

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 THE PRE-BID CONFERENCE
JUNE 3, 2019 (Monday), 10:00 a.m.
4th Floor Conference Room, DOT Bldg.

Present were:

Bids and Award Committee:

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| ASec. Roberto P. Alabado III | - | Chairperson |
| Mr. Raymund Glen Agustin | - | Member |
| Ms. Ma. Luz Falcunaya | - | Member |
| Atty. Jennifer A. Olba | - | Member |

Procurement Management:

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| Ms. Mary Angelene A. Tolentino | - | Director |
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BAC Secretariat:

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| Godofredo R. Maldonado, Jr. | - | Head |
| Melanie Claire P. Singzon | - | Member |
| Maria Alma O. Almazan | - | Member |
| John Phire P. Villamin | - | Staff |
| Val Raymund C. Cervantes | - | Staff |

Bidder/s:

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| Mr. Arman Grigoryants | - | Access Russia |
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AGENDA

1. Pre-Bid Conference for the Procurement of Tourism Destination Marketing Company for: Lot # 2 - Thailand, Lot # 3 – Vietnam, Lot # 4 – Italy, and Lot # 5 – Russia

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 11:31 a.m. He acknowledged the presence of the BAC members, BAC secretariat members, project officers and prospective bidder.

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).
- The bidder was 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.

Pre-Bid Conference for the Procurement of Tourism Destination Marketing Company for: Lot # 2 - Thailand, Lot # 3 – Vietnam, Lot # 4 – Italy, and Lot # 5 - Russia
(ABC for Russia: Euro 54,000.00)

For the record, only one (1) prospective bidder, **Access Russia**, participated in the pre-bid conference. The said prospective bidder is interested to bid for Lot # 5 – Russia. The Pre-Bid Conference was done through videoconferencing due to the prospective bidder being a foreign company from Russia. The videoconference started at around 11:31 a.m. Philippine Standard Time.

The following points were discussed by the prospective bidder:

| Bidder's Concerns/Inquiries | BAC's Response/Recommendation |
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| In the financial proposal, is the budget mentioned in the bidding documents the budget that we should calculate only as consulting services? And do we have to make a breakdown? | Yes, only for consulting services. There is no need for the breakdown. It's already the whole amount |

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| | referred to as professional fee which is a monthly submission. |
| How to fill out the breakdown in FPF 3? | For FPF 3 - Remuneration part, the cost of the professional fees must be indicated as mentioned in the bidding documents. |
| Can the duly notarized documents be notarized in Russian Notary Public? And what to indicate in the place of execution? | Yes. Since the notarization will be done in Russia, the template provided by the GPPB may be changed according to the requirement of the notarizing authority. |
| Does the bidder need to have a different submission of organizational chart for the project from the submission in TPF 5? | Yes, a different submission of organizational chart for the Project from the TPF 5 must be submitted. |
| Is there a required template for TPF 4? | There is no template for filling out TPF 4. The bidder may provide their own template. |

All revisions on the terms of reference, discussions and clarifications that have agreed upon during the pre-bid conference will be covered by a Supplemental/Bid Bulletin to be issued on 10 June 2019.

Adjournment:

There having no other clarifications to be made, the meeting adjourned at 12:37 p.m. Philippine Standard Time.

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