

**MINUTES OF PRE-BID CONFERENCE**  
**March 27, 2019 (Wednesday), 10:00 a.m.**  
**4th Floor Conference Room, DOT Bldg.**

Present were:

*Bids and Award Committee:*

ASec. Roberto P. Alabado III	-	Chairperson
Mr. Raymund Glen Agustin	-	Member
Atty. Jennifer A. Olba	-	Member

*Procurement Management:*

Dir. Mary Angelene A. Tolentino	-	Head
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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

*End-Users:*

Ms. Jem Turla	-	Office of Tourism Development Planning, Research and Information Management (OTDPRIM)
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*Bidder/s:*

Ms. Angelica Faustino	-	CCT. 168 Travel and Tours Corporation
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**Proceedings:**

Upon declaration of a quorum, the BAC Chairperson, ASec. Roberto P. Alabado III called the meeting to order at around 10:55 a.m. He acknowledged the presence of the BAC members, BAC secretariat, project officer and a prospective bidder.

❖ **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).
- 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 for the Services of a Travel and Tour Service Operator for the Purchase and Issuance of Airline Tickets for the Pacific Asia Travel Association (PATA) Annual Summit 2019*

- The representative of CCT.168 Travel and Tours Corporation was present, as well as the project officer from the Office of Tourism Development Planning, Research and Information Management (OTDPRIM), Ms. Jem Turla who discussed briefly the technical specifications/Terms of Reference (TOR) of the project at hand.
- Ms. Angelica Faustino of CCT.168 Travel and Tours Corporation has noticed some errors on the flight numbers indicated on the TOR and gave the correct flight numbers as based on the given departure and arrival time:

Passenger No.	Date / Time	Flight Number	
		From	To
1 (Business Class)	May 12, 2019 / 14:45-18:30	SQ 9067	SQ 5067
4	May 12, 2019 19:40-21:55	BR 36	BR 10
5	May 9, 2019 07:55-10:45	CX 250	CX 921
6	May 8, 2019 09:45-13:45	MI 560	MI 568

- Project officer announced that there will be changes as well on the other flight details and will be released as part of the Supplemental/Bid Bulletin.
- Bidder mentioned that the luggage weight allowance for Chengdu to Shanghai is twenty (20) kg., while the weight allowance for the rest of the flights is thirty (30) kg.

- Project officer reminded the bidder on Item No. 8 of the TOR which requires two (2) tickets for the PWD passenger (with wheelchair) and accompanying person-carer.

**Adjournment:**

With no further instructions from the BAC and clarifications from the body, the Pre-bid Conference was adjourned at 11:15 a.m.

**Prepared by:**

  
VAL RAYMUND C. CERVANTES  
*BAC Secretariat Staff*

**Noted by:**

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

**Approved By:**

  
Asec. ROBERTO P. ALABADO III  
*BAC Chairperson*