

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 7, 2019 (Tuesday), 11:00 a.m.
2nd Floor Training Room, DOT Bldg.

Present were:

Bids and Award Committee:

Asec. Roberto P. Alabado III	-	Chairperson
Dir. Milagros Y. Say	-	Vice Chairperson
Mr. Raymund Glen Agustin	-	Member
Ms. Ma. Luz 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-Users:

Ms. Marites Ballester	-	PIED
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Bidder/s:

Ms. Ine S. Faustino	-	CCT. 168 Travel and Tours Corp.
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Agenda:

1. Tourism Investment Capacity Building Seminar (CBS) 2019

Proceedings:

Upon declaration of a quorum, the BAC Chairperson, Asec. Roberto P. Alabado III called the meeting to order at around 12:10 p.m. He acknowledged the presence of the BAC members, BAC secretariat members, project officer and prospective bidder.

- 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 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.
- A representative from CCT. 168 Travel and Tours Corp. was present during the pre-bid conference.
- The person who actually formulated the terms of reference and technical specifications for the project was present, Ms. Marites Ballester. She also briefly discussed the details of the Terms of Reference.

Pre-Bid Conference for the Tourism Investment Capacity Building Seminar (CBS) 2019

ABC: PhP 2,040,000.00

The following questions and clarifications were raised on the terms of reference:

- The bidder informed all the concerned parties that there is only one (1) DOT-accredited Hotel in Ormoc and it lacks the necessary equipment mentioned in the technical specifications
- The bidder was advised that she needs to provide the necessary equipment and include it in the bid to be submitted if the bidder wills to participate

The bidder was informed that if she has other concerns or requests for clarification, it must be in writing and must be submitted or emailed to the BAC secretariat until **09 May 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 **10 May 2019**.

Adjournment:

With no further instructions from the BAC and clarifications from the body, the Pre-bid Conference was adjourned at 12:02 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