MINUTES OF MEETING

Project : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MEETING NAME :** Tender Interview Meeting for …………………………

**DATE & TIME :**

**VENUE :**

**ATTENDEES :**

**TAKEN BY :**

**REVIEWED BY :**

**DISTRIBUTION :** All Attendees

Site Circulation

**ATTACHMENT :**

| **ITEM** | **ISSUE** | **ACTION** | **DATE** |
| --- | --- | --- | --- |
| **1.** | **Featured to Attendees** | **NA** | **NA** |
| 1.1 | PAC Introduced for project owners and representatives of the following;   1. Owner is 2. Project management is 3. Project Quantity surveying is   Designer is |  |  |
| **2.** | **Introduction and Scope Auctions** | **NA** | **NA** |
|  |  |  |  |
| **3**. | **Question & Answer** | **NA** | **NA** |
|  |  |  |  |
| **4.** | **Other** | **NA** | **NA** |
|  |  |  |  |
| **5.** | **Tender submit** | **NA** | **NA** |
| 5.1 | All tenderers must be lodged on ……………..…., not later than ………. hours, direct to ……………………………. at ……………………..……  (Date)  ………………………………..  …………………………………..  ……………………………… Work  PROJECT: ……………………..  (Tender Company)  By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Tenderers | ………. |
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NA = Not Applicable, TBA = To Be Advised

These minutes constitute understanding in the meeting’s contents by the taker(s). Should there be any comments, please notify the taker(s) in writing within 7 calendar days after receiving these minutes. Otherwise these minutes are deemed accepted by recipients.