

Pre-Bid Meeting on Invitation to Bid
Ref: UNDP/ITB/01/2018
for
Travel Management Service for UN Agencies in Nepal

Day and Date : 12 July 2018
Time : 2:30PM
Venue : UNDP Operations Meeting Room, UN House, Pulchowk

A Pre-bidding meeting was conducted at UNDP Operations Meeting Room, UN House, Pulchowk, Lalitpur, Nepal on 12 July 2018 where following participants from the bidders as well as officials from UNDP and UN agencies were present:-

S.N.	Participant's Name	Organization	Remarks
1	Ms. Poonam Rana	President Travel	
2	Mr. Nasib Shrestha	Gorkha Travels Pvt. Ltd.	
3	Ms. Renu Bajracharya	Suruchi Travel & Tours Pvt. Ltd.	
4	Ms. Merina Maharjan	Raintree Tours & Travels	
5	Mr. Jayendra Poudel	Sealinks Travels & Tours Pvt. Ltd.	
6	Mr. Kamal Bhattarai	Suruchi Travel & Tours Pvt. Ltd.	
7	Ms. Sunila Shrestha	Yeti Travels Pvt. Ltd.	
8	Ms. Geetanjali Rai	UNDP	
9	Ms. Aruna Rai	WFP	
10	Ms. Shashi Tulachan	WFP	
11	Mr. Silas Rai	WHO	
12	Mr. Narendra Tandukar	WHO	
13	Ms. Valentina Subba	UNPFA	
14	Ms. Sheila Chhetri	UNCS/UNDP	
15	Mr. Umesh Gurung	UNDP	



The meeting started with brief introduction of the participants. Ms. Sheila Chhetri briefed about purpose of the LTA and Mr. Umesh Gurung provided briefing about the administrative process and requirements of the ITB.

Bidders' representatives did not have any significant questions as they found the ITB documents clearly understood. The information in the ITB document was reiterated to the bidders for better clarity and the meeting was successfully concluded.