

**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 07, 2019 (Wednesday), 11:00 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

*BAC Secretariat:*

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

*End-Users:*

Ms. Celstine Sy	-	OPMD-DIVE
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*Bidder:*

Ms. Flor Zamora	-	Mediasense Inc.
Mr. Alfredo Mendoza	-	Mediasense Inc.
Ms. Arielle Pizarro	-	Mediasense Inc.
Ms. Blooey Singzon	-	Mediasense Inc.

AGENDA

- ❖ Procurement of the Services of a Public Relations Agency for the Philippine Dive Expo (PHIDEX)  
 DOT-BAC-REI No. 2019-014  
 PhP 8,200,000.00

## 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 11:00 a.m. She acknowledged the presence of the BAC members, BAC secretariat members, project officers and prospective bidders.

**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).
- The 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 the Services of a Public Relations Agency for the Philippine Dive Expo (PHIDEX)  
DOT-BAC-REI No. 2019-014  
ABC: PhP 8,200,000.00

The following questions and clarifications were raised on the Terms of Reference after Ms. Celstine Sy, the project-officer, discussed its contents:

- Bidder's technical bid proposal must contain an implementation plan and proposal
- In the Media Management, the venue will be Conrad Manila
- A press conference shall be held on September 20 (10:00-11:30 a.m.)
- Bidders were advised that letters A and C for numbers 4 and 5 under the Strategic Positioning in Major International Dive Media Platforms will be revised and released in the Supplemental/Bid Bulletin to cover the cost of editorial support for the placements
- Numbers 1 and 2 under the Print Media shall also be revised and released in the Supplemental/Bid Bulletin
- Winning bidder shall invite and manage *at least fifteen (15) international speakers Total working budget shall be changed to Approved Total Budget of Contract*
- In the Payment Milestones, the percentage of payment for the *Submission of Approved Integrated Marketing and Placement Plan* will be changed from 30% to 20% and for the *Submission of Rollout Report of Approved Media Placements*, 20% will be changed to 30%
- Clarification that the DOT officials and media people is already considered in the 60 pax
- Bidders will calculate the average for the impressions for the deliverables in Digital PR
- Bidders were reminded to include evidence/proof for the minimum requirements (quality of personnel, expertise and capability of the firm, experience and credentials, and media plan)
- Clarification that the creative proposal refers to the stylist curation
- Queries may be emailed to the BAC Secretariat until **09 August 2019**
- Bid bulletin shall be released on **12 August 2019**

Adjournment:

With no further instructions from the BAC and clarifications from the body, the Pre-bid Conference was adjourned at 11:21 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