill in the blue highlight rows in each workshop tab and all costs related to video production. RFP - Event Organiser and Video Production - ASEAN Guidelines on AI-Generated and Digital Trademark...
3	Can we quote the air fares all on economy class first for costing purposes?	We have already fixed this cost in the updated financial template. The selected bidder will be required to submit 3 quotes for economy-class air tickets for RT4D's decision.
4	For Jakarta, Transportation (Hotel - Venue - Hotel), please advise if there is a specific venue already set? If not, we will propose the meeting to be held at the same hotel where participants are staying.	We have already fixed this cost in the updated financial template. The selected bidder will be required to present 3 hotel and venue quotes for RT4D's decision.

5	Participants: What is the estimated number of participants for each workshop?	Each workshop is expected to have around 45 attendees.
6	Venue: Is the venue already secured, or should the appointed consultant source it?	We have already fixed this cost in the updated financial template. For Selangor, the workshop will be held at the MyIPO facility. For Jakarta workshop, the selected bidder will be required to present 3 hotel and venue quotes for RT4D's decision.
7	Logistics: Which costs are expected to be covered by the consultant, including travel, accommodation, transport, catering and AV?	We have already fixed most of the costs in the updated financial template. So, bidders are required to fill in the blue highlight rows in each workshop tab and all costs related to video production.
8	Hybrid Setup: What are the expected technical requirements for the hybrid sessions?	This is for bidders to propose in terms of items and cost breakdown.
9	Video: How many final video outputs are expected, and what are the target durations/formats?	As indicated in the ToR, we expect one video with a maximum duration of 7 minutes.
10	Production: How many shooting days are anticipated across Jakarta and Malaysia?	In the meantime, we know for sure that we will shoot each workshop, which lasts one day each. However, some interviewees may request to shoot outside the workshop day. So, you can provide costing per shooting day for our consideration. We will pay according to your rate for a non-workshop day.
11	Interviews: Will RT4D arrange the stakeholders/interviewees, or should this be managed by the consultant?	RT4D and ASEC will get permission for interviews, but the EO/video team needs to coordinate the shooting with the interviewees.
12	Malaysia: Can an Indonesian consultant engage a local Malaysian partner/subcontractor?	Yes or vice versa

13	Deliverables: Are there any additional photography, social media, or audiovisual deliverables beyond those stated in the RFP?	Only those stated in the ToR. If any additional deliverables are requested, we will pay more from the contingency budget.
14	Budget: Is there an indicative budget range or ceiling available?	We have a budget ceiling, but this is confidential. Please provide financial proposal, using the provided template, based on available information in the TOR and this response.