

Pre Bid Meeting Minutes for Provision of Travel Services

to UN Agencies in Malawi on LTA Basis

Date: 23rd February 2021

Time: 9.30am (Malawi Time)

Mode: Virtual (Zoom)

Attendees:

Participants (12)	
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TP Tirnesh Prasad (Host, me)	• • 🖡 🖉
AK AKHILESH KUMAR	¥ 126
AN Ali Nyondo	¥ 721
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Mrs_Namisengo	<u> 1/4</u> /241
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Pre-bid conference call started with a short presentation. Refer attached Annexure 1 for presentation slides. Bidder asked the clarification question as shown below.

Clarification question One:

ITB indicates that bidder should have Tax Registration/Payment Certificate issued by the Malawi Revenue Authority evidencing that the Bidder is updated with its tax payment obligations. Is this statement valid, as bidding process also allows internationally bidders to participate?

Clarification question response:

Tax registration certificate is not only restricted to be issued by Malawi Revenue Authority. This tender process is open for international bidders to submit their bidders including tax registration certificate from their Revenue or appropriate authorities. Supplementary note



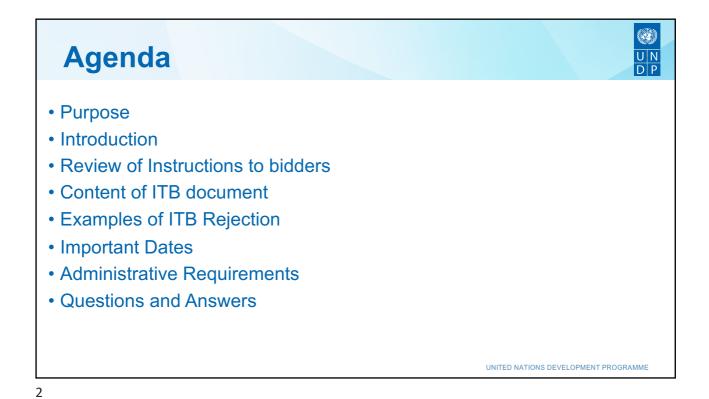
United Nations Development Programme

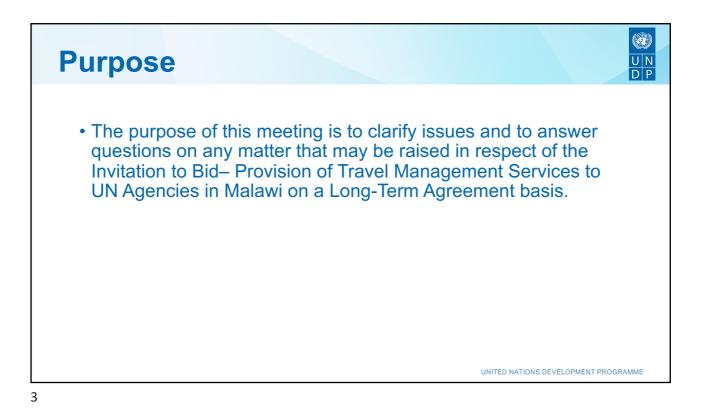
and amended Invitation to Bid will be issued to allows international bidders meets this documentation requirements.

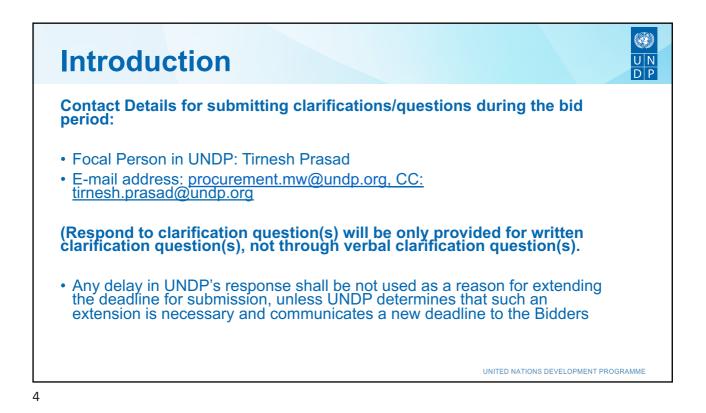
No further questions were asked and the pre-bid conference call ended.

Annexure One









Contents of ITB document UN DP **ITB Cover Letter:** · Section 1: This Letter of Invitation Section 2: Instruction to Bidders Section 3: Bid Data Sheet (BDS) Section 4: Evaluation Criteria · Section 5: Schedule of Requirements and Technical Specifications Section 6: Returnable Bidding Forms · Form A: Bid Submission Form Form B: Bidder Information Form · Form C: Joint Venture/Consortium/Association Information Form • Form D: Qualification Form · Form E: Format of Technical Bid · Form F: Price Schedule UNITED NATIONS DEVELOPMENT PROGRAMME

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