

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
JULY 15, 2019 (Monday), 10:30 a.m.
2nd Floor Training Room, DOT Bldg.**

Present were:

Bids and Award Committee:

ASec. Roberto P. Alabado III	-	Chairperson
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:

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. Gwendolyn S. Batoon	-	OPMD-TIV
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Bidders:

Mr. Jun Delos Reyes	-	Target Advertising
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Agenda

- Booth Design, Installation, and Dismantling of the Philippine Booth at the Thailand International Travel Fair (TITF)

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 3:00 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. Booth Design, Installation, and Dismantling of the Philippine Booth at the Thailand International Travel Fair (TITF)

(ABC: PhP 1,590,000.00)

- For the record, Mr. Jun Delos Reyes from Target Advertising was the only interested bidder present during the pre-bid conference.
- Ms. Gwendolyn S. Batoon represented their office which formulated the technical specifications. She also thoroughly discussed the contents of the technical specifications.


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

- The project officer advised the bidder to take note of the position of the booth when considering the sound system
- There should be available meeting space
- A storage area should be available for the food presentation equipment
- Two (2) hosts who speaks both Thai and English language
- One (1) information desk will be needed
- One (1) monitor and lighting system each shall also be needed
- The furniture shall match with the *It's More Fun Theme*
- The winning bidder shall deliver to DOT whatever equipment shall be classified as valuable or indispensable to DOT
- DOT shall provide the graphics to be used but may be enhanced by the winning bidder
- Proposed designs shall be submitted by August 2, 2019
- Government Procedure shall be applied

Adjournment:

With no further instructions from the BAC and clarifications from the body, the Pre-bid Conference was adjourned at 4:00 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