

BIDS AND AWARDS MINUTES OF THE MEETING

Updated as of 20 September 2019

DATE: December 3, 2020	TIME STARTED: 2:10 PM	TIME ENDED: 2:50 PM	
BIDDING ACTIVITY	<i>Mark (X)</i>		
	<input type="checkbox"/> Pre - Procurement Conference <input checked="" type="checkbox"/> Pre - Bidding Conference	<input type="checkbox"/> Opening of Bids <input type="checkbox"/> Special Meeting / Others	
PROJECT TITLE Services of a Tour Operator for PHITEX Post Tours (Lots 1 and 2)		APPROVED BUDGET COST PHP 12,200,000.00	
BAC MEMBERS	<i>Mark (X)</i>		
	Chairperson Vice Chairperson Regular Member <i>Alternate Member</i> Provisional Member <i>Alternate PM</i> Provisional End User	<input checked="" type="checkbox"/> Atty. Venancio C. Manuel III <input type="checkbox"/> Marian Sarah C. Garate <input type="checkbox"/> Nerissa D. Juan <input type="checkbox"/> Hernan Melchor G. Narvadez <input checked="" type="checkbox"/> Ramon Julian S. De Veyra, Jr. <input type="checkbox"/> Marivic M. Sevilla <input checked="" type="checkbox"/> James Sy	
PROJECT OFFICER/S	<input checked="" type="checkbox"/> Monina Valdez/ Patricia Alace delas Alas		
TECHNICAL WORKING GROUP	<i>Mark (X)</i>		
	GOODS	CONSULTING	INFRASTRUCTURE
<input checked="" type="checkbox"/> Carmela Joy A. Febrio <input checked="" type="checkbox"/> Nelson D. Lopez <input checked="" type="checkbox"/> Michael M. Malonda	<input type="checkbox"/> Rose Ann B. Cruz <input type="checkbox"/> Francine M. Roca <input type="checkbox"/>	<input type="checkbox"/> Edmon Gerald A. Loza <input type="checkbox"/> Remigio U. Pagaduan <input type="checkbox"/> Cesar R. Villanueva	
BAC SECRETARIAT	1. Eloisa A. Romero 2. Socrates G. Torres		
BIDDER / REPRESENTATIVE	ELIGIBILITY (X)	TECHNICAL (X)	FINANCIAL BID
1) Shroff International Travel Care, Inc. a) Ms. Jasmin Quitariano b) Mr. Pauline Sabas c) Ms. Sheena Shroff 2) Uni-Orient Travel Inc. a) Sheila Niegas			
HIGHLIGHTS:			
<ol style="list-style-type: none"> 1. The BAC Chairperson presided the Pre Bid Conference for the Services of a Tour Operator for PHITEX Post Tours (Lots 1 and 2). 2. The BAC Chairperson called the meeting to order upon confirmation of quorum. 3. The Project Officer presented the Technical Specifications for the two lots. 4. The BAC Chairperson, opened the floor for question/clarifications. 			

5. Mr. Ramon De Veyra, asked the project officer if the properties that she identify is already open, and the project officer informed the body that Caramoan and Albay are still for checking but she is confident that before implementation these will be open to the public.
6. Mr. Michael Malonda, TWG Member, clarified what kind of COVID-19 Swab Test will used, and the project officer replied COVID-19 RT-PCR Test.
7. Ms. Pauline Sabas of Shroff Travel inquired how to submit the Statement of all its ongoing government and private contracts, since most the their ongoing projects are either deferred or cancelled, and the BAC Chairperson replied that in the Bidding Documents there is a form to fill out for all their ongoing contracts; deferred projects are acceptable but cancelled projects are not acceptable and should not be included.
8. The BAC Chairperson asked the procurement officer if the bid opening is a traditional or online submission of bid. The procurement officer informed the body that he can issued a bid bulletin to inform the prospective bidders that submission will be online on or before the bid opening, and the BAC Chairperson gave the permission to the procurement officer to issue the bid bulletin for online submission of bid.
9. The BAC Chairperson reminded the prospective bidders that the online bid should be in a password-protected compressed archive folders, one folder each for the Technical and Financial bid submission.
10. The BAC Chairperson reminded the body that this procurement is conducted in a very tight timeline and requested the bidders/winning bidder to submit immediately the performance security bond to TPB in order to prepare the contract immediately.
11. Ms. Pauline Sabas informed the body that their DOT accreditation is still in process for release and asked the body if that is OK as DOT accreditation is required, and the project officer replied that if they can provide any proof document for renewal, TPB will accept it.
12. The project officer asked the body if the prospective bidder have an ongoing application for renewal for PhilGEPS. The BAC Chairperson added that the bidder with ongoing application for PhilGEPS renewal can submit the expired PhilGEPS Certification with a Class "A" documents.
13. Ms. Jasmin Quitariano, of Shroff International Travel, Inc. asked the body, for LOT 2, how may pax will arrive on May 13 & 14, 2020? The BAC Chairperson informed the body that TPB will issued a Bid Bulletin regarding this.
14. Ms. Jasmin Quitariano asked again if TPB will require a professional Photographer and Videographer, and the project officer replied a skilled Photographer and Videographer is accepted, but the tour coordinator can also take photos and videos for documentation and submission to TPB.
15. Ms. Jasmin Quitariano asked if in LOT 2 Lunch is included, and the project officer replied that Meals are included in Lot 1 and Lot 2.
16. The BAC Chairperson asked the body for further question or clarifications, when there was no further question received, the BAC Chairperson adjourned the Pre-bid Conference.

Prepared by:

12/7/2020

ELOISA A. ROMERO

Signature Over Printed Name of Head BAC Secretariat

Certified by:

ATTY. VENANCIO C. MANUEL III

Signature Over Printed Name of Presiding Officer