



**DEPARTMENT OF TOURISM**  
**PROCUREMENT MANAGEMENT DIVISION**

**MINUTES OF THE MEETING**

Activity : Bids and Awards (BAC) Meeting  
 Venue : MS Teams  
 Date and Time : 1400H, 18 May 2021

**ATTENDEES:**

<b>BAC MEMBERS</b>	<b>BAC SECRETARIAT</b>	<b>PROJECT OFFICER</b>
<ul style="list-style-type: none"> <li>- DIR. MILAGROS Y. SAY</li> <li>- ATTY. JENNIFER A. OLBA</li> <li>- MR. RAYMUND GLEN A. AGUSTIN</li> <li>- MS. SUSAN NAGTALON</li> </ul>	<ul style="list-style-type: none"> <li>- GODOFREDO R. MALDONADO JR.</li> <li>- MELANIE CLAIRE P. SINGZON</li> <li>- MARIA ALMA O. ALMAZAN</li> <li>- JOHN PHIRE P. VILLAMIN</li> <li>- NORJANNAH P. LUCMAN</li> <li>- RYAN CHRISTIAN G. CASA</li> <li>- VAL RAYMUND C. CERVANTES</li> </ul>	<ul style="list-style-type: none"> <li>- ALYSSA COLINE MALABANAN</li> <li>- RONNEL ALLICANTE</li> <li>- LESLIE ZALDUA</li> </ul>
		<b>BIDDER/REPRESENTATIVES</b>
		<ul style="list-style-type: none"> <li>- MACRO VISION CONSULTANCY</li> </ul>

**PROCEEDINGS:**

<b>AGENDA ITEM</b>	<b>AGREEMENTS</b>	<b>OFFICE/PERSON IN-CHARGE</b>	<b>UPDATES/REMARKS</b>
VIRTUAL PRE-BID CONFERENCE FOR THE PROCUREMENT OF CONSULTANCY SERVICES FOR THE MAINTENANCE OF THE ISO 9001:2015 QUALITY MANAGEMENT SYSTEM (QMS) OF THE DEPARTMENT OF TOURISM FOR FY 2021	<ul style="list-style-type: none"> <li>• Bidder was advised to include in the CVs the corresponding certifications and trainings to be required by the end users</li> <li>• It was also discussed whether the bidder should still allocate budget for on-site trainings for expenses such as air fares, etc.. During the discussion, it was deliberated whether the bidder may reallocate the budget provided for on-site trainings to professional fees if on-site visits will not be possible. The BAC likewise</li> </ul>	Planning Service	<ul style="list-style-type: none"> <li>• Further queries and clarifications may still be made thru email to the BAC secretariat until 21 May 2021 at 5:00P.M.</li> <li>• Bid bulletin will be posted on 24 May 2021</li> </ul>

	<p>clarify whether the cost for onsite trainings and visit are included in the budget estimate submitted to FMS. On this, the project proponent stated that the budget estimate approved by FMS included expenses by type of activity such as trainings, audit activities, etc and not by type of expenditure such as airfare, accommodation, etc. It was concluded that the bidder has two options. First, the travel expenses will still be included in the breakdown but will not be billed to DOT if it is not utilized due to the current travel restrictions; and second, bidder may propose alternative activities for the budget but upon the approval of the end-user office.</p>		
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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