



## PRE-BID/SITE VISIT 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

<b>IRQ-ITB-469/18- Rehabilitation of Management Department of Civil Engineering College, Anbar University, Ramadi</b>		Date of Pre-bid Meeting	08/07/2018
Location of Pre-Bid Meeting: <b>Anbar University reconstruction department</b>			
Date/Time		Name(s) and job title of UNDP Rep.	
Start	End		
11 am	12 pm	E. Adeb N Abdul Azeez	Focal Person Anbar Area coordinator

### QUESTIONS AND ANSWERS


Item No:	BIDDER QUESTIONS ASKED	UNDP RESPONSES GIVEN
	Where the demolished parts will be transferred	All the demolished parts will be transferred outside the university except reinforcement steel bar will be collected at garbage park inside university.

### RECORD OF ATTENDANCE

Names of companies attended	Rep. name	Mobile/Email	Signature
As per attached site visit report	/	/	/

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

Prepared by:

Signature:  Name: \_\_\_ Adeb N Abdul Azeez \_\_\_ Position: \_\_\_ Focal Person \_\_\_ Date: 08-07-2018

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