

Republic of the Philippines
DEPARTMENT OF TOURISM
351 Sen. Gil Puyat Avenue, 1200 Makati City
Tel. No. (02) 459-5200 to 459-5230
<http://www.tourism.gov.ph>

MINUTES OF PRE-BID CONFERENCE
April 22, 2019 (Monday), 10:00 a.m.
4th Floor Conference Room, DOT Bldg.

Present were:

Bids and Award Committee:

Dir. Milagros Y. Say	-	Vice Chairperson
Atty. Jennifer A. Olba	-	Member
Mr. Raymund Glen A. Agustin	-	Member

Procurement Management:

Ms. Mary Angelene A. Tolentino	-	Director
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BAC Secretariat:

Mr. Godofredo R. Maldonado, Jr.	-	Head
Ms. Melanie Claire P. Singzon	-	Member
Ms. Maria Alma O. Almazan	-	Member
Mr. John Phire Villamin	-	Staff
Mr. Val Raymund C. Cervantes	-	Staff

End-User:

Ms. Sharon Gail S. Conista	-	HRD
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Bidders:

Ms. Laricel Bonifacio	-	Laricel's Jewelry
Mr. Joselito F. Febrada	-	R&J Jewelry Class Ring and Metal Craft Inc.
Ms. May Ann B. Poquiz	-	R&J Jewelry Class Ring and Metal Craft Inc.

Agenda

- Procurement of Signature Wristwatch and Medallion/Pendant with Necklace Memorabilia for the 118th and 119th Philippine Civil Service Anniversary Celebration

CALL TO ORDER AND QUORUM:

Upon declaration of a quorum, the BAC Vice-Chairperson, Dir. Milagros Y. Say called the meeting to order at around 10:05 a.m. She acknowledged the presence of the BAC members, BAC secretariat members, project officers and prospective bidders.

Proceedings:

Business Matters:

- It was noted that a notice for the pre-bid conference was given to the Philippine Chamber of Commerce and Industry, Transparency and Accountability Network and the Commission on Audit. However, no representatives were sent.
- The presiding officer mentioned that the purpose of the pre-bid conference is to give an opportunity for the prospective bidders to seek clarifications on the terms of reference, including the bidding documents. However, it should be noted that any statement made at the pre-bid conference would not modify the terms of the bidding documents, unless such statement is specifically identified in writing as an amendment of the documents and issued as a supplemental/bid bulletin (IRR-A Section 22.4).
- Bidders were asked if they have seen and checked the Terms of Reference which is posted at the PhilGEPS and DOT websites. Copies of the terms of reference were distributed to the BAC members before the start of the meeting for their reference.

1. Procurement of Signature Wristwatch and Medallion/Pendant with Necklace Memorabilia for the 118th and 119th Philippine Civil Service Anniversary Celebration ABC: Four Million Three Hundred Ninety-Seven Thousand Pesos (PhP 4,397,000.00)

- Representatives from the following prospective bidders were present during the pre-bid conference:
 1. Laricel's Jewelry
 2. R&J Jewelry Class Ring and Metal Craft Inc.
- Ms. Sharon Gail S. Conista from Human Resource Division was present to represent their office which formulated the technical specifications. She also briefly discussed the contents of the technical specifications.

The following questions and clarifications were raised by the prospective bidders on the part of the terms of reference:

For the Gold Service Medallion/Pendant with necklace:

- Both bidders informed the BAC and project officer that it will be difficult for them to comply with the required size and thickness given the weight of 4 grams for the gold service medallion for 30 and 35 years, and 5 grams for the medallion for 40 and 45 years.
- The bidders suggested if it is possible to change the thickness requirement to at least 1mm for all medallions or they may follow the weight requirement but the thickness may vary
- The bidders shall follow the weight requirement but the thickness may vary.
- Clarification on the DOT logo on the medallion, whether it is embossed or with laser engraving as well as the color

Other Concerns:

- Regarding the ITR from BIR, the bidders shall do manual filing but a memorandum from the BIR shall also be attached
- Clarification shall also be done within HRD whether the letters in the medallion shall be embossed or with laser engraving as well as the color

All revisions on the terms of reference, discussions and clarifications that have agreed upon during the pre-bid conference will be covered by a Supplemental/Bid Bulletin to be issued on 29 April 2019.

Adjournment:

With no further instructions from the BAC and clarifications from the body, the Pre-bid Conference was adjourned at 10:30 a.m.

Prepared by:


VAL RAYMUND C. CERVANTES
Staff, BAC Secretariat

Noted by:


GODOFREDO R. MALDONADO JR.
Head, BAC Secretariat

Approved by:


DIR. MILAGROS Y. SAYO
BAC Vice-Chairperson