

MINUTE OF PRE-BID MEETING

DATE	24/09/2024
SUBJECT	Pre-Bid Meeting for Procurement of Laboratory Equipment
TO	All Vendors
THROUGH	
FROM	Procurement Manager

Agenda:

01. Introduction and Welcome
02. Overview of the Tender
03. Technical Specifications
04. Questions and Clarifications
05. Bid Submission Process
06. Closing Remarks

Meeting Summary:

01. Introduction and Welcome:

The meeting commenced with a warm welcome to all attendees. The purpose of the meeting was outlined, emphasizing the importance of clear communication and adherence to the bidding process.

02. Overview of the Tender:

Discussed on procurement of laboratory equipment as per the specifications outlined in the bid documents. The timeline for the project, including key milestones, was discussed.

03. Technical Specifications:

Detailed technical specifications were provided, covering aspects such as laboratory equipment functionality, performance requirements, compatibility, and any specific standards that must be met.

The revised price schedule and Technical Specifications mentioned in Annexure 01 as discussed, in the in-Pre-bid Meeting,

04. Questions and Clarifications:

Attendees were encouraged to seek clarifications regarding any aspect of the project or bidding process. Several questions were raised and addressed, ensuring a common understanding among all participants.

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05. Bid Submission Process:

The bid submission process, including deadlines, required documents, and evaluation criteria, was explained in detail in the meeting. Attendees were reminded of the importance of submitting complete and accurate bids.

06. Closing Remarks:

The meeting concluded with a recap of key points discussed. Attendees were thanked for their participation and reminded of the contact person for any further inquiries or clarifications

Minutes of Pre-bid Meeting Prepared By

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