**Pre-Bid negotiation on**

**tender «Organization of a study tour to expand opportunities and increase the capacity of state officials and decision-makers on renewable energy sources development issues»**

Place: Astana, UNDP premise, Skype Conference

Date and time: 08 January 2019, 16:30 (Astana time)

**Participants:**

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| **UNDP**  | **Kauko international,** **Profec-ventu****s** |
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| Meruyert Bolyssayeva, Procurement Assistant UNDPYerlan Dairbekov, DREI Project Expert  | Vladimir Oleschenko – Kauko internationalNikita Chikin – Kauko internationalMathias Hölzer - Rrofec-ventus |

**Agenda: Not defined**

The preliminary meeting was held by Yerlan Dairbekov, DREI Project Expert and Meruyert Bolyssayeva, UNDP Procurement Assistant.

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| **Issue**  | **Answer**  |
| **Question from Nikita Chikin – Kauko international:** “Is it necessary to send a bid offer in sealed envelopes?” | **Meruyert Bolyssayeva, UNDP Procurement Assistant:** “All bid offers must be prepared in accordance with the requirements of the request for proposals and submitted in sealed envelopes till 11, January 2019, 16:00 Astana time through the reception”. |

**Outputs:**

Meruyert Bolyssayeva explained the procurement requirements cannot be violated and they are the same for all candidates. The representatives confirmed their consent and agreed to submit bid offers according to RFP requirements.

Yerlan Dairbekov briefly explained the purpose of the planned study tour (ToR).