

**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**  
**AUGUST 01, 2019 (Thursday), 12:30 p.m.**  
**4th Floor Conference Room, DOT Bldg.**

Present were:

*Bids and Award Committee:*

ASec. Roberto P. Alabado III	-	Chairperson
Dir. Milagros Y. Say	-	Vice-Chairperson
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:*

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. Celstine Sy	-	OPMD-Dive
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*Bidders:*

Ms. Angelica Faustino	-	CCT 168 Travel and Tours
Ms. Aileen Estrella	-	Shroff Travel
Ms. Pauline Sabas	-	Shroff Travel
Ms. Abigail Dela Cruz	-	Intas Destinations
Ms. Andrea Abenir	-	Intas Destinations

**AGENDA**

- Ground Handler/Tour Operator for the Philippine Dive Expo (PHIDEX) Post Familiarization Tour and Other Logistical Requirements

## CALL TO ORDER AND QUORUM:

Upon declaration of a quorum, the BAC Chairperson, ASec. Roberto P. Alabado III called the meeting to order at around 12:32 p.m. He 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. Ground Handler/Tour Operator for the Philippine Dive Expo (PHIDEX) Post Familiarization Tour and Other Logistical Requirements  
(ABC: PhP 7,783,600.00)

For the record, representatives from three (3) interested bidders were present during the pre-bid conference. To wit: CCT Travel and Tours Corp., Shroff International Travel Care Inc. and Intas Destinations.

The following questions and clarifications were raised on the technical specifications after Ms. Celstine Sy, the project officer from OPMD-Dive, discussed its contents:

- For the airport transfers, for bidding purposes, one (1) vehicle per person shall be required but actual implementation may change into shuttle set-up should there be visitors arriving at the same time at the same terminal
- A list of possible resorts and destinations to be inspected shall be provided to the bidders
- For lots 2-11 requirements, under item ii. To add *at least 30kg baggage allowance*
- Clarification that regions were not invited to join the tours
- Rebooking charges shall be at the discretion of the bidder but shall not be charged to DOT in their proposals
- The project officer or their office shall inform DOT and PCSSD-Accredited resorts near the destinations for the project that there will be an event just to give them a heads up
- Bid bulletin shall be released by **07 August 2019**

Adjournment:

With no further instructions from the BAC and clarifications from the body, the Pre-bid Conference was adjourned at 1:17 p.m.

Prepared by:

  
VAL RAYMUND C. CERVANTES  
Staff, BAC Secretariat

Noted by:

  
GODOFREDO R. MALDONADO, JR.  
Head, BAC Secretariat

Approved by:

  
ASec. ROBERTO P. ALABADO III  
BAC Chairperson