



**Pre-Bid Meeting on Invitation to Bid (ITB)**

**UNDP/ITB/07/2015**

**for**

**Procurement of Media Services for United Nations Development Programme (UNDP) Nepal**

**Day and Date** : **Monday 20 July 2015**  
**Time** : **1500 hrs (Nepal Standard Time)**  
**Venue** : **UNDP Program Meeting Room**

A Pre-bidding meeting was conducted at the UNDP Program Meeting Room on 20 July 2015 where the bidders and their representatives were present. Following participants from service provider as well as officials from UNDP were present:-

S.N.	Participant's Name	Organization	Remarks
1	Mr. Kushal J. Adhikari	Prismark Marketing	
2	Ms. Ambika Amatya	UNDP Nepal	
3	Mr. Santosh Swornakar	UNDP Nepal	

The meeting started with brief introduction of the participants present in the meeting. Ms. Ambika Amatya briefed about the administrative process of the ITB.

Ms. Ambika Amatya provided briefing on complete Media Services and the Terms of References of the ITB.

Bidders' representatives did not have any significant questions as they found the ITB documents and the TOR clearly understood. The information in the document was re-iterated to the bidders for better clarity.

The meeting was satisfactorily concluded.