



DEPARTMENT OF TOURISM
PROCUREMENT MANAGEMENT DIVISION

MINUTES OF THE MEETING

Activity : Bids and Awards (BAC) Meeting
 Venue : via MS Teams
 Date and Time : 1300H, 16 February 2021

ATTENDEES:

BAC MEMBERS	BAC SECRETARIAT	PROJECT OFFICER
<ul style="list-style-type: none"> - DIR. MILAGROS Y. SAY - ATTY. JENNIFER A. OLBA - MR. RAYMUND GLEN A. AGUSTIN - MS. SUSAN NAGTALON 	<ul style="list-style-type: none"> - GODOFREDO R. MALDONADO JR. - MELANIE CLAIRE P. SINGZON - MARIA ALMA O. ALMAZAN - JOHN PHIRE P. VILLAMIN - NORJANNAH P. LUCMAN - VAL RAYMUND C. CERVANTES 	<ul style="list-style-type: none"> - DAKILA GONZALES (OPMD)
		BIDDER/REPRESENTATIVES
		<ul style="list-style-type: none"> - DURGA DAS PUBLICATIONS MIDDLE EAST FZE - VFS GCC LCC

PROCEEDINGS:

AGENDA ITEM	AGREEMENTS	OFFICE/PERSON IN-CHARGE	UPDATES/REMARKS
VIRTUAL PRE-BID CONFERENCE FOR THE PROCUREMENT TOURISM DESTINATION MARKETING COMPANY FOR MIDDLE EAST	<ul style="list-style-type: none"> • It was articulated by the bidders that they already sent their questions before the scheduled pre-bid conference. The BAC asked the bidders to read their questions/clarifications. The clarifications of VFS was answered during the pre-bid conference while it was noted that the PMD/BAC Secretariat already replied to to Durga Das before the 		

	<p>meeting.</p> <ul style="list-style-type: none"> • It was clarified that the payment for the bidding documents amounting is for the same bidding documents posted in the website and PhilGEPS • There is no need to notarize all the documents except for the following documents: <ul style="list-style-type: none"> a. Bid security (if they opt to submit a bid securing declaration) b. TPF 6 – Curriculum Vitae c. Omnibus Sworn Statement d. Secretary’s Certificate or Board Resolution • Notarization for the documents can be done through the office and lawyer in the Philippines • Board resolution and power of attorney needs to be notarized • Provision of the contract to be discussed during the negotiation stage • The 2nd highest ranked bidder may only proceed to the negotiation stage under the following conditions: <ul style="list-style-type: none"> a. The BAC shall consider negotiation with the next ranked bidder if there is unjustifiable replacement of personnel by the 1st ranked bidder b. When the Highest Rated Bidder failed the criteria for post-qualification c. When the Highest Rated Bidder submitted a financial proposal above the ABC 	<p>Mr. Dakila Gonzales – OPMD</p>	
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	<ul style="list-style-type: none"> • Bidder should just submit one (1) form of bid security • Presentation of data for FPF 3. Remuneration to be provided in the bid bulletin • Clarification to be provided in the bid bulletin on how to fill out TPF. 8 for market representatives • For FPF. 4, breakdown to be provided per staff • Additional clarification and queries can be submitted to the BAC secretariat until 19 February 2021 • Tentative date for the release of bid bulletin will be on 22 February 2021 		
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Prepared by:



VAL RAYMUND C. CERVANTES
Administrative Assistant III

Noted by:



GODOFREDO R. MALDONADO JR.
Head, BAC Secretariat

Approved Disapproved

DIR. MILAGROS Y. SAY
BAC Vice-Chairperson