

Minutes of Pre – Bid Meeting

Ref: UNDP/SOM/ITB/ ITB/MUS/2019/001 - Provision of Travel Management Services on Long Term Agreement (LTA)

Held on 30th May 2019

Venue: UNDP 6th Floor Conference Room

Time: 10:30 am to 11:00 am

Attendees:

1. Amrita Rajcoomar – SatGuru Travel
2. Karandeep Singh- SarGuru
3. Sujitha Sekharan -UNDP Representative (Chairperson)
4. Dahir Hassan – UNDP Representative

Opening

UNDP International Operations Manager Mrs. Sujitha Sekharan welcomed the participants to the meeting, she explained that the objective of the meeting was to provide a brief overview of our requirement and inform bidders generally how UNDP procurement processes are done and to respond to any queries from prospective bidders regarding the tender document.

Query No.	Query	Clarification /Response
1	How many travel agencies UNDP intend to contract in this process?	Depending on the responsiveness and price UNDP plans to contract minimum of two (2) travel agencies per country.
2	Can we bid for both Mauritius and Seychelles?	As indicated in the tender document we will accept bids from bidders based in Mauritius for LOT 1 and bidders based in Seychelles for LOT 2.

Additional Information provided

- The deadline for submitting requests for clarifications/ questions is 5 June 2019, all the queries and their corresponding responses would be uploaded on the same platform as the procurement notice after the deadline of queries.

Closing

The meeting ended on 11:00 am with a note of thanks from the chairperson.

