| **Clause** | **Remarks/Guidelines** |
| --- | --- |
| 1. **Pre-tender meeting** [*optional clause*] | |
| (1) The date, time and venue of the pre-tender meeting are as follows:  Date:  Time:  Venue:  (2) The tenderer shall make its own arrangement of the transportation for attending the pre-tender meeting.  (3) The tenderer is required to complete the Reply Slip at Appendix [*insert appropriate reference*] to these Notes to Tenderers to confirm if it will attend the pre-tender meeting and nominate its representatives (not more than [*insert appropriate number*] persons) who will attend the pre-tender meeting. The completed Reply Slip is required to be submitted to the *Service Manager* designate by fax and post at the fax number and address stated in the Reply Slip by 5:00 p.m. on [*insert appropriate date*]. | WBTC No. 4/92 |