

**FORM SBD – G – 06**  
**PRE-BID MEETING**  
PROCUREMENT POLICY UNIT- MINISTRY OF FINANCE  
KABUL, AFGHANISTAN- 10,06,2009



<p><b>Form SBD-G-06</b> <b>Pre-bid Meeting (Goods)</b> <b>(Instructions, Reminders and Form)</b></p>
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***INSTRUCTIONS***

- 1) *This form (template) shall be utilized, where under the Bidding Documents for Goods, a pre-bid meeting is conducted.*
- 2) *Where a pre-bid meeting is carried-out, any clarification request received at meeting, and responses thereon shall be included (please refer to Form SBD-G-05 Clarification Request).*
- 3) *Attendance shall be controlled by an Officer at entrance, using the form for attendance, including late arrival.*
- 4) *Everybody, attending, without exception, shall be listed.*
- 5) *Any person attending a pre-bid meeting shall evidence, to the satisfaction of the Officer in charge, that he/she is authorized representative of the bidder.*
- 6) *The list shall remain confidential until award or (where applicable) where there is a cancellation of the tender proceedings.*
- 7) *The list of attendees shall be attached to the addendum (to the bidding documents) to be issued to all prospective bidders who were provided with the bidding documents (See list of Participating Suppliers Form SBD-G-04) (open tender) or to all participating bidders (restrictive tender).*
- 8) *In any case, any list of attendees at a pre-bid meeting shall be kept as a procurement record.*

*Note: The users of this form must refer to PPL and Rules of Procedure for Public Procurement for Afghanistan*

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**LIST OF PERSONS ATTENDING PRE- BID MEETING (PRE-BID CONFERENCE) (GOODS)**

<b>CONFIDENTIAL UNTIL AWARD</b>						
<b>LIST OF PERSONS ATTENDING PRE-BID MEETING</b>						
<i>Name of Procuring Entity</i>						
<i>Project/Procurement number</i>						
<i>Date of Bidding Documents/Request for Quotations number</i>						
<i>Date of issuance</i>						
<i>Time, date, place of submission</i>						
<i>Addendum no.1 (if any) date</i>						
<i>Addendum no.2 (if any) date</i>						
<i>Addendum no.3 (if any) date</i>						
<i>Location, Date and Time (Pre-bid Meeting)</i>						
<i>Person responsible for this listing (PRINT)</i>						
No.	NAME THE PERSON ATTENDING	EVIDENCE RECEIVED FOR IDENTIFICATION	PHONE No.	FACSIMILE No.	NAME OF FIRM	E-MAIL
<u>1</u>						
<u>2</u>						
<u>3</u>						
<u>4</u>						
<u>5</u>						
<u>6</u>						
<u>7</u>						
<b><u>Date, Place and time of (Pre bid meeting)</u></b>						
<b><u>The person responsible for this list</u></b>						
<i>Signature</i>						

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