



## PRE-BID MEETING NOTICE

Please find below details for the Pre-bid meeting for the RFP23-5933- Supply and Installation of New Back Up Generator-500KVA

<b>Venue</b>	<b>Fonos Lounge, SPC Nabua Campus</b>
<b>Date</b>	<b>9<sup>th</sup> November 2023</b>
<b>Pre-Bid Briefing</b>	<b>11.00am – 12.00pm</b>
<b>Site Visit</b>	<b>12.00pm -1.00pm</b>

If you may wish to be part of these Pre-meeting, please do send in your confirmation to [procurement@spc.int](mailto:procurement@spc.int) with subject of your email having RFP23-5933-Pre-Bid Meeting registration, by 6<sup>th</sup> November, 2023 before 3.30pm Fiji Time.

**AGENDA for Pre-bid Meeting**

Purpose : **RFP23-5933-** Supply and Installation of New Back Up Generator-500KVA

Date : 9<sup>th</sup> November 2023

Venu : Fonos Lounge, SPC Nabua Campus.

Time : 11.00am -12.00 pm

Site Visit : 12.00pm-1.00pm

<b>Item</b>	<b>Description</b>
<b>1</b>	Welcome
<b>2</b>	Introductions <ul style="list-style-type: none"> <li>a. SPC team               <ul style="list-style-type: none"> <li>- Procuring team</li> <li>- Procurement team</li> </ul> </li> <li>b. Prospective Vendors</li> </ul>
<b>3</b>	PROCUREMENT team brief presentation <ul style="list-style-type: none"> <li>c. Organisational Structure               <ul style="list-style-type: none"> <li>- Part 1 of the RFP</li> </ul> </li> <li>d. Instruction to Bidders               <ul style="list-style-type: none"> <li>- Part 2 of the RFP</li> <li>- Part 4 of the RFP</li> </ul> </li> </ul>
<b>4</b>	Technical/Procuring Unit – brief presentation. <ul style="list-style-type: none"> <li>e. Scope of Works</li> <li>f. Part 3 of the RFP</li> </ul>
<b>5.</b>	Questions from the Floor
<b>6.</b>	Meeting closed.
<b>7.</b>	Site Visit from 12.00 pm to 1.00 pm