

**Pre-Bid Meeting on Request for Quotation**  
**Ref: UNDP/RFQ/32/2019**  
**for**  
**LTA for Travel Management Services to Parliament Support Project**

**Day and Date** : 02 October 2018  
**Time** : 2:30PM  
**Venue** : CCC Meeting Room, UN House, Pulchowk

A Pre-bidding meeting was conducted at CCC Meeting Room, UN House, Pulchowk, Lalitpur, Nepal on 02 October 2019 where following participants from the bidders as well as officials from UNDP/PSP were present:-

S.N.	Participant's Name	Organization	Remarks
1	Mr. Nirab Manandhar	Fast Int'l Travel & Tour	
2	Mr. Rajan K.C.	MED en Nepal	
3	Mr. Roshan Ghimire	Spark Group	
4	Ms. Sakuntala Pradhan	PSP, UNDP	
5	Mr. Tika Ram Pantha	PSP, UNDP	
6	Mr. Amit kumar Bari	UNDP	
7	Mr. Umesh Gurung	UNDP	

The meeting started with brief introduction of the participants. Mr. Umesh Gurung provided briefing about the administrative process and requirements of the RFQ. Mr. Tika Ram Pantha & Ms. Sakuntala Pradhan briefed about the requirements and ToR of the Travel Management Services.

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