

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 17, 2019 (Wednesday), 1:00 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. Elisa Jane Camunggol	-	Branding
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Bidders:

Ms. Rose Dyan R. Em	-	Touch XDA Inc.
Ms. Krizia Guingon	-	Touch XDA Inc.
Mr. Judd Balayon	-	Touch XDA Inc.

Agenda

- Local Media Placements for Tourism Branding

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 1:10 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. Local Media Placements for Tourism Branding
(ABC: PhP 44,000,000.00)

For the record, Touch XDA Inc. is the lone bidder present during the pre-bid conference.

The following questions and clarifications were raised on the terms of reference after the Ms. Elisa Jane Camunggol, the project officer, discussed its contents:

- The research to be conducted shall support the recommended media schedule of the bidder
- There is no specific priority area mentioned but depending on the result of the research by the bidder, they may recommend priority areas
- There is no need to put a provision for the creative agency fees
- There will be no need for a presentation
- A visual media schedule covering all the platforms indicated in the TOR is required
- Any OOH materials must be sustainable; non-sustainable OOH will be disqualified
- It would be preferable if the print ads and regional radio ads shall have a local translation/dialect
- It was reiterated for the bidders not to forget about the necessary attachments for the technical bid opening
- Queries may be sent through email to the BAC Secretariat until 19 July 2019
- Bid bulletin shall be released by 23 July 2019

Adjournment:

With no further instructions from the BAC and clarifications from the body, the Pre-bid Conference was adjourned at 1:25 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