

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), 10:30 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
--------------------------------	---	----------

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:

Mr. Raul Alcantara	-	Medical Clinic
--------------------	---	----------------

Bidder/s:

Ms. Rachel Ann Espiritu	-	Best Diagnostic Corp.
Ms. Maria Glecinda P. Tan	-	Pharma Quest Co.

Agenda:

1. 2019 Vaccination Program for all DOT Officials and Employees (Permanent/Job Personnel)

Proceedings:

Upon declaration of a quorum, the BAC Chairperson, Asec. Roberto P. Alabado III called the meeting to order at around 11:26 a.m. He acknowledged the presence of the BAC members, BAC secretariat members, project officer and prospective bidders.

- 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.
- Representatives from the following prospective bidders were present during the pre-bid conference:
 1. Best Diagnostic Corp.
 2. Parma Quest Co.
- The person who actually formulated the terms of reference and technical specifications for the project was present, Mr. Raul Alcantara. He also briefly discussed the details of the Terms of Reference.

Pre-Bid Conference for the 2019 Vaccination Program for all DOT Officials and Employees (Permanent/Job Personnel)

ABC: PhP 1,998,785.00

The following questions and clarifications were raised by the prospective bidders on the part of the terms of reference:

- Vaccination duration was changed from ten (10) days to five (5) days
- The days for the vaccination will be sequential but not consecutive
- For the samples, actual vaccine is not necessary, a product literature and an FDA Certification is required instead
- Day of screening and vaccination can be on the same day of the first vaccination
- World Health Organization (WHO) Certification or any equivalent certification was added as a technical specifications requirement
- Confidentiality agreement shall be applied upon conduct of the screening

- Sales invoice shall be issued per delivery
- Processing of the billing will be after the final (third) vaccination
- End-user will keep the sales invoices and delivery reports from first up to final delivery of vaccination
- Expiration dates must not be less than 24 months counting from the first delivery date

Bidders were informed that if they have 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