

## **Addendum- I and Minutes of Pre-Bid Meeting**

**Tender Description:** Provision of Catering Services to UNDP CO and Projects

**Tender Number:** UNDP/AFG/ITB/2018/ 0000002361

**Date:** 30 May 2018

### **A- Pre-Bid Meeting**

#### **1. Presentation:**

The pre-bid meeting commenced on 30<sup>th</sup> May 2018, 10:00 AM (Local time) at UNDP Country Office in Afghanistan, (meeting room).

After having the companies introduce themselves, UNDP Procurement Associate opened the meeting by welcoming the attendees. The potential bidders were given a summary on the composition of the Bid Documents, and highlights of the important sections including the following:

- I. ITB criteria
- II. The required forms within ITB that should be complete by bidders
- III. The manner of Submission of bids

## 2. QUESTIONS AND ANSWERS

During the presentation the following questions and inquiries were raised by the bidders:

#	Question Raised During the Pre-Bid Meeting by Bidders	#	Responses provided by UNDP
1.	Do the bidders provide the catering services for readymade food or raw food materials?	1.	The bidders must provide the catering services for readymade food to UNDP country office and projects.
2.	The ITB launched for only for Kabul or provinces?	2.	The Contract would be awarded only for Kabul city catering services.
3.	should the Logistic Company provide the Joint Venture	3.	The Logistic company shall provide the signed joint venture agreement (both party signatures) for catering services.
4.	The contract shall provide through logistic company or sub-contractor of logistic?	4.	The Logistic company shall have one relevant contract (catering services) in the last three years through food provider service company
5.	Do the bidder is responsible to provide all the relevant services or only provide the food?	5.	the bidders shall provide food services, buffet services, preparing of the tables and buffet equipment's to UNDP country office and projects.  Note: the bidders are not providing the chairs and tables. They need to only provide the table cloth and preparation of the buffet

UNDP informed attended bidders that they can send their requests for clarifications Seven (7) calendar days before the submission deadline date. All the received bidders' questions and UNDP's answers will be published on UNDP website to be available for all interested bidders.

## 3. Closure

The meeting was adjourned at 12:00 pm.

Sincerely Yours,

Head of SCMO