



**World Health
Organization**

Viet Nam

Call for Expressions of Interest and Proposal

#018: To provide equipment services for organizing the World Health Day events

1. Background

The World Health Day (WHD) 2023 is also the time when WHO celebrate 75 years birthday. In order to prepare for this, WHO has collaborated with the MOH and the Viet Nam Young Physician Association (VYPA) to plan activities to celebrate these important anniversaries.

Several events will be organized including: 1) a music night to be organized on the Friday night the 7 April 2023; 2) a launching event for WHD and 75 years of WHO to be organized in the morning of the 8th April 2023. These two events will be organized at the same venue, at Hoan Kiem Lake area, opposite to the Ly Thai To Statue.

WHO is seeking contractor to offer equipment for the two events.

2. Planned timelines providing equipment and related services for one evening and the next morning.

Start date: 07/04/2023

End date: 08/04/2023

3. Work to be performed

Requirements/specification

The scope of work of the contractor is as follows: - To provide equipment for a music night on the 7th April 2023, as per enclosed list. - Provide equipment for the next morning for a launching ceremony in the morning of 8th April 2023, at the same venue.

Output/s

Output 1: Provide equipment as per the enclosed list and time describes above.

4. Specific requirements

a. Qualifications required:

NA



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b. Experience required:

The company has experience and capacity to provide good quality equipment and related services for music and launching events.

c. Skills/Technical skills and knowledge:

Excellent knowledge and skills in arranging equipment for music performance and launching events

d. Language requirements:

- Vietnamese: advanced in reading, writing, and speaking
- English: basic, mainly written communication is needed

5. Place of assignment

Hanoi, Viet Nam

6. Medical clearance

NA.

7. Travel

No travel outside of Hanoi required.

Travel within Hanoi by own arrangement of the contractor

8. Budget

Please take note of the following when submitting proposal:

- The contractor will be responsible for paying taxes, if any.

Those who are interested can submit your proposal with detailed budget indicating post title and vacancy notice # **on or before 28 March 2023** and should be addressed to:

Administrative Officer
World Health Organization
UN Building, 304 Kim Ma Street,
Hanoi, Viet Nam

OR

wpvnmhle@who.int

For further information on this TOR, please contact:

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