

UNDP-ITB-2020-029 - Minutes of Pre-Bid Meeting - Engagement of an Organisation to provide Event Management Services for Explosive Handling Training

- 1. There are Four Venues mentioned in the TORs i.e. Peshawar, Nowshera, Hangu and or Swabi. Kindly confirm if each event will be held at each location?**

Answer: The Venue will only be Peshawar and Nowshera only. Bidder should not consider other location while preparing the Financial Bid

- 2. How many No or Organizers (Two – Bidder have to provide two CVs)**

Answer: At least two CVs of the organizers are required.

- 3. Please provide the details of Specifications and quantities of items in line 8 (stationary, Bags Certificates, Backdrops, Standeers etc).**

Stationary			
Items	No. of Participants	No. of Training Sessions	Total
Pens	30	4	120
Pads/Notebook	30	4	120
Flip Charts	30	4	120
Markers (Red, Green, Black, Blue)	30	4	120

Misc. Items			
Item	No. of Participants	No. of Training Sessions	Total
Leather Bags with UNODC and EU Logo	30	4	120
Printing of Backdrop (8 x 12)	1	16 weekly sessions	16
Printing of Certificates (A4)	30	16 weekly sessions	480
Printing of Group Photo (A4 ~ 8.27 x 11.69)	30	16 weekly sessions	480

- 4. 3 Star Accommodation is available only in Peshawar, please confirm if venue is Nowshera then accommodation will be provided in Peshawar? Do bidders need to quote the rates only for Peshawar?**

Answer: The Venue will only be Peshawar and Nowshera only. Bidder should not consider other location while preparing the Financial Bid

- 5. Please confirm the number of Certificates and Photographs.**

Answer: Please refer to the table in Response to Query No. 3