

MINUTES OF PRE-BID CONFERENCE
March 8, 2019 (Wednesday), 10:00 a.m.
3rd Floor Conference Room, DOT Bldg.

Present were:

Bids and Award Committee:

Dir. Milagros Y. Say	-	Vice Chairperson
Mr. Raymund Glen Agustin	-	Member
Atty. Jennifer A. Olba	-	Member
Ms. Ma. Luz Falcunaya – Member	-	Member

BAC Secretariat:

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

End-Users:

Celstine Sy	-	OPMD (Dive)
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Bidder/s:

Ms. Sheila May Niegas	-	Uni-Orient Travel
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Proceedings:

Upon declaration of a quorum, the BAC Vice Chairperson, Dir. Milagros Y. Say called the meeting to order at around 11:13 a.m. She acknowledged the presence of the BAC members, BAC secretariat members, project officer and prospective bidder.

1. 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 bidder/s 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 she 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 on the procurement of Ground Arrangement for the Objectif Atlantide Underwater Investigation 2019 (DOT-BAC IB NO. 2019-004)

- The representative of Uni-Orient Travel, Inc. was present during the pre-bid conference.
- Ms. Celstine Sy, the project officer who formulated the terms of reference and technical specifications for the project was also present to discuss briefly the details of the Terms of Reference.
- The following were discussed and agreed upon on the terms of reference, particularly under the Scope and Work Deliverables:
 - Item No. 2: The word “tours” shall be removed and shall no longer be included according to the project officer.
 - Item No. 4 – Van Rental : The project officer was advised by the BAC to include the rental period, specifying the number of hours required for each date.
 - Project officer advised the BAC and the lone bidder that there will be an additional requirement which will be Item No. 10 - “Hiring of Underwater Photographer to document the event on April 14 to 21, 2019”
- 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 13 March 2019.
- Bidder was reminded that the deadline for the submission of bids is until 9:00 a.m. of March 20, 2019.

Adjournment:

With no further instructions from the BAC and clarifications from the body, the Pre-bid Conference was adjourned at 12:30 p.m.

Prepared by:


 Mr. GODOFREDO R. MALDONADO, JR.
 Head, BAC Secretariat

Noted by:


 Dir. MILAGROS Y. SAY
 BAC Vice Chairperson