



BIDS AND AWARDS COMMITTEE

SUBJECT : NOTICE OF VIRTUAL PRE-BID CONFERENCE

PROJECT : SUPPLY AND DELIVERY OF ICT EQUIPMENT (DOT-BAC IB NO. 2020-004)

DATE : 16 APRIL 2020

Please be informed that the Pre-bid Conference for the Supply and Delivery of ICT Equipment (DOT-BAC IB No. 2020-004) will be conducted through video/online conferencing using Skype on **April 20, 2020 at 1:00 pm.**

Prospective bidders who are interested in joining the pre-bid conference may send the following details to the BAC Secretariat via e-mail at jpvillamin@tourism.gov.ph / dotbac.secretariat@yahoo.com not later than 10:00 a.m. of April 20, 2020:

- Name of Representative(s) – maximum of two (2)
- Company Name
- Contact Number and Email Address
- Skype ID(s)

The general guidelines on the conduct of pre-bid conference through video conferencing is attached as “Annex A” of this notice.

For your information and guidance.


ASec. ROBERTO P. ALABADO III
BAC Chairperson

Guidelines on the Conduct of Virtual Pre-Bid Conference for the "Supply and Delivery of ICT Equipment"

I. To Join the Pre-Bid Conference

1.1 Prospective bidders may send the following details to the BAC Secretariat at jpwillamin@tourism.gov.ph / dotbac.secretariat@yahoo.com:

- Name of Representative(s) – maximum of two (2)
- Company Name
- Contact Number
- Skype ID(s)

1.2 Prospective bidders must select  to join the pre-bid conference. After clicking the Join button, prospective bidders will be able to see and hear the people in the meeting.

1.3 Prospective bidders should make themselves available 10 minutes before the start of the conference.

II. Attendance to the Pre-bid Conference

2.1 Prospective bidders must identify themselves by typing in the chat box the

2.1.1. Name of the Representative

2.1.2. Name of Company

2.1.3. Contact Number

2.2 Prospective bidders will be muted at the start of the pre-bid conference;

2.3 Prospective bidders will be given time to raise their queries for every section of the Bidding Documents that will be discussed;

2.4 Prospective bidders, upon being acknowledged by the BAC Chairperson, must state their name and company before asking a question or commenting;

2.5 Prospective bidders must wait for a participant to finish before speaking;

2.6 Prospective bidders are enjoined to be fully present for the whole duration of the pre-bid conference.