

Request for Quotation

Provision of Receptionist and Operator Services for AITI 2022

Reference:	AITI/8/2/CS – RECEPTIONIST 2022
Opening Date:	Wednesday, 18 May 2022
Closing Date:	Wednesday, 1 June 2022 at 3:00 p.m.
Procurement Contact Person:	Rabiatul Moneerah Binti Haji Mansor
Email:	procurement@aiti.gov.bn
Information Day:	N/A
Document Fee (non-refundable):	BND5.00

EXECUTIVE SUMMARY

This executive summary contains the high-level scope of work involved in the project.

1. The main reception counter is located in the lobby of the main building at Block B14. The receptionist will be managing the front desk services from Mondays to Fridays during normal working hours from 8:00am to 5:15pm, and on Mondays to Fridays from 8:00am to 2:30pm during Ramadhan working hours.
2. AITI is seeking a Vendor to provide one (1) dedicated and committed full-time receptionist, with the duties of receptionist and operator and other general duties, to monitor and maintain the reception area in AITI's premise.

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