

## PRE-BID MEETING NOTICE

Please find below details for the Pre-bid meeting for the RFP23-5528- Proposed Extension Work to the Existing Cyro Lab.

<b>Venue</b>	<b>Heilala Meeting Room-SPC Narere Campus</b>
<b>Date</b>	<b>13<sup>th</sup> July, 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 RFP23-5528-Pre-Bid Meeting registration, by 12<sup>th</sup> July, 2023 before 3.30pm Fiji Time.

### Instruction to Bidders

- Please follow the link to get the exact location to the meeting venue- SPC Narere Campus <https://goo.gl/maps/HhzkKA8c28XkyjTS6>
- Bidders shall arrange own transportation to the Narere Campus.

### AGENDA for Pre-bid Meeting

Purpose : **RFP23-5528- Proposed Extension Work to the Existing Cyro Lab**  
Date : 13<sup>th</sup> July 2023  
Venu : Heilala Meeting Room, SPC Narere 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 a. SPC team - Procuring team - Procurement team  b. Prospective Vendors
<b>3</b>	PROCUREMENT team brief presentation c. Organisational Structure - Part 1 of the RFP  d. Instruction to Bidders - Part 2 of the RFP - Part 4 of the RFP
<b>4</b>	Technical/Procuring Unit – brief presentation. e. Scope of Works f. Part 3 of the RFP
<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