



## PRE-BID MEETING MINUTES

### Agenda of the meeting


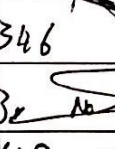
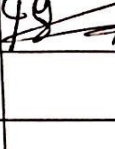
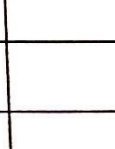
1. Opening remarks by the Chairperson
2. Introductions and Registration of all presented
3. Project description (Review of the bidding document)
4. Response to bidders' Questions and request for clarifications
5. A.O.B. & closure

ITB-311/18		Date of Pre-bid Meeting	20/05/2018
Location of Pre-Bid Meeting: <del>High School for Boys</del> / East Mosul			
Date/Time		Name(s) and job title of UNDP Rep.	
Start	End		
10:00 am	12:00 pm	Supply of Lab Equipment to Electronic Engineering Ninewa University, Ninewa Governorate	

### QUESTIONS AND ANSWERS

Item No:	BIDDER QUESTIONS ASKED	UNDP RESPONSES GIVEN
1	Do you prefer a specific brand?	No, but it should be comply with the technical specifications.
2	what is the mean with all the accessories?	It mean all details to make the device working properly.
3	Can we make site visit to the labs in the University to check the remain equipment?	Yes, you can.
4	Is the data show included more details?	All the required specifications and details should be approved by the end user and upon their request.

## RECORD OF ATTENDANCE

Names of companies attended	Rep. name	Mobile/Email	Signature
AL-Qiffaf	Mahmoud Nouzba	07701610170	
AL-NABAA	Mariam Yassan	07701615346	
المشروع Altammaruz company	Omar Abdel salam mahammad salih	07705289532 07615210049	 

Certification of Minutes as a true record of the proceedings of the meeting/site visit:

Prepared by:

Signature:  Name: Sahar Mohanad Position: Electrical engineer

Date: 20/05/2017

Record of Pre-Bid Meeting/site visit to be posted on the websites.