

## BIDS AND AWARDS MINUTES OF THE MEETING

Updated as of 20 September 2019

<b>DATE:</b> April 7, 2021		<b>TIME STARTED:</b> 2:00 PM		<b>TIME ENDED:</b> 2:50 PM	
<b>BIDDING ACTIVITY</b>	<i>Mark ( X )</i>				
	<input type="checkbox"/> Pre - Procurement Conference <input checked="" type="checkbox"/> Pre - Bidding Conference		<input type="checkbox"/> <b>Opening of Bids</b> <input type="checkbox"/> Special Meeting / Others		
<b>PROJECT TITLE: SERVICES OF TOUR OPERATOR REGIONAL TRAVEL FAIR (HYBRID) For Lot 1 and Lot 2.</b>				<b>APPROVED BUDGET COST</b> Lot 1: Php 1,325,000.00 Lot 2: Php 1,325,000.00 TOTAL ABC: Php 2,650,000.00	
<b>BAC MEMBERS</b>	<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"/> <b>Atty. Venancio C. Manuel III</b> <input checked="" type="checkbox"/> <b>Marian Sarah C. Garate</b> <input checked="" type="checkbox"/> <b>Nerissa D. Juan</b> <input type="checkbox"/> Christie N. Navarro <input checked="" type="checkbox"/> Ramon Julian S. De Veyra, Jr. <input type="checkbox"/> Marivic M. Sevilla <input checked="" type="checkbox"/> <b>Cesar R. Villanueva</b>			
<b>PROJECT OFFICER/S</b>	<input checked="" type="checkbox"/> <b>Michelle Alcantara</b>				
<b>TECHNICAL WORKING GROUP</b>	<i>Mark ( X )</i>				
	<b>GOODS</b>	<b>CONSULTING</b>	<b>INFRASTRUCTURE</b>		
	<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"/> Mark Nicole Evangelista	<input type="checkbox"/> Edmon Gerald A. Loza <input type="checkbox"/> Remigio U. Pagaduan <input type="checkbox"/> Cesar R. Villanueva		
<b>BAC SECRETARIAT</b>	1. Eloisa A. Romero 2. Socrates G. Torres				
<b>BIDDER / REPRESENTATIVE</b>		<b>ELIGIBILITY</b>	<b>TECHNICAL</b>	<b>FINANCIAL BID</b>	
		<b>( X )</b>	<b>( X )</b>		
1. Amazing Trails Travel Co. Ltd. – Ms. Lorna Longno 2. Intas Destinations – Ms. Abigail Dela Cruz 3. Shroff Travel – Ms. Jasmin Quitoriano and Ms. Pauline Sabas					
<b>HIGHLIGHTS:</b>					
<ol style="list-style-type: none"> <li>1. The BAC Chairperson presided the Pre Procurement Conference.</li> <li>2. The BAC Secretariat certified the existence of quorum.</li> <li>3. The BAC Chairperson called the meeting to order upon confirmation of quorum.</li> <li>4. The Project Officer presented the Terms of Reference (TOR) to the body.</li> <li>5. The BAC Chairperson opened the floor for questions and clarifications.</li> <li>6. Ms. Lorna Longno asked if the Room for TPB VIP is Suite-type Room and if the Air Ticket is Business Class, the Project Officer replied, the room type required is not a Suite Room Hotel Accommodation, but if there</li> </ol>					

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is a need to upgrade, cost should be the same as deluxe room category and the air ticket is not business class.

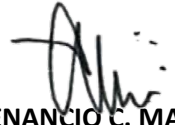
7. Ms. Abigail Cruz asked the project officer if the travel insurance is COVID-19 covered, the project officer replied that the travel insurance is a regular travel insurance, COVID-19 is not covered.
8. Ms. Lorna Longno asked if there is specific budget and item preferred for TPB giveaways, the Project Officer replied, the giveaways are care of TPB, the supplier will only cover packaging and delivery.
9. Ms. Lorna Longno asked will there be no security requirements, Provisionary End-user replied that the security will be handled by DOT Regional Offices.
10. Ms. Jasmin Quitoriano noticed that the date of flight of TPB Secretariat is not the same as the date of check out from the hotel; BAC Chairperson advised the project officer to revise the date of flight of TPB Secretariat.
11. Ms. Jasmin Quitoriano asked the Project Officer how many hours are allotted for the transportation requirement; the project officer replied minimum of ten (10) hours.
12. Ms. Jasmin Quitariano asked the project officer if the Ten Thousand Pesos (Php10,000.00) for the in site validation in Lot 2 is a Cash Advance, the project officer replied that it is not a cash advance, it only means that the meals and coordination meeting will not to exceed the amount of Ten Thousand Pesos (Php10,000.00)
13. The BAC Chairperson noticed that the AITF should be revised to IATF.
14. The BAC Chairperson reminded the prospective bidders if they will participate in lot 1 and lot 2 that the submission for lot 1 should be separate from lot 2 and should be password protected.
15. The BAC Chairperson asked the body for further question and clarification, and when there was no further question received, the BAC Chairperson adjourned the Pre Bid Conference.

**Prepared by:**

  
**ELOISA A. ROMERO**

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Signature Over Printed Name of Head BAC Secretariat

**Certified by:**

  
**ATTY. VENANCIO C. MANUEL III**

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Signature Over Printed Name of Presiding Officer