

Republic of the Philippines
Department of Tourism
The New DOT Bldg., 351 Sen. Gil Puyat Ave., Makati City 1200
Telephone No.: (02) 459-5200 Fax no.:(02) 893-0634
[Http://www.itsmorefuninthephilippines.com](http://www.itsmorefuninthephilippines.com) ; www.tourism.gov.ph

Pre-Bid Conference
November 09, 2018 (Friday)12:00 p.m.
3rd Floor Conference Room, DOT Bldg.

ATTENDEES:

Members: Dir. Milagros Y. Say-Vice Chairperson
Atty. Jennifer A. Olba-Member
Mr. Raymund Glen Agustin-Member

Secretariat: Mr. Godofredo R. Maldonado Jr.-Head
Ms. Maria Alma O. Almazan-Member
Mr. John Phire P. Villamin-Member

Project office/End-User: Mr. Ryan Carlos
Ms. Rey Jean Almazan

Observers:

Bidders:

Name of Representative	Company
Ine S. Faustino	CCT 168. Travel and Tours Inc.
Den Marielle L. Policar	Shroff International Travel Care Inc.
Pauline Sabas	Shroff International Travel Care Inc.

CALL TO ORDER AND QUOROM:

- The meeting was held at the 3rd floor Conference Room of the DOT Bldg., and was called to order at around 12:00 p.m. after a quorum was declared by the presiding officer and BAC Vice Chairperson, Director Milagros Say.

MATTERS DISCUSSED/APPROVED

- The presiding officer acknowledged the presence of the BAC members, secretariat, project officers, 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 DOT Commission on Audit but no representatives were sent.
- The presiding officer mentioned that the purpose of the meeting is to give an opportunity to the prospective bidders to seek clarifications on the Terms of Reference, including the bidding

documents. Copies of the terms of reference were distributed to the BAC members before the start of the meeting.

- Items on the Agenda were announced by the Head of the BAC secretariat and were approved by the BAC members.

1. Procurement of Travel and Tour Service Operator for Tourism Development Workshop 2018

ABC: PHP 1,636,770.00

- Two (2) Interested bidders were present during the pre-bid conference namely: CCT 168. Travel and Tours Inc. and Shroff International Travel Care Inc.
- The end-user/project officers, Mr. Carlos and Ms. Almazan presented and discussed briefly the details of the Terms of Reference. Questions and clarifications were raised by the bidder on the part of the technical specifications.

Clarifications on the Terms of Reference:

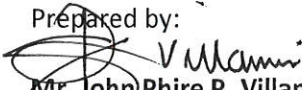
- On the Training Meals and Venue Requirements:
 - A. A Function room that can accommodate eighty-three (83) persons.
 - B. Round-table set-up, a registration table and a secretariat table.
 - C. Meals should include Halal choice (no Pork meal).
- On other inclusions:
 - A. Strong Wi-Fi access
 - B. Sound system
 - C. LCD Projector and screen
 - D. White board, Eraser and markers
 - E. Extension cord (for laptops)
 - F. Pads and papers

- On Transportation Hire:

09-15 December	Grandia Van	1 unit	7 days	P 3,300.00	P 23,100.00
10-14 December	45-seater bus	2 units	5 days	P 21,000.00	P 210,000.00

There having no other remaining topics for discussion, the meeting was adjourned at 01:04 p.m.

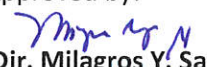
Prepared by:


Mr. John Phire P. Villamin
BAC, Secretariat

Noted by:


Mr. Godofredo R. Maldonado Jr.
Head, BAC Secretariat

Approved by:


Dir. Milagros Y. Sayo
Vice Chairperson