

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), 1:30 p.m.
4th Floor Conference Room, DOT Bldg.

Present were:

Bids and Award Committee:

A Sec. 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
Mr. Floyd Esguerra	-	Branding

Bidders:

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

AGENDA

- Media Plan and Placements for the DOT Accreditation Campaign

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 1:28 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. Media Plan and Placements for the DOT Accreditation Campaign (ABC: PhP 50,000,000.00)

For the record, Touch XDA Inc., the only shortlisted bidder for their project, was present during the pre-bid conference.

The following questions and clarifications were raised on the terms of reference after Mr. Floyd Esguerra of Branding discussed its contents:

- No presentation shall be required
- Clarification on the target markets (local and international travelers within the Philippines)
- No priority areas were specified but bidders may profile recommend areas with high concentration of tourists
- For digital, bidders may also include international partners
- No need for creative agency provision
- ASEAN Booking sites shall also be targeted
- 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 1:41 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