

**PRE-TENDER MEETING PROCEDURE FOR PROVISION OF PUBLIC RELATIONS AGENCY SERVICES ON 22ND SEPTEMBER 2020**

There will be a pre-tender meeting for the following advertised tender: -

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| **TENDER NO** | **DESCRIPTION** | **PRE-TENDER MEETING** | **TIME** |
| IRA/043/2020-2021 | PROVISION OF PUBLIC RELATIONS AGENCY SERVICES | Sep 22, 2020 10:00 A.M. | Meeting ID: 883 9067 9611  Passcode: 027072 |

The following procedure will be adopted in the pre-tender meeting as stipulated in the bid document:-

1. All participating bidders should send name of the company, full name of the representative who will be participating in the pre-tender meeting. These details should be received way ahead of the pre-tender meeting time on email to [**bids@ira.go.ke**](mailto:bids@ira.go.ke) and copy to [**fchelimo@ira.go.ke**](mailto:fchelimo@ira.go.ke) **and** [**dcherono@ira.go.ke**](mailto:dcherono@ira.go.ke)**.**
2. At the specified time, the bidder’s representative will be required to indicate their name and the company they are representing on the zoom platform.

**FELIX CHELIMO**

**MANAGER PROCUREMENT**

**21st September, 2020**