

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 29, 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
Ms. Ma. Luz F. Falcunaya	-	Member

***Procurement Management:***

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

Ms. Melanie Claire P. Singzon	-	Member
Ms. Maria Alma O. Almazan	-	Member
Mr. John Phire Villamin	-	Staff

***End-User:***

Mr. Ramil S. Basuel	-	OTDPRIM-SEAMID
Ms. Faeroe Jeanne Fontanilla	-	OTDPRIM-SEAIMD

***Bidders:***

Ms. Angelica Faustino	-	CCT. 168 Travel and Tours
Ms. Zyrah Pabrualinan	-	Intas Destinations

**Agenda**

- Procurement of Travel and Tour Service Operator for the Tourism Statistics Capacity Building Program Evaluation and Trainers Training on 24-28 June 2019 in Manila and Rizal

## 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.
- **Procurement of Travel and Tour Service Operator for the Tourism Statistics Capacity Building Program Evaluation and Trainers Training on 24-28 June 2019 in Manila and Rizal (ABC: PhP 1,000,000.00)**
  - Representatives from the following prospective bidders were present during the pre-bid conference:
    1. CCT. 168 Travel and Tours
    2. Intas Destinations
  - Mr. Ramil S. Basuel and Ms. Faeroe Jeanne Fontanilla from OTDPRIM-SEAMID were present to represent their office which formulated the technical specifications. Mr. Ramil 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:

- Clarification on the check-in and check-out dates of the hotel which would be June 24 (Check-In) until Jun 28 (Check-out)
- Clarification on the location of the hotel accommodation if within MOA Complex up to Roxas Boulevard
- All dinners will be provided in the hotel
- For the technical visit, the end-user clarified that there will be a 10-15 minutes interval between the groups for taking the discovery trail which will take 4 hours
- The tour in Taytay will be a rolling tour in the town center with a quick stop at the church.
- The BAC advised that there must be a DOT-accredited tour guide who will accompany the group for the tour duration

- Clarification on the delivery dates of the survey kit and tokens. The survey kit shall be delivered before June 26 for the survey forms to be placed on the clipboards. As for the tokens, it shall be distributed during June 26.
- The clipboards need not be accompanied by notepads
- The bidders asked for the contact information of Masungi Georeserve
- The BAC reminded the bidders that <sup>they</sup> may send their additional queries to the DOT-BAC Secretariat email address until **03 May 2019**

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 **06 May 2019**.


**Adjournment:**

With no further instructions from the BAC and clarifications from the body, the Pre-bid Conference was adjourned at 10:25 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*