

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
MAY 14, 2019 (Tuesday), 10:30 a.m.
4th Floor Conference Room, DOT Bldg.**

Present were:

Bids and Award Committee:

ASec. Roberto P. Alabado III	-	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. Maria Alma O. Almazan	-	Member
Mr. John Phire Villamin	-	Staff
Mr. Val Raymund C. Cervantes	-	Staff

End-User:

Mr. JC Jan Cueto	-	OTSR-SDD
Ms. Precy Salvacion T. Aguinaldo	-	OTSR-SDD

Bidders:

Ms. Shirley L. Dionisio / John Co	-	Topbest Printing Corp.
Ms. Erika Cornejo	-	Pixign Advertising
Steven Morales	-	Althea Systems
Ms. Norma Yumul	-	5 J's Metal Craft and General Merchandise Co. Ltd.

Agenda

- Procurement of Printing Service Provider for the Printing/Production of 2019 DOT Accreditation Sticker for Tourist Transport Vehicles, Tourism Enterprises & Other Tourism-Related Enterprise and Certificates

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 10:35 a.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.

Procurement of Printing Service Provider for the Printing/Production of 2019 DOT Accreditation Stickers for Tourist Transport Vehicles, Tourism Enterprises & Other Tourism-Related Enterprise and Certificates (ABC: PhP 2,240,700.00)

- Representatives from the following prospective bidders were present during the pre-bid conference:
 1. Topbest Printing Corp.
 2. Pixign Advertising
 3. Althea Systems
 4. 5 J's Metal Craft and General Merchandise Co. Ltd.
- Mr. JC Jan Cueto and Ms. Precy Salvacion T. Aguinaldo from OTSR-SDD were present to represent their office which formulated the technical specifications.

After Mr. Cueto has briefly discussed the contents of the technical specifications, the following questions and clarifications were raised by the prospective bidders:

- On the stickers, clarification were made if the text in the "writable" area would be machine printed or hand written.
- Removal of the word *vinyl* as a requirement for the stickers since the vinyl type and reflectorized material are made of two different materials
- Clarification on the meaning of "Heat sensitive" on the sticker requirement
- Clarification on the scope of the hologramized portion (DOT Logo)
- Actual samples shall be required and evaluated during the post-qualification process after the approval of the Lowest Calculated Bidder's proposed design

- Wave background on the accreditation certificate may vary depending on the bidders suggestion
- Althea Systems mentioned that the technical term for the Hidden Message Technology is “Pantographic Security Layer”
- Regarding the submission of technical bid, bidders need to indicate the technical specifications instead of only writing “comply”
- A list of ongoing contracts is required as well as a supporting document proving the bidder’s *Single Largest Completed Contract (SLCC)* experience with the same nature of contract
- Delivery date shall be after fifteen (15) working days after receipt of the approved sample
- Lots 1 and 2 shall be merged to avoid difference in the color shade during the printing process
- Bid security must be provided per lot

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 **20 May 2019**.

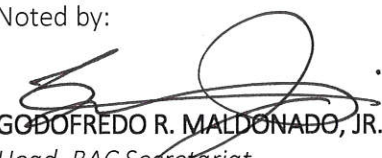
Adjournment:

With no further instructions from the BAC and clarifications from the body, the Pre-bid Conference was adjourned at 11:30 a.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