**Notice to Potential Suppliers of RFQ Nº UNFPA/LKA/RFQ/20/12, 13, 14, 15 & 16**

UNFPA will be hosting an online pre-bid meeting with the architect of the office refurbishment. Any potential suppliers and contractors are invited to participate if they require clarification on the RFQ/plans/BoQ etc.

In order to access this meeting,  potential suppliers are requested to submit the following documents via email to [lk-refurb@unfpa.org](mailto:lk-refurb@unfpa.org) by 12 noon on the 8th of October 2020.

      Copy of the Business Registration

      Copy of Registration / Membership on Contractor Grading (if applicable)

      References / Details of similar work completed (Client, Location, Total Value, and Contact Details)

Suppliers who already submitted the documents can request for meeting access details, by emailing [lk-refurb@unfpa.org](mailto:lk-refurb@unfpa.org).

Language of the discussion will be English.